

Glen Lake Community Library

Materials Selection & Collection Development

The Glen Lake Community Library is based on the principles of intellectual freedom, as outlined in the *Library Bill of Rights* and the *Freedom to Read Statement*. The library cultivates a collection that is diverse both in content and perspective. Both works of fiction and non-fiction are collected, as are materials for both adults and children. Selection is balanced to include titles in popular demand along with those that are deemed to have more lasting appeal and value. Materials are also collected in a variety of formats: printed books and periodicals; audio and video recordings; electronic books and media; and learning kits and games. Additional materials and formats will be considered as they become available.

Numerous criteria are considered when selecting materials. These include but are not limited to: popular demand, relevance of subject to the community, coverage of subject within the existing collection, contribution to balance of existing collection, timeliness or permanence of the content, and physical characteristics of the material. Special consideration is given to materials by local or regional authors. Additional criteria include literary or artistic merit, factual accuracy, suitability of content and vocabulary to intended audience, and price.

The board of trustees delegates responsibility for the selection of materials and maintenance of the collection to the library director. All staff members are involved with the process, consulting various selection tools: publishers' catalogs, bestseller lists, reviews in professional and general periodicals, curated bibliographies, etc. Recommendations and requests by library patrons are given special consideration.

Selection of a title does not imply library endorsement of the views or ideas presented therein. Materials are not included or excluded because of the race, nationality, political affiliation, or personal values of the author.

Donated materials are considered for addition to the library collection. The same selection standards applied to new purchases are used with donations. Donations that cannot be used in the permanent collection are routed to the Friends of the Library for use in their book sale program.

Books and media are periodically withdrawn from the collection, due to poor physical condition, dated or inaccurate content, or lack of circulation. These items may be given to the Friends, or may be discarded if no longer in usable condition.

Approved by the Board of Trustees December 1998

Revised and approved June 8, 2022