

COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT

Argos Public Library strives to be the chosen destination for patrons to obtain quality, up-to-date materials, information, and services, in order to fulfill the educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful and businesslike. The purpose of the library is to serve our patrons with an outstanding collection of materials in a variety of formats. The library will provide and actively promote easy access to all resources for all patrons and offer guidance and encouragement in their use so they may improve the quality of their lives.

GENERAL LIBRARY OBJECTIVES

1. To assemble, preserve and administer an organized collection of educational and recreational materials vital to the needs, curiosities, and creativity of the community at large.
2. To be aware of the needs of the community and meet those needs as effectively as possible through programming and appropriate materials.
3. To keep informed regarding the latest and most effective sources of professional library services and methods in order that they may be incorporated into the library whenever practical and more efficient in relation to this particular library.

MATERIAL SELECTION

Every library, no matter how large or small, must select from the mass of recorded knowledge those materials which best contribute to the particular objectives of the individual library. This policy has been drawn up to answer questions of library patrons pertaining to book selection.

The Argos Public Library hereby adopts the Library Bill of Rights in its entirety:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public.

Purpose of book selection

In keeping with the library district's heritage, which fosters excellent schooling and independent thinking, the Argos Public Library provides guidelines for acquisition and withdrawal decisions, resource allocation and planning for collection needs in accordance with the Library's mission statement and long range plans.

The factor which has the greatest bearing upon selection is the character of the community. The age of patrons ranges from small children to senior citizens.

Materials are purchased in a variety of formats. The Library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection. Choice of formats will be based on patron demand, community trends, product development, and positive critical reviews.

Responsibility for Collection Development

Ultimate responsibility for materials selection rests with the Director who operates within the policies determined by the Board of Trustees. The Director delegates the responsibilities for specific subject areas and formats regarding the evaluation, acquisition, retention, and withdrawal of materials to appropriate staff members.

Materials are evaluated as complete works and not on the basis of a particular passage. We respect the right of individuals to be selective in their own reading and of individuals and groups to express their views for the guidance of others. But for the same reason, we oppose efforts by individuals or groups to limit the freedom of choice of others or to impose their own standards of tastes upon a community at large.

Cooperative Relationships

The library encourages the use of interlibrary cooperation to better serve the needs of its patrons by expanding available resources through Resource Sharing and cooperative agreements that benefit the community.

Weeding

In the interest of maintaining a current, relevant, authoritative, and attractive collection of materials for patrons, all areas of the library will be weeded on a minimum schedule of every three years. Informal weeding occurs as needed in order to create shelf space or replace out-of-date or damaged materials.

Donations

The library does accept donations of various materials to add to the collection (books, CDs, etc.), but reserves the right to discriminate which materials will ultimately be added into the collection based on condition, currency, shelf space, and other factors. It is the discretion of the Director as to what to do with donations that are not processed and added into the collection. Donations may be placed with other weeded materials for patron book sales.

Patron Requests

Patron suggestions and requests will be considered in accordance with the selection criteria outlined in this policy. Requests not acquired by the Library may be available via Inter-Library loan or through our digital collections.

Reconsideration of Materials

An Argos Public Library Patron's Request for Reconsideration of Materials" form is provided for a patron wishing to request that the library staff reconsider a specific title currently in the collection. After completing the form, the patron submits the form to the Director. The Director will review the title and write a timely letter of response to the patron. The patron, if they have further concerns, will be invited to the next meeting of the library board.