

Jay County Public Library

Collection Development Policy

Reviewed May 18, 2015

Adopted June 8, 2015

Selection Responsibility

The selection of materials for the library is the duty of the director and his/her designees, with the aim of meeting the cultural, educational, recreational, and fact-finding needs of the community.

Principles of Selection

To assure that library materials are provided to meet the needs and interests of all of the people in the community, the following statement of principles concerning material selection is made:

1. Library materials should be selected for inclusion in library collections for the information, enlightenment and interest of the people of the community as a whole. Library materials should never be added or omitted because of the desires of any single individual or group, to the exclusion of the interests of the rest.
2. There should be the fullest practicable provision of library materials to present all points of view about the problems and issues whether of the past, the present, or the future. The presence of an item, whether magazine, book or other library material, in a library does not indicate an endorsement of its contents by the library.
3. Library materials which are authoritative should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval. In no case should any item be excluded because of the race or nationality, or the political or religious views of the writer. Libraries must resist any and all attempts to abridge the full access to ideas, the full freedom of information and the full freedom of expression that are the tradition and heritage of citizens of the United States.
4. Public libraries in particular, while adhering unequivocally to the right of the people to full freedom of information, have a responsibility to make certain that the materials in their custody are not misused to the injury of either the people or the nation. The best procedure against misuse of library materials is not to suppress the materials, but to counter the misuse of them by an honest and complete presentation of all sides of the question and issue.

Material Complaints

The choice of library materials by users is an individual matter. Responsibility for the reading or viewing of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself/herself and for his/her children, he/she cannot exercise censorship to restrict access to the materials of others. Nevertheless, the library allows residents of its service area to file a Request for Reconsideration of Library Materials for presentation to the Board of Trustees.

Gifts and Memorials

Gifts or memorial donations in the form of money or useable items are welcome, although gifts with potential value of \$500 or more shall require library board action to accept. The library will not set a value on non-monetary gifts for receipt purposes, but will only acknowledge by description the items received. Library materials (books, magazine subscriptions, etc.) which are given must meet the same selection requirements imposed upon items purchased with library funds. Items which cannot be used may be sold, passed on to another library which can use the material, or destroyed.

Collection Maintenance

The director through his/her designees is responsible for implementing an ongoing program of withdrawing from the collection items no longer in demand, outdated or worn, as well as a method of value-based inventory for insurance purposes.