

Collection Policy

Purpose

This plan guides the development, maintenance, and evaluation of the library's collections to ensure they meet the informational, educational, cultural, and recreational needs of the community, in accordance with SLNC standards.

Mission Alignment

The library's collection supports its mission to foster lifelong learning, equitable access, and community engagement by providing materials for all patrons.

Guiding Principles

- Intellectual Freedom: Materials are selected without regard to personal, political, religious, or ideological viewpoints
- Responsiveness to Community: Collection decisions are based on user needs, demographic data, usage patterns, and direct feedback (SLNC Public Library Standards).

Collection Scope

The library collects a broad range of materials including:

- Formats: Books, audiobooks, DVDs, periodicals, digital media (eBooks, eAudio), streaming content, and non-traditional items.
- Languages: Primarily English, with materials in other languages (especially Spanish) based on community needs.
- Reading Levels: Ranges from early literacy to adult advanced readers.

Selection Criteria

Materials are selected using the following criteria:

- Relevance to community interests and needs
- Accuracy and currency of information
- Literary or artistic merit
- Reputation of author/publisher
- Cost and budget availability
- Demand (holds ratios, usage statistics)
- Professional reviews (e.g., Library Journal, Booklist)

The Library Director and/ or designated staff members oversee selection, with input from trained staff and patron suggestions.

Collection Maintenance

- Weeding: Materials are removed based on condition, use, accuracy, and relevance, using the CREW method (Continuous Review, Evaluation, and Weeding).
- Replacements: Popular, damaged, or missing items may be replaced depending on demand and availability.
- Preservation: Valuable or historical items may be preserved or digitized to ensure long-term access.

Digital Content

Digital resources (via OverDrive/Libby, etc.) are selected in coordination with consortium partners and guided by the same principles as print materials. Usage and licensing models are monitored regularly.

Challenged Materials

- The library defends the right to read and access information.
 - Challenges must be submitted in writing via a formal Request for Reconsideration form.
 - A review committee (including the Library Director and designated staff and/or boards) will evaluate the item using the library's selection criteria and SLNC guidelines.
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Evaluation and Reporting

- Annual collection usage reports will inform development priorities.
- Collection audits (diversity, age, condition) are conducted regularly to ensure balance and relevance.
- This plan is reviewed annually by the Library Director and designated staff and is updated as needed.