

C.1 Material Selection and Collection Development Policy

It is the policy of the Chesterfield Township Library to collect, access and organize books and other print and non-print or on-line materials so that it is easily accessible to all users. Materials acquired and maintained by the library provide for the educational, informational, cultural, and recreational needs of the community it serves.

Materials selection considers the needs and interests, both immediate and future of Chesterfield Township residents. Recognizing the impossibility of one library's collection fulfilling the needs and desires of all its users, consideration is given to the accessibility of other library resources along with support for cooperative efforts to develop and show these resources.

In selecting materials for the library, the professional staff consults a wide range of reviewing media, negative and positive. Considerations depend also on the availability of material and the availability of funds. The staff endeavors to exercise professional judgment and bases its decision for purchase or rejection on several criteria characteristics. The professional staff of the library recognizes that the responsibility for the selection of these materials requires a sensitivity to the community and unbiased critical evaluation.

C.2 Supporting Philosophy

In addition to the selection procedure and criteria mentioned in this document, the Chesterfield Township Library believes in, supports, and follows the principles of intellectual freedom. Basic to the policy is the First Amendment to the United States Constitution, The Library Bill of Rights, The Freedom to Read, the Freedom to View, and Access to Electronic Information, Services, and Networks: an Interpretation of the *Library Bill of Rights* as adopted by the American Library Association.

Processing and shelving of material shall in no way reflect a value judgment of the materials. Most materials will be shelved in their proper order on open shelves; freely and easily accessible to the public. Specific items that are not in Dewey sequence are those with physical limitations, frequently used reference books, expensive periodicals such as Value Line, and books difficult to replace if missing. Some items could be shelved separately for easier patron access, e.g., large print, mysteries.

The library assures free access to its holdings. All patrons are free to select or reject any item in the collection. Individual or group prejudices about a particular item or type of materials in the collection may not preclude its use by others.

Parental right to censor children's materials will be enforced only by the parents. The library will not be responsible for a child's selection of library materials. That responsibility rests wholly on the child's parents or legal guardians. Selection of material is not restricted by the fact that the child may be able to possess materials her/his parents may find objectionable.

C.3 Responsibility for Selection

It is the policy of the Chesterfield Township Library, under policies determined by the Library Board, that the Library Director has the responsibility for overseeing the collection. Actual selection is performed by members of the professional staff under the guidance of the Director.

C.4 Selection Criteria

It is the policy of the Chesterfield Township Library to use the criteria listed below for the selection of Library materials:

- **Public need, both current and future**
- **Relation of work to existing collections**
- **Need for collection depth, breadth and variety**
- **Serious literary, artistic, political or scientific value**
- **Local or regional interest and significance**
- **Accuracy of information (The information is current, correct, and as far as possible free from unfounded or irrational basis. Opposing viewpoints are represented in the total collection, if not always in individual works.)**

***See Internet Policy**

- **Historical value**
- **Authority and reputations of author(s), composer(s), director(s), and publisher(s)**
- **Favorable review by individuals with expertise in the subject**
- **Recognition as award-winning or "classic" work**
- **Quality of production**
- **Appropriateness for the intended audience**
- **Inclusion of work in indexes, bibliographies, and mediographies**
- **Price**
- **Availability of material elsewhere in the Suburban Library Cooperative member libraries**
- **Special features (such as plates, indexes, bibliographies, etc.)**
- **Facility of use**
- **Popular demand**
- **Uniqueness of data included in an electronic database or enhancement of access to data because of format**

These selection criteria apply to all materials, regardless of format *(see Internet Policy) or intended age level. The purchase of materials does not indicate that the Chesterfield Township Library endorses the contents therein.

To fully serve the varied educational, cultural, recreational and informational needs and demands of the library's diverse public, the library includes the acquisitions of a wide range of non-print materials. The selection of non-print materials is based ultimately on the same principles as those applied to the selection of print materials.

Judicious use of revenue and attainment of the library's mission require that those persons charged with selection of materials for the Chesterfield Township Library weigh several variables in making selections. Factors affecting the choice of materials include but are not limited to availability of space, client demand, and restrictions of budget.

C.5 Maintenance of the Collection

It is the policy of the Chesterfield Township Library to systematically remove materials which are no longer useful in order to maintain a current, vital, accurate, and inviting collection. Many of the same principles stated in the Library's Collection Development Policy are used to evaluate materials for removal. Discarding materials from the Library's collection is based on but not limited to the following guidelines:

- **physically worn out or damaged materials**
- **obsolete information**
- **insufficient use**
- **misleading information**
- **space availability**
- **re-evaluation of collection emphasis**

C.6 Gifts

It is the policy of the Chesterfield Township Library to accept donations of materials and funds to purchase materials with the understanding that the library reserves the right of determining if, and what manner, the donated items should be used. Gifts of materials and items donated become the property of the Library, and are accepted with the understanding that they are governed by the same principles and criteria applied to the selection of items for purchase. No conditions may be imposed relating to any gift. Items deemed inappropriate for our collection may be refused or passed on to another institution or library, or the Friends of the Library for their sale(s). Acknowledgment of gifts for tax records may be provided; however, the library will not appraise donated items.