

Ivan O. Davis - Liberty Library Collection Policy

Purpose

In fulfilling our mission of identifying and being responsive to the changing needs of the community, the Liberty Library will assemble, preserve and circulate print and non-print materials to meet those informational, educational, and recreational needs. The purpose of the Collection Policy is to define the criteria that is used by the library in the selection of materials and also serves to acquaint the general public with the principles of selection.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Liberty Library Association. Purchase suggestions from volunteers and the general public are encouraged and are given serious consideration.

Criteria for Selecting Materials

Because of the volume of publishing, as well as the limitations of budget and space, the library has criteria with which to provide a collection that meets community interests and needs. Selection of all library material shall be made in consideration of the following criteria:

1. Popular appeal and demand
2. Contemporary significance or permanent value
3. Currency, accuracy and objectivity
4. Literary or artistic excellence
5. Existing library holdings and/or availability from online sources, such as MARVEL!
6. Favorable reviews in professional, popular media, or literary selection aids
7. Materials of regional interest (i.e. Maine Collection)
8. Suitability of physical format for library use (i.e. size, digital vs. paper, binding, video format, audio format, etc.)
9. Budget

Removal from Collection

The Library keeps the collection vital and useful by retaining or replacing materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials are removed from the library collection at the decision of the Library Director, and the materials may be sold, discarded, given away for free or for a donation, or be given to local philanthropic, educational, cultural or other organizations.

Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. A fee of \$3.00 per item is requested to defray the cost of the postage for this service.

Gifts

The Library welcomes gifts but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the library. Donations shall meet the same selection criteria as purchased materials. If the library cannot use the item, it will be refused. When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature of subject area of the materials to be purchased will be based upon the wishes of the donor. Selection of specific titles, however, will be made by the library in accordance with the needs and selection policy of the library. The Library does not appraise gifts. If the donor needs an appraisal for income tax purposes, it is the donor's responsibility to have appraisal made. If a receipt is requested, the "Gift Acknowledgement" form may be given to the donor.

Challenged Materials

The Liberty Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the "Freedom to View" statement of the American Film and Video Association.

In the event that a library member objects to any materials included or excluded from the collection, the complaint must be in writing using the "Request for Reconsideration of Library Materials" form. The Library Director will review the request and interview the complainant. If the objection is not withdrawn, it will be referred to the Liberty Library Association and their decision will be final. No materials so challenged shall be removed from the collection until the final decision of the Liberty Library Association.

Revision of Collection Policy

Because the needs of the community change, this materials selection policy is revised as needed and/or is reviewed at least every five years.