

LIBERTY LIBRARY COLLECTION DEVELOPMENT POLICY

PURPOSE OF THE COLLECTION

The purpose of the Liberty Library materials collection is to provide resources to assist individuals in their pursuit of educational objectives, intellectual and emotional growth, the enjoyment of leisure time and practical solutions to daily problems.

The term "resources" includes:

1. Print and non-print materials available within the Liberty Library.
2. Electronic sources.
3. Resources in other libraries or locations to which the library may achieve access through interlibrary loan or a similar resource sharing process.

MATERIAL SELECTION

Material Selection defines the criteria used by the library in the selection of materials and to acquaint the public with the principles of selection used to acquire library materials. The library acknowledges that each person has information needs that are important to that individual. It also recognizes that it has limited financial resources to respond to these needs. The library has a responsibility to use funds in ways that are advantageous to the largest number of its constituents. While the library's materials collection will not deny any need consistent with its mission, the library will nevertheless develop its collections with the recognition that it has the ability to meet certain needs more effectively and efficiently than other needs. It is cognizant of the availability of complementary information-giving institutions in the region.

SELECTION RESPONSIBILITY

The ultimate responsibility for selection of library materials rests with the library director operating within the framework of the policies enunciated herein, and adhering to generally accepted professional practices. Purchase suggestions from the general public are encouraged and are given serious consideration.

SELECTION FOR BOOK AND NON-BOOK MATERIALS

Selection is the decision to add, retain or delete material as part of the library's resource collection. All materials, whether purchased by the library or donated to it, are evaluated in accordance with these guidelines. Each item is evaluated on its significance as an entire work rather than upon the merit of individual parts. Selection decisions may be made upon one or a combination of guidelines as applicable to the item in question. Guidelines used by the Liberty Library to evaluate materials to be selected for its collection include:

1. The overall balance of the collection.
2. Popular appeal and demand.
3. Contemporary significance or permanent value.
4. The availability of material from other sources.
5. Quality, including accuracy, authority, currency, and level of production.
6. Reviews found in professional journals and general periodicals and lists of award winners.
7. Materials of regional interest (i.e. Maine Collection) and locally produced or authored material.
8. Appropriateness of format.
9. Budgetary limitations.
10. Space constraints.
11. Professional judgment.

The criteria for and the methods of selection of non-book materials are the same as for books.

REQUEST FOR RECONSIDERATION OF 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 patrons may reject materials for themselves and for their children, they 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](#), and [Confidentiality of library records](#).

In the event that a library member objects to any materials included or excluded from the collection, the library director stands ready to review individual opinions upon written request using the "[Request for Reconsideration of Library Materials](#)" form. Requests for reconsideration may be made only by registered patrons and given to the library director. The appropriateness for the collection is not based on a single passage from the text or screen, but the work is evaluated as a whole. The library director will review the request, interview the requestor, and issue a written response. If the requestor does not accept the decision, the library director shall bring the request to Liberty Library Association for review. Their decision will be final. Challenged materials will remain in the collection until the final decision is made.

COLLECTION MAINTENANCE

Removal from collection - In order to keep the collection vital and useful, a continual weeding process takes place. Items are discarded if worn, outdated, of little historical significance, or no longer in demand. Materials are removed at the decision of the Library Director, and the materials may be sold, discarded, given away for free, or be given to local philanthropic, educational, cultural or other organizations.

Duplicate Copies - Because of cost and space limitations, duplicate copies are not often provided. Only in rare circumstances will duplicates be obtained or retained.

DONATION OF BOOKS AND AUDIO VISUAL MATERIALS

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 the subject area of the materials to be purchased will be based upon the wishes of the donor. The library in accordance with the needs and selection policy of the library will make the selection of specific titles. The library does not appraise gifts. If the donor needs an appraisal for income tax purposes, it is the donor's responsibility to have the appraisal made. If a receipt is requested, the "[Gift Acknowledgement](#)" form may be given to the donor.

DONATION OF ART OBJECTS AND OTHER TYPES OF MATERIALS

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the library director and the Liberty Library Association.

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation.

REVISION OF SELECTION 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.