Collection Policy

**MATERIAL SELECTION/COLLECTION DEVELOPMENT POLICY**

Cedar County Library District (or CCLD) endeavors to provide its citizens with electronic and print format materials to fulfill its citizens’ educational, recreational, and cultural needs and desires. CCLD selects materials in accordance with the guidelines stated by the American Library Association (ALA) in its Library Bill of Rights.

 **A. General Guidelines**

CCLD Board of Trustees delegates the authority to select materials to the Director in cooperation with the staff. Materials are selected and evaluated as a whole. All acquisitions whether purchased or donated are evaluated by the following criteria. Selected material does not need to meet all the following evaluative criteria:

* Does it have present and potential relevance to community needs?
* Is the subject style and reading level suitable for the intended audience? Is it important as a document of the times?
* Is the format appropriate and effective as far as the content is concerned? Is the author, publisher, or producer reputable?
* Does the item enjoy a positive review in one or more professional journals? Is it within both the budget and space constraints of the library? Can it easily be borrowed from another source?
* Are there insufficient materials available on the same subject? Is the author or illustrator local?
* Does the library already have sufficient copies available?
* Is the format appropriate to library use and not easily damaged? Does it enhance a specific collection in the library? Does it have artistic or literary merit? Is the content accurate?
* Is it popular with library patrons?

 **B. SPECIFIC SELECTION POLICIES BY COLLECTION**

 **1. Reference**

CCLD will select and maintain a reference collection that meets the needs of its patrons. It will also keep the collection at a size that can be efficiently managed by the staff and used by the patrons. These materials are **not** to be checked out. In addition to the general criteria listed above, reference material will be judged on the following:

* Do the materials provide facts and information in demand or of potential use by the patrons?
* Is the material current?
* Does the material complement existing material?
* Is the academic or technical level within the range of users and staff?

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**2. Periodical**

The periodical collection should supplement and complement the materials in all areas of the library. As such it is a timelier collection, and it is more frequently updated. Most of this collection is available for checkout, except the most recent issue, microform copies, or genealogical information. The additional guidelines for selection are as follows:

* Is it easy to retrieve the information?
* Does it contribute to a balance and range information?
* Does it have lasting value?
* Does it have a high quality of writing or design?

 **3. Missouri History/Genealogy**

CCLD will collect, protect, and make available research materials relating to Missouri history with a special emphasis on Cedar County. Many items are one of a kind, so this collection is **not** available for checkout. Materials from other neighboring counties and states may be accepted. CCLD will not accept restricted materials or undated or unidentified photographs of people. The additional guidelines for this collection are as follows:

* Does it include appropriate photographs, maps, manuscripts, microforms, oral history tapes, **dated** newspaper clippings, scrapbooks, pamphlets, or other materials?
* Does it relate to the history of Missouri, particularly Cedar County?

 **4. Adult**

The purpose of the adult collection is to provide Cedar County residents with current information on subjects of topical and continuing interest. It will also provide the residents with current information on differing viewpoints on contemporary issues or significant historical issues. The collection may provide materials for instruction. Additionally, the adult collection will provide the patrons with materials for entertainment and recreation.

 **5. Media Services**

CCLD will help meet the needs of its patrons by providing access to information or entertainment in non-print format such as CDs, DVDs and other future technologies. These are available for checkout. Selection of these materials will follow the general guidelines plus:

* Has it won or been nominated for an appropriate prize?
* Is it significant in its media history?
* Is the cast or director particularly important?
* Is it suitable for the intended audience?

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**6. Children**

CCLD will provide materials in various formats to meet the recreational, educational and cultural needs of the children. Most children’s library materials may be checked out. Programs will be offered to enhance the use of the collection.

 **7. Library Material Gifts**

All library material donations will be subjected to the same evaluation as outlined in this collection development policy. Donors are advised that any gifts not added to the collection may be disposed of at the director’s or branch manager’s discretion. CCLD reserves the right to refuse materials based on condition and collection needs. CCLD encourages and appreciates all gifts of appropriate library materials.

 **8. Weeding of library materials**

 An up-to-date and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.