



Policy on Collection Development & Maintenance

Adopted December 1991 Last Revised March 2017

The Monroe Public Library offers a broad collection of materials and resources in keeping with its mission. The Board of Trustees has a strong commitment to support the acquisition and maintenance of a balanced collection.

Objectives

The Monroe Public Library develops its collection to support the varying needs of patrons. The collection as a whole will be a diverse source of information; representing as many viewpoints as possible with current materials.

Access

The Board believes reading, listening, and viewing choices are individual, private matters. Patrons are free to select or reject materials for themselves and their own minor children. The library staff cannot act in place of the parent in guiding the use of materials by minor children.

The collection is organized and maintained to help patrons find the materials they want. Access to materials will not be restricted. Requests for limitations on the library accounts of any individual with regard to categories, formats, or titles of materials cannot be accommodated.

Selection Responsibility

Selection of materials is the responsibility of the Library Director, who may delegate this role to qualified staff. The director has full authority to use his or her judgment in interpreting this policy. Materials selected will be deemed to have been selected by the Board.

Selection Criteria

- quality of material
- popularity and patron interest
- current trends
- existing subject coverage
- diversity of viewpoint
- authenticity & accuracy of subject material

- community relevance
- historical relevance
- durability and variety of format
- availability of space

Materials selected (including gifts and donations) must meet one or more of these criteria; but not every item that meets one or more of them will be selected. The library strongly encourages patrons to suggest items, topics or authors they would like to see included in the collection.

Gifted Materials

See *Policy on Gifts and Donations*.

Withdrawal of Materials

In order to keep the collection current and in good condition, continuous review and withdrawal of items is performed. Withdrawal of materials is the responsibility of the Library Director, who may delegate this role to qualified staff. The Director has full authority to use his or her judgment in interpreting this policy. Materials withdrawn will be deemed to have been withdrawn by the Board.

When selecting materials for withdrawal, the library will consider the same criteria used for selecting materials, as well as physical condition. Replacement of materials will be based on collection objectives.

Request for Reconsideration of Materials

See *Policy on Requests for Reconsideration of Materials*.