

Monroe Public Library	
Policy: Collection Development & Maintenance	
Adopted: December 1991	Revised: February 2011

The Monroe Public Library offers a collection of library 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 library collection.

Objectives

The Monroe Public Library develops its collection to meet the needs of the patrons by considering such factors as: public interest, community relevance, patron requests, timeliness of topic, current or historical significance of the author and subject, reading enjoyment, popularity of materials, technical quality of production, and diversity of viewpoint.

The collection will be developed and maintained 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. The library neither encourages nor discourages any particular viewpoint. Selection of materials does not mean endorsement of the contents or the views expressed in those materials.

The library collection will be kept attractive and current through a continual program of discard and replacement of materials.

Access

The Board believes reading, listening, and viewing choices are individual, private matters. People are free to select or reject materials for themselves and their own minor children but are not to infringe upon the freedom of others to read or inquire. The library does not stand in place of the parent in guiding the use of materials by minor children.

The collection will be organized and maintained to help people find the materials they want. Materials will not be restricted, sequestered, altered or labeled because of controversy about the author or the subject matter.

Selection

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

Criteria to be considered in adding specific materials, including gifts, to the collection include, but are not limited to:

- collection objectives
- existing subject coverage
- public interest

- community relevance
- patron requests
- timeliness of topic
- audience for material
- current or historical significance of author or subject
- support for lifelong learning
- diversity of viewpoint
- reading, listening or viewing enjoyment
- popularity
- nature of media
- quality of production
- durability of format
- availability of space
- special needs of library patrons for materials in accessible formats

Items selected 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. Requests may be met through resource sharing with other libraries, electronic delivery or other means.

Request for Reconsideration of Materials

See *Requests for Reconsideration of Materials* policy.

Discarding Materials

The Board recognizes that discarding materials is an important part of maintaining the collection, keeping the collection fresh and free of outdated and worn/damaged materials. Discard of materials is the responsibility of the director, who may authorize qualified staff to assist. The director has full authority to use her or his judgment in interpreting this policy. Materials discarded will be deemed to have been discarded by the Board.

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

To ensure a vital collection of continuing value to the public, materials that are not well used may be withdrawn.

Gifted Materials

Materials donated to the library and materials purchased in honor of individuals are subject to the same criteria as those purchased by library staff. Donated materials not added to the collection will be disposed of as deemed appropriate by the library.