

**Collection Development Policy/Selection of Library Materials**

**Purpose**

The Collection Development Policy describes how decisions are made for the acquisition and withdrawal of library materials at the Jesup. We include items that are expected in a public library and also items that represent future trends or interests; our overall guide is the Jesup’s Vision Statement. Our selection may include items that are not for everyone because there are varied voices that need to be heard and represented.

**General principles**

The Jesup supports the American Library Association Library Bill of Rights, and the Freedom to Read and Freedom to View Statements. The Library provides unrestricted access to materials in a number of formats and expects users to make their own choices as to what they use. Responsibility for a child’s use of library materials lies with his or her parent or guardian.

Purchasing decisions also take into account that we are one of several public libraries on the island and also members of a statewide consortium. These additional resources expand the availability of items broadly so that we can concentrate our decisions on meeting our public’s needs.

There are some specific items in our collection to which we restrict physical access due to their condition and/or value. Sometimes arrangements must be made in advance to examine these items.

**Scope of collection**

The Jesup provides content in a variety of formats: print and non-print, and digital. The decision about which format is acquired depends on published availability, the suitability of any particular medium for its content, and our materials budget. Some equipment is also available for use. All items are listed in our catalog.

The Youth Services collection includes material for both children and teens (“Young Adult” or “YA.”) The items are currently inter-shelved; the YA material is clearly marked.

**Criteria for selection**

Decisions about the purchase of items or the acceptance of specific gift items are the responsibility of the Library Director and Youth Services Librarian, each of whom uses standard library selection tools and some additional resources to identify materials. Suggestions from staff and the public are considered.

We have some materials, called our Special Collection, that relate to the history of the Jesup or to our area. We add items to this as they become available. We actively seek items to be donated to this collection.

Gifts of potential library material in any format will be added to the collection at the discretion of the Library Director and Youth Services Librarian. If, for any reason, the item is not added to the collection it will be disposed of as specified in the section below on “Weeding, storage and withdrawal.” Employees and members of the Board of Directors shall not give appraisals of the monetary value of gift materials. Donors desiring to claim tax deductions for the value of donated materials shall retain an independent appraiser.

**Maine InfoNet & Interlibrary loan**

The Jesup is a member of the Maine InfoNet consortium, a partnership of Maine libraries dedicated to improving information and library service to all Mainers through online systems and technology. This allows us access to and borrowing privileges with more than 150 libraries. Each library has its own policy guiding its collection development. No restrictions are placed on the Jesup’s users for access through interlibrary loan to the Maine InfoNet collections; some libraries do have restrictions on how their items may be accessed.

**Weeding, storage and withdrawal**

Decisions about keeping materials as part of the active collection depend on the amount of space we have available, the condition of the item, whether the information is still current or of value, whether there is a better format available, how many copies of the item are available within the consortium, and how often it is used.

Items removed from the open shelves may be moved to the Special Collection of historic/valuable material, may be withdrawn from the collection and included in the Library’s book sales, discarded completely, or boxed for storage until more space is available. The final decisions on the disposition are made by the Director and the Youth Services Librarian.

**Reconsideration of materials**

We recognize that some individuals may object to items in our collection. If someone has concerns about a particular library resource the person should address them to the Library Director. He or she may be asked by the Director to complete a Request for Reconsideration of Library Resources (form attached.)

Reviewed by Personnel & Policy Committee: \_6 March 2015\_\_\_\_\_\_\_\_\_\_\_\_\_

Passed by Board of Directors: \_18 March 2015\_\_\_\_\_\_\_\_\_\_\_\_

J: policies/coll dev 2015/2.28.15

**JESUP MEMORIAL LIBRARY**

**REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES**

**The Board of Directors of Jesup Memorial Library has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about these resources. If you wish to request reconsideration of a library resource, please complete this form and return it to Library Director, Jesup Memorial Library, 34 Mount Desert St., Bar Harbor, ME 04609.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you represent : Yourself\_\_\_\_ An organization?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Resource on which you are commenting: \_\_\_book \_\_\_textbook \_\_\_\_\_ video/dvd

\_\_\_ audio recording \_\_\_magazine \_\_\_library program \_\_\_electronic information/network Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of resource:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author/producer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What brought this resource to your attention? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. Have you examined the entire resource? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. What concerns you about this resource? (use other side or additional pages if necessary)

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5. Are there other resource(s) you suggest to provide additional information and/or other viewpoints on this topic? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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(*Adopted from the revised request form by the American Library Association Intellectual Freedom Committee, June 27,1995)*