

Gray Public Library  
Collection Development Policy

It is the mission of the Gray Public Library “to provide a wide variety of print and non-print materials that will address the information needs of all individuals in this community.”

The purpose of this collection development policy is to help provide the highest quality service to all of the people who use the Gray Public Library. This service will be provided through the offering of a well-selected and well-maintained collection of library materials in a variety of formats.

The Gray Public Library affirms the American Library Association’s Library Bill of Rights which states that persons should be able to read what they wish without interference from groups or individuals.

**I. Materials Selection Policy**

Materials will be selected and made available which:

- Meet the information needs of the community
- Meet the recreational needs of the community
- Supplement formal and informal study
- Reflect a variety of opinions on a subject
- Support business, cultural, recreational and civic activities in the community
- Stimulate self-understanding and growth
- Enhance job related knowledge and skills
- Increase knowledge of and participation in the community, country and world.

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**II. Responsibility for Materials Selection**

Final responsibility and authority for the selection and maintenance of library materials rests with the Library Director in accordance with the policies of the Library Board of Trustees. Library staff will have input into the selection of materials. Professional review sources such as (but not limited to) Booklist, Library Journal, School Library Journal and Voice of Youth Advocates are the standard selection tools used by the library staff. User requests are also considered if they are found to be appropriate for the collection and within the guidelines of this policy.

**III. Gifts and Donations**

Monetary gifts to the Gray Public Library are gladly accepted. The wishes of the donor will be observed in the selection of these materials as long as they meet the criteria as stated in the Materials Selection Policy.

Donations of books will be examined and reviewed by the library staff to see if the books should be added to the collection. Any donated materials not added to the library collection will be given to the Gray Public Library Association for their book sales.

#### **IV. Deselection Policy**

The Gray Public Library strives to maintain a collection that meets the needs of the community. In order to maintain the collection a regular and systematic weeding of the library's materials will be conducted. Weeding has been shown to increase the quality and use of a library's collection. Materials weeded from the collection will be given to the Gray Public Library Association for their book sales or if the material is in poor condition it will be thrown in the trash.

Criteria for weeding:

1. Appearance: Books or non-print materials of antiquated appearance, badly bound volumes, poorly printed or illustrated works are candidates for weeding. Also worn out volumes whose pages are dirty, brittle, yellow or missing, and those with frayed bindings, broken spines, or dingy, torn or dirty covers.
2. Unnecessary titles: Examples of titles which are no longer needed include duplicate titles whose popularity has waned, older editions of currently held works.
3. Poor content: Materials which contain dated or incorrect information; poorly written or performed works or items which have been superseded by newer, improved editions.
4. Age :
  - a. Adult fiction will be reviewed every five years and out of date materials or materials that have not circulated for 5 years and are not in the Fiction Catalog will be removed.
  - b. Non-Fiction will be reviewed on an ongoing basis and out of date materials will be removed or replaced by more current information.
  - c. Children's E, ER, JUV and YA collections will be reviewed every two years and worn, dirty and damaged items will be removed.
  - d. Reference will be reviewed on an ongoing basis.
  - e. Non-book materials will be reviewed every three years.

**V. Reconsideration of Library Materials**

The Gray Public Library will review the selection of a specific item upon request of a member of the community. Whenever possible, the complaint should be handled by the Library Director or his/her designee. The form “Request for Reconsideration of Library Materials” may be used at this point and a written response will be sent to the person or organization making the complaint.

If the complainant is not satisfied with the decision of the Library Director, the challenged material will be referred to a committee which will read the material, consult with Library Director, review book reviews and then come to a decision regarding the challenged material. The committee will notify the complainant of its decision. The committee will be made up of two (2) staff members other than the Library Director, two (2) members from the Library Board of Trustees and one member of the community to be appointed by the Library Board of Trustees. The Library Director will act as a consultant for this committee.

**Adopted by The Library Board of Trustees 9/10/02**



# GRAY PUBLIC LIBRARY

5 Hancock Street  
Gray, Maine 04039

# REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Your Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Library card #: 24039 \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Do you represent  yourself  an organization (please specify) \_\_\_\_\_

Resource / item on which you are commenting:  
(In you need additional space, please attach another sheet of paper)

TITLE: \_\_\_\_\_ Author (if applicable): \_\_\_\_\_

Type of material (book, CD, movie, etc.): \_\_\_\_\_

What brought this resource to your attention: \_\_\_\_\_

Have you examined the entire resource?: \_\_\_\_\_

What concerns you about this item? \_\_\_\_\_

\_\_\_\_\_

What action would you like taken on resource? \_\_\_\_\_

\_\_\_\_\_