

COLLECTION DEVELOPMENT POLICY

Mission Statement

Scenic Regional Library was established for the purpose of providing library service to all residents of the library districts of Franklin, Gasconade and Warren counties. Its responsibility as a public library is to provide opportunities for self-education and the free communication of ideas, to promote reading as a means of personal learning and to benefit the community by helping to inform and educate its citizens. The library's function, therefore, is to fulfill its responsibility by providing historical and current materials and information for its diverse community.

Description

Scenic Regional Library is a mid-size library that serves all residents of the Franklin, Gasconade and Warren County Library Districts. It has seven branches and one bookmobile that provide materials to a constituency of over 100,000 residents. This is a diverse population with a wide range of library needs. Further, the library maintains reciprocal lending agreements with Washington Public Library, Sullivan Public Library, Ozark Regional Library, Heartland Regional Library, Missouri River Regional Library, and East Central College Library. These agreements expand the availability of library service to the patrons of Scenic Regional Library.

Philosophy

Scenic Regional Library endeavors to make available a representative selection of materials on subjects of interest to its constituency. The library purchases and maintains materials in its collection to make them freely available to the public for the purpose of offering access to information, education and entertainment. The library strives to purchase materials presenting various points of view and does not promote any opinions which might be expressed in these materials. Scenic Regional Library supports the Library Bill of Rights which is appended.

Responsibility for Selection of Library Materials

Within the framework of policies adopted by the Library Board, the library director is responsible for the development of the library collection. The director may delegate this responsibility to library staff who are qualified by reason of training, education, and experience.

Selection and Placement of Materials

Materials are selected on the basis of several factors with the intent to offer a balanced quantity of titles, subjects and points of view. Examples of such criteria include but are not limited to: availability, suitability of subject, format, cost, timeliness, potential demand, relevance, and collection need. Materials are placed in the collection, in accordance with the publisher's intended audience and as determined by library staff. These items are available in various formats, including, but not limited to printed materials, audiobooks, music CDs, DVDs and microfilm. Printed materials in the collection include books, newspapers and periodicals. Materials consist of fiction and nonfiction across various genres/subject areas. They represent a variety of popular bestsellers and classical materials for all age levels: children, young adults and adults.

Collection Maintenance

Recognizing the necessity to keep the collection current, accurate, and also to provide space for newer materials, a process of continuous review, evaluation, and weeding is utilized. The library will follow generally accepted professional practices to identify materials to be withdrawn from its collection. Factors such as physical condition, available space, timeliness, user demand and availability of sufficient copies will be considered.

Donation of Materials

Scenic Regional Library welcomes donations of library materials. All donations become property of the library system. Donations will be added to the collection only if they meet the same criteria for selection used for purchased materials. Materials not added to the collection may be sold, donated to other libraries or agencies, or recycled. The library will provide the donor with a form, if requested, acknowledging the donation. However, the library cannot be responsible for placing a value on donations for tax purposes.

The donation of funds to purchase library materials is also welcomed. The library staff will coordinate with the donor to select appropriate library materials in compliance with the Collection Development Policy of the library. Appropriate book plates acknowledging a donation or memorial will be placed in the materials purchased.

Reconsideration of Materials

In the event a library patron wishes to request the reconsideration of a particular item in the library's collection, the following procedure should be followed:

1. Patron is given a Request for Reconsideration of Library Materials form by the library staff.
2. Patron fills out reconsideration form completely and submits to library staff.
3. The library administration and collection development review committee will evaluate the request and determine its outcome.
4. The library director will respond in a timely fashion to patron's submission of a reconsideration form.
5. If a patron is not satisfied with the library staff's decision, they may request a review of that decision at the next regularly scheduled library board meeting.

Adopted April 21, 2009