

**5A | Collection Management****Revised:** 5/8/19**Purpose**

To meet the mission and strategic goals of the Library, a diverse and up-to-date collection will be curated and maintained.

**Selection**

All acquisitions, whether purchased or donated, will be selected keeping the following basic criteria in mind:

- A high standard of quality in content, expression and format;
- Suitability of physical form for lending and use;
- Relevance of subject and style for the intended audience;
- Pertinence to the current needs and interests of the Roselle community;
- Relationship to the existing collection;
- Reputation and/or significance of the creator;
- Local demand.

Further, selecting staff are tasked with making determinations beyond these general criteria, such as: authoritativeness, accuracy, and timeliness in the case of works of information and opinion; and originality, vitality, local tastes, and demand in the community in the case of works of imagination. Staff will also work closely with local schools to select materials that compliment current curricula and teaching methods.

**De-Selection**

Collection space is limited. Worn, outdated, or obsolete materials will be withdrawn continuously in order to maintain an up-to-date and valuable collection. Whenever possible, withdrawn materials will be made available for sale at the Library's semi-annual book sale, managed by the Friends of the Library.

**Gifts**

The Library reserves the right to accept or decline any gifted materials or funds meant for materials acquisitions. Once accepted, any gifted materials become the sole possession of the Library and the Library reserves the right to use or dispose of those materials as it sees fit. For cash donations intended to be used for specific additions to the collection: attempts will be made to meet the request but the Library cannot guarantee those funds will be spent as intended.

## **Reconsiderations**

In the event of a request for reconsideration of any item in the Library's collection, the Executive Director will initiate a formal review in order to make a determination about the item(s) in question.

## **Statement of Non-Discrimination**

The Library and its staff are responsible for providing equitable access to materials and services for all users and Roselle community members. Selection will not be inhibited by the possibility that any item in the collection may come into the possession or view of minors. Sole responsibility for monitoring and/or limiting access to certain materials by minors rests with parents or guardians.

## **Related Policies:**

Conduct / Code of Conduct

Lending of Materials

Sponsorships

Library Bill of Rights

**Adopted:** 11/8/00

**Revisions/Reviews:** 8/10/16, 8/13/14, 8/8/12, 3/10/10, 5/16/07

