

ROLFE PUBLIC LIBRARY COLLECTION DEVELOPMENT

I. RESPONSIBILITY

- A. The Library Director is primarily responsible for the selection of books and other materials for the collection, but final authority rests with the Board in any question of selection.
- B. The Library Director selects on the basis of information found in standard library selection aids; on the advice of experts who may be consulted in cases where the director feels this is warranted; and when feasible, on direct examination of the material itself. Requests or recommendations of library patrons shall be given strong consideration. Other criteria for selection are the specific needs and interests of all ages of people in the Rolfe community, as well as the library's existing collection, services, and budget.
- C. Qualities sought in the selection of materials include permanent or timely value, authoritativeness, clear presentation and readability and social significance. The deliberately distorted or sensational is avoided.
- D. Prejudicial materials are not considered appropriate for the Rolfe Public Library.
- E. Textbooks are not generally acquired, nor are collector's items as such.
- F. The interests of special interest groups should be balanced by general demand.

II. PURCHASING

- A. In the past major consideration has been given to the purchase of hard cover books. However, finances as well as the ephemeral quality of many contemporary books may lead the library to choose a paperback edition instead of the hard cover edition.
- B. Any paperback book that meets our library's standards for selection shall be cataloged, processed, and shelved as if it were a hard cover book.
- C. The library cannot order books for individuals.

III. WEEDING

- A. In order to maintain a collection that is vital, relevant, and useful to the patrons of our community, the collection will be regularly reviewed each year and weeded if necessary, as according to standard library procedures—averaging three percent (3%) of the collection over 3 years, using the CREW Manual for Weeding (**C**ontinuous **R**eview, **E**valuation and **W**eeding). This 3% includes a combination of weeding, lost books, and long overdue library material.
- B. Material that is no longer in usable physical condition, no longer in demand, duplicate copies or that has been replaced by newer editions, will be deleted from the collection in order to make shelf space for material that is more current and used by the public.

IV. GIFTS TO LIBRARY

- A. Gifts are accepted gratefully with the stipulation that the library shall have complete control over disposition thereof. Gift materials shall be accepted and handled in any way the director and library board deem necessary to serve the public. A form shall be signed by the donor acknowledging these conditions.
- B. Memorial book plates will be inserted if so desired.
- C. No library personnel shall attempt to offer a monetary valuation statement to a donor for tax or other purposes, other than a statement of actual cost.

V. DISPLAY CASE

- A. The library display case is locked at all times.
- B. The library is not responsible for lost or damaged items.