

## COLLECTION DEVELOPMENT

**PURPOSE:** The purpose of the following policy is to provide guidelines for librarian selectors and to inform the public as to the principles upon which decisions are made concerning the library's permanent collection. The Columbia Heights Public Library affirms the principles of the [Library Bill of Rights](#) (Appendix 1); the [Freedom to Read Statement](#) (Appendix 2); the [Freedom to View Statement](#) (Appendix 3) of the American Library Association.

**DEFINITIONS:** The words "library materials", or other synonyms that occur in this policy have the widest possible meaning to include every format of permanent record.

**SELECTION:** The library, as a major source of informational, educational, and recreational materials for the community, accepts the responsibility to provide an extensive balanced collection for its patrons. Every effort will be made to select a full range of materials representative of all points of view concerning a subject.

A material under consideration for inclusion in the collection will be judged on its merits in relation to the following:

1. Materials will be considered regardless of the writer's race, nationality, or political and religious views.
2. Materials of sound factual authority will be considered regardless of either partisan or doctrinal disapproval.
3. No book will be excluded because certain passages may prove offensive to some patrons.
4. Materials on controversial issues that present only one side of a question and are written in a violent, sensational, and inflammatory manner will not be selected.
5. Textbooks used in the schools and colleges will not be supplied on demand, but a book will not be excluded because it is a textbook.
6. Materials under consideration will be judged in reference to reader interest and the need for the particular item in the library's collection.
7. Materials on subjects of high current interest should meet the same requirements as other materials under consideration.
8. Materials of an ephemeral nature will be considered for selection if there is either a high demand or if the item contributes to the record of local history.
9. Physical format of materials under consideration should be suitable for heavy wear received through circulation.
10. Expensive or low-demand materials will be considered on the basis of availability elsewhere in the metropolitan area.
11. Basic religious books will be selected.
12. Materials of local and regional history and events of interest will be a focus of the collection.

The library will attempt to provide the best library materials available within the limitations of its budget, and if the requested materials are not available on-site, the library will either institute inter-library loan procedures or make a referral to another institution.

The library will attempt to select children's materials which represent a wide range of interests and viewpoints, and the staff will not restrict the reading of these books by any child on the premises. The censorship, if any, of child's reading shall be and remain a parent or guardian responsibility.

The following reputable reviewing services may be consulted for book reviews.

1. [Booklist](#)
2. [Kirkus Reviews](#)
3. [Library Journal](#)
4. [School Library Journal](#)
5. [New York Times Book Review](#)
6. [Minneapolis Star Tribune book review section](#)
7. [VOYA](#)
8. Numerous individual lists of a special nature, publisher's catalogs, award winners, etc. Recommendations from patrons will be accepted, but a recommendation must meet the same standards for purchase as a professionally-selected material.

Systematic removal from the collection of materials outdated in factual content or physically in need of replacement is essential in maintaining the quality of the resources available for use.

**USE OF MATERIALS:** The library recognizes that many books are controversial and that any given item may offend some patrons. Materials will not be marked to show either approval or disapproval of the contents, and no catalogued materials will be sequestered, except for the express purpose of protecting them from theft and/or physical defacement.

The use of rare items of value may be controlled to the extent required to preserve them from harm.

Materials will be stored in their usual classified location on open shelves with related materials. Free access to materials on open shelves will be maintained.

**GIFTS:** The library welcomes gifts, and the collection has been enriched by many donations of materials. Gift materials must meet the same standards as items purchased by the library, and the library reserves the right to reject, to evaluate, or to dispose of gift materials in accordance with the criteria applied to purchased materials.

Two types of gifts are encouraged:

1. Monetary: The selection of materials to be purchased will be made the library staff.

2. Informal: Certain materials (paperbacks, periodicals, audiovisual materials, old hardcover books) are donated on an informal basis for use in the catalogued collection, for replacement of missing issues of periodicals. Materials not of general use are added to the library's book sale cart.

The library reserves the right to add those materials deemed proper into the permanent collection.

If it is so desired, the items may be identified by a bookplate.

**COMPLAINTS:** The library respects the right of persons to express their opinions, negative as well as positive, with respect to materials purchased by the library. Persons wishing to express their opinions may complete a Request for Reconsideration Form. Materials in question will be reviewed by one of the professional staff members. The materials will then be discussed by the staff member and the director, and a written response will be supplied to the complainant. If necessary, the material may also be reviewed by the Board of Trustees and the City Manager.

No material will be arbitrarily removed from the collection because of a negative complaint from a patron. No material will be reconsidered without a written Request for Reconsideration.

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