

Fairbury Public Library Collection Development Policy

The Fairbury Public Library strives to meet the informational, intellectual, recreational, and cultural needs of a diverse community population, and provide these materials in multiple formats to increase access by all patrons. The Fairbury Public Library fully endorses the *Library Bill of Rights* and the *Freedom to Read Statement* of the *American Library Association*, and upholds the right of the individual to secure these resources, even though content may be controversial, unorthodox, or unacceptable to some.

A. Core Collection

The Fairbury Public Library selects materials to serve as many people within our service area as possible, including individuals of all ages, educational background, personal belief system, economic level, sexual orientation, gender identification, and ethnic background, and to reflect the diversity of interests and viewpoints found throughout the community. The collection includes print, digital, and audio and video materials, and represents both fiction and non-fiction titles. Contemporary authors representing common genres make up the bulk of the adult fiction collection. The majority of the adult non-fiction collection will reflect the need for basic information in various areas of common interest and supplemented with more specific needs as identified by circulation and patron requests. The children's and young adult collections consist of award-winning titles from past years as well as books from contemporary authors. Non-fiction titles attempt to cover a variety of topics and information relevant to our youth and young adults.

The Library maintains a special collection of local history and genealogy materials. In addition, materials that focus on Nebraska authors, information about Nebraska, or titles featuring Nebraska in some way, can be found throughout the general collection. The Library also maintains a selection of newspapers and periodicals providing current information on local, state and national news, popular culture, hobbies, health, and finance.

B. Selection guidelines

The final responsibility for selection of materials rests with the Library Director who operates within the framework of policies set by the *Fairbury Library Board of Trustees*. The exception being digital materials whose selection are the responsibility of the vendor, not library staff. At least one of the following criteria will be used in material selection: needs and interests of the library's users and anticipated users, inclusion on bestseller or award lists, publication date, established book reviews, significance of the subject, author's qualifications and reputation, or the item's relationship to the rest of the collection. Items of local significance are added to the collection whenever appropriate. Self-published materials are generally not added to the collection unless they meet the same guidelines as other materials purchased for the collection. The Director may seek input from the Children's Librarian when deciding what children and young adult titles to purchase.

A patron wish list is maintained and items are purchased as the budget allows, when it is felt the material suggested will be of general interest, or will be of use in the collection. Care will be taken to ensure that no one patron or group unduly influences the selection of library materials. Given the aging demographic of the area, large print selections will be offered whenever possible.

C. Donations and memorials

The library accepts unrestricted gifts of books and other materials in good condition. It is understood at the time of donation that materials become the property of the library and may be used at the library's discretion without accounting to the donors. The Director will evaluate the materials and make decisions regarding the use of donations which may include being added to the collection, sold, donated, or recycled. Items deemed in poor condition, old encyclopedias, text books, VHS tapes, other reference materials, and periodicals, will not be accepted. Prior gifts will be evaluated as any other materials for withdrawal from the collection.

Patrons wishing to make a memorial gift are encouraged to select materials recommended by library staff as both appropriate to the collection and relevant to the memory of the deceased. A card is sent acknowledging all memorials and items will be marked with an appropriate bookplate. Memorial items will be evaluated as any other materials for withdrawal from the collection.

D. Weeding

Weeding is an important part of maintaining an active collection. The Library Director and Children's Librarian will systematically weed the collection to keep the library's collection relevant, more attractive and easier to use and to make room for new acquisitions. Other staff members may suggest materials to be weeded based on the following criteria as they see the need. Weeding criteria may include: obsolete, inaccurate or outdated information, last circulation date, damaged or dirty condition, duplicates no longer needed, or parts of incomplete sets or series. An item's inclusion as a *Public Library Core Collection* will also be a consideration factor in the weeding process. Items of local significance are generally not discarded unless damaged or if deemed irreplaceable. Every attempt will be made to donate, sell, recycle, or otherwise reuse weeded items. However, when there are no other options, items will be discarded in the landfill.

E. Reconsideration of materials

All library users have a First Amendment right to read, view, and listen to library resources. If, however, a patron has a concern about a resource and would like to request the material to be withdrawn or access restricted, they may complete a written *Request for Reconsideration Form*. Filling out this form begins the process that will allow the library to formally address those concerns. Complainant must be a Nebraska resident and hold a valid Fairbury Public Library card.

The Library Director will review the patron's request and respond in writing within seven days. The Director may choose to withdraw the title from the collection, move it to another location in the library, or leave it in its current location on the shelf. If the Library Director elects to leave the title in its current location on the shelf, the complainant may appeal the decision by requesting a hearing before the *Library Board of Trustees* at their next regularly scheduled meeting. The *Request for Reconsideration Policy* details the next steps in the reconsideration process.

When library resources are reconsidered, the principles of the freedom to read, listen, and view are defended, rather than specific materials. The *Library Bill of Rights* and the *Freedom to Read Statement* of the *American Library Association* can be used as guiding documents in the decision-making process.