

# Talbot County Free Library Collection Development Policy

## 1. General Statement of Philosophy

### Purpose

The purpose of the Talbot County Free Library Collection Development Policy is to inform the public about the principles of collection development and to guide library staff in their work.

The Collection Development Policy supports the Mission Statement of Talbot County Free Library which is:

"The Talbot County Free Library will play a central role in the democratic life of its community through the free and open provision of information, culture, knowledge and entertainment."

## 2. Materials Selection Policy

The library's Board of Trustees adopts the following as its policy regarding the selection of all library materials.

It is the objective of the Talbot County Free Library to select, organize, and make freely and easily accessible to all the people of our community, books and other materials that will aid them in their pursuit of education, information, recreation, and the creative use of leisure time. The library actively seeks to stimulate and expand the reading and cultural interests of children, teens, and adults. It serves as a resource for the continuing education of all members of our community.

It is the library's responsibility to satisfy the diverse needs and interests of our community within the limitations of space and budget. The library recognizes its obligation to provide materials that reflect multiple points of view.

In its selection of books and other materials, the Talbot County Free Library subscribes fully to the principles adopted by the American Library Association in the *Library Bill of Rights* and the *Freedom to Read Statement*. The Talbot County Free Library, therefore, incorporates these two documents as part of its materials selection policy.

The Library Director is ultimately responsible for the selection of materials and development of the collection in accordance with the policies established by the Board of Trustees.

### 3. Criteria for Selection

The library staff uses professional judgment and expertise in making collection development decisions. Anticipated demand, community interests, strengths and weaknesses of the existing collections, physical space limitations, and funding for materials are all considered when selecting materials.

Sources for selection decisions include, but are not limited to, reviews from standard review sources, professional bibliographies, and patron and staff requests and recommendations.

### 4. Collection Maintenance

Selecting materials is only one aspect of collection development. Careful attention must be given to an ongoing, systematic analysis of the collection. Discarding items from the collection is as important a routine as the acquisition of new materials. Materials that are inaccurate, outdated, unused, or in poor condition detract from the usefulness and quality of the collection.

### 5. Materials Available from Other Libraries

Talbot County Free Library is a member of several state and regional library consortia. These include public and academic libraries. Materials made available from these consortia include downloadable e-audio and e-books, databases, etc. Many of these items are available to our patrons through the library's catalog and website. The selection of these materials is outside of the Talbot Library's control and its collection policy.