

UNION CARNEGIE PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

Union Carnegie Public Library, as a department of the City of Union, serves residents of Union and the surrounding areas by providing free access to informational, cultural, educational, and recreational materials. The collection development policy will guide the librarian in selecting materials, ensure the collection remains current and responsive to the needs of the community, and inform the public about the principles guiding collection development decisions.

AUTHORITY AND RESPONSIBILITY

The Lead Librarian is ultimately responsible for the selection of materials. Library staff members and community members are encouraged to recommend materials for consideration. Collections decisions are based on the guidelines of this policy, regardless of the selector's personal tastes.

SELECTION GUIDELINES

Materials are selected for literary or artistic merit, accuracy, utility, entertainment value, or historical interests, and needs of the Union community. Staff will strive to represent a variety of subjects, points of view, and reading levels. Materials are chosen based on favorable reviews, inclusion in special lists, patron or staff recommendations, or popularity. Items must be of reasonable cost to acquire, store, and maintain. Policies and practices must be guided by the Library Bill of Rights, Freedom to Read, Freedom to View, and guidelines from the American Library Association.

<https://www.ala.org/advocacy/intfreedom/librarybill>

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>

With restricted budget and space, the Union Carnegie Public Library emphasizes quality rather than quantity. Final decisions are based on the value and interest of the item to the public. The lead librarian will select materials that are attentive to the special interests and enterprises of the area, in languages commonly spoken at home by its patrons. Special interest items may be borrowed through interlibrary loan. The Union Carnegie Public Library will not acquire curriculum unless such materials serve the general public.

ACCESS

Materials are placed in the collection according to common library standards as deemed appropriate by staff. The Union Carnegie Public Library supports the right of all individuals to access information. Censorship is an individual matter. Responsibility for a child's selection rests with the parent/guardian.

Parents and guardians have the sole responsibility to guide and direct the selections of their own minor children.

COLLECTION MAINTENANCE

The lead librarian is responsible for the regular reevaluation of the usefulness of materials in the collection. Materials are removed for a variety of reasons, including out-of-date information, wear or damage, format is no longer collected, insufficient use or lack of patron demand. Materials still in demand, or those with enduring value may be replaced within policy guidelines. Locally significant materials are generally retained. Materials withdrawn from the Union Carnegie Public Library collection may be sold in the Friends of the Library sales or gifted to other libraries. The library reserves the right to temporarily take items out of the collection to use for library purposes such as displays or programs, or to repair a damaged item.

GIFTS & DONATIONS

The Union Carnegie Public Library accepts both monetary gifts and material donations. Due to wear, damage, or theft the library cannot guarantee the permanence of any gift or donation in the collection. Monetary gifts may be designated by the donor for specific purposes within the library's programming, collection, and services criteria. The library retains unconditional ownership of any accepted material donation and reserves the right to evaluate and dispose of materials in accordance with this policy. Material donations are tax-deductible, but the library does not appraise donated items. Receipts are available upon request at the time of donation.

APPROVED BY THE UNION CARNEGIE PUBLIC LIBRARY BOARD MAY 22, 2025

REVISED:

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