**Blanche R. Solomon Memorial Library**

**Collections Development Policy**

Blanche R. Solomon Memorial Library’s Collection Development Policy guides the selection and continuous evaluation of the collection to reflect the library’s mission. Ultimate responsibility for the collection rests with the library director and Board of Trustees.

Blanche R. Solomon Memorial Library provides library materials in a variety of formats that meet one or more of the following criteria:

* Are responsive to community needs and relevant to residents’ lives
* empower citizens to explore diverse opinions and conduct research on topics of interest
* inspire people to learn, create, and discover
* highlight the history and culture of the community

Library resources are provided for the interest, information, and entertainment of all people the library serves.

**Procedures**

1. The collection contains information of a variety of subjects and views, and it is organized to provide access to patrons within the limitations of space and budget. The library seeks to provide current, popular, and well-reviewed materials, as well and classic and enduring titles.
2. The Blanche R. Solomon Memorial Library has adopted American Library Association (ALA) guidelines on public access to information for its collection development:
   1. Library Bill of Rights
   2. Interpretations of the Library Bill of Rights
   3. Freedom to Read
   4. Freedom to View

Blanche R. Solomon Memorial Library seeks to develop an outstanding collection for a large and diverse population, within the constraints of budget allocations and shelf space. We strive to provide materials reflecting a variety of perspectives, with emphasis on new and popular materials. Not all criteria must be met, and no one criterion will be decisive. Additional criteria may be used to select materials for specific collections. Materials purchased for the collection are not an endorsement of the Blanche R. Solomon Memorial Library of either content or viewpoint presented in them.

Patron purchase requests and interlibrary loans are additional avenues of obtaining materials for patron use.

The following criteria are used to evaluate potential materials:

* Relevant to community needs and interests
* Favorable attention of critics, reviewers, and the public
* Reputation/ qualifications of authors, artists, publishers, or producers without regard to political, religious, or other affiliations
* Date of publication
* Cost
* Artistic merit, literary value, or recognized award recipient
* Local or national significance
* Permanence or timeliness
* Quality or presentation in relation to content and audience
* Suitability of physical format for library shelving and circulation, including binding, condition, readability of type, packaging, specialized equipment needs, and technical quality for electronic media
* Evaluation of titles in relation to current holdings, available shelf space, patron demand, and budget
* Availability of information elsewhere
* Legal, licensing, or copyright issues
* Availability from preferred vendors. Where possible
* Representation of various cultures, viewpoints, and interests

Items generally excluded from selection include:

* Textbooks and curriculum-related works unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to others
* Scholarly and technical materials that are carried by academic or special libraries
* Materials having removable media such as memorabilia, patterns, stickers, or toys unless the materials are usable without these items
* Puzzle or workbooks that encourage fill in the blanks
* Materials that are publicized solely through infomercials or personal websites and authoritative and evaluative information about them is lacking

1. Blanche R. Solomon Memorial Library offers a large circulation of physical materials as well as an extensive reference collection that supports in0depth reference service for the city and county.
2. The library’s website provides access to eMaterials (eBooks, eAudios, eMagazines, etc.) Selection of the materials is based upon the Camillia Net overdrive selection, that is performed externally and shared within all unified libraries within the state of Alabama. Not all titles are available in all formats.
3. Special collections, including genealogy collections, offered to the general public and specialize researchers. Collection provides access to published, as well as unpublished, materials offering documentaries, books, pamphlets, maps, photographs, family papers, business records, audio/ video recordings, microfilm, and newspapers that are important to the study of the history and cultural heritage of Henry County and beyond.
   1. These collections are non-circulating, but copies can be ran and purchased at the circulation desk.
4. The criteria for materials selection also apply in the acceptance of gifted materials. Once a gift is donated to the Blanche R. Solomon Memorial Library, it becomes property of the library unconditionally. The library will provide the donor a letter of acknowledgement upon request, but it is the responsibility of the donor to place a value on gifted materials.

**Guidelines**

1. The number of copies of a title that are purchased varies with the expected popularity of that title. Demand for individual titles is monitored and additional copies are purchased to meet that demand.
2. The collection receives ongoing review in order to maintain its relevancy and physical condition, as well as to accommodate shelf space. Staff uses the following criteria in choosing materials for retention/ withdrawal:

* Condition
* Relevance to community needs
* Information: accurate, timely, up-to-date
* Number of copies in the collection across all formats
* Circulation statistics
* Shelf space
* Relevance/ sustainability of format
* Availability elsewhere (digital library)

1. The Blanche R. Solomon Memorial Library believes in freedom of information for all and does not practice censorship. This principle applies to all formats included in the library collection. Materials may be considered controversial, and any given item may offend someone. Selections are not made on the basis of anticipated approval or disapproval, but on the merits of the material and collection needs. Exclusion of materials may occur due to cost, accessibility, limited demand, or lack of documentation, but never solely because of expression, language, viewpoint, or mature content.

The library holds choice of materials to be a purely individual matter. While anyone is personally free to reject books and other materials, an individual may not restrict the free choice of others.

Parents/ legal guardians are responsible for monitoring materials used by their own children. Library selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval/ disapproval or to indicate certain philosophies. Access to items is not restricted except for protection from damage or theft.

A formal ***Citizen’s Request for Reconsideration of Library Material*** and process has been developed to assure that complaints and requests for reconsideration are handled in an attentive and consistent manner. The library will carefully reevaluate and item when a Request for Reconsideration form is submitted. The library will consider the value of each item in its entirety and within the context of the collection, not on specific passages or sections within the item itself. The person/ organization submitting the form MUST have read/ watched/ listened to the item in its entirety. A certain passage will not be enough backing for an item to be removed from circulation.

Adopted: June 3, 2022