

# **Amherst Public Library**

## **Collection Development Policy**

### **Purpose of Collection Development Policy**

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs and interests of the Amherst community.

As the community changes, Amherst Public Library reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

### **Amherst Public Library Mission**

The Amherst Public Library, a dynamic civic resource, provides residents of the Amherst School District, South Amherst and Brownhelm Township with resources and support to use information in many formats. It stimulates and facilitates literacy in all its forms, provides quality collections and effective use of evolving technologies. The Library emphasizes public participation and outreach and creates forums and gathering places to engage in cultural and educational programs and partnerships.

### **Mission Statement**

Amherst Public Library welcomes  
People of all ages to enjoy  
Lifelong learning and personal enrichment

### **Scope of the Collection**

The primary responsibility of Amherst Public Library is to serve the citizens of Amherst by providing a broad choice of materials to meet their informational, educational, cultural and recreational needs. Materials are selected to aid individuals, groups and organizations in the effort to attain practical solutions to daily problems, and to enrich the quality of life for all community members.

Budget and space limitations, as well as local needs, preclude the Library from duplicating the specialized and comprehensive collections that exist elsewhere in Ohio. Access to these collections is provided through interlibrary loan and direct referral.

### **Responsibility for Selection**

The authority and responsibility for the selection of library materials rests ultimately with the Library Administrator. Under his/her direction, selection is delegated to professional

collection development library staff. All staff members and the general public are encouraged to recommend materials for consideration.

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Contribution to the diversity and scope of the collection
- Contemporary significance
- Relevance to the needs and interests of the public
- Popular appeal
- Physical format
- Quality of production
- Receipt or nomination for awards
- Reputation or significance of one of the creators of the work
- Available space
- Published evaluations or reviews
- Impact on materials expenditure plan
- Accessibility of material
- Accuracy and timeliness
- Relevance of format and content to the intended audience
- Effectiveness and suitability of format in communicating the content

It is the responsibility of Amherst Public Library staff, acting under the authority and direction of the Library Administrator, to select and discard library materials. These decisions are made within the limitations of available space and funding, and within the scope of a written collection development plan. Materials will be selected based upon their value as a whole. Selection presumes liberty of thought and intellectual freedom within the bounds of reason and law.

### **Suggestions for Purchase**

Amherst Public Library encourages input from the Amherst community concerning the collection. A suggestion for purchase procedure enables Amherst citizens to request that a particular item or subject be purchased by Amherst Public Library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help Amherst Public Library in developing collections which serve the interests and needs of the community.

### **Requests for Reconsideration**

Library users wishing to recommend the removal or reclassification of a particular item in the collection may submit a Request of Reconsideration of Library Materials form.

The request will be reviewed by the Library Administrator and staff, bearing in mind the Library's mission statement and the selection criteria of this collection development policy. After evaluating a substantial amount of the materials in question, reading any available reviews and comments on the request for reconsideration, the Library Administrator will respond in writing to the library user informing him of the decision.

### **New or Emerging Formats**

Amherst Public Library develops collections that include a comprehensive range of formats utilizing the unique capabilities and advantages of alternative, new and evolving technologies in delivering information and expressing creativity and ideas. As new formats emerge, steps will be taken to phase-out duplicated, obsolete mediums. These include discontinuation of ordering new or replacement copies, redistribution, and removal of existing collection from within the system. The time frame and need for implementation of each of these steps will vary based on customer demand for product.

### **Collection Maintenance**

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Library Collection Development Staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

### **Removal of Withdrawn Material**

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. Amherst Public Library reserves the right to determine how materials are removed.