

ENGLEWOOD PUBLIC LIBRARY

POLICIES

COLLECTION DEVELOPMENT

The mission of the Englewood Public Library is to provide educational, informational, recreational and cultural materials and services to all residents of the community. These goals will be considered in the development of the collection and will receive priority in the allocation of resources and funds.

Selection and purchase of library materials rests with the Library Director who may delegate responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. Materials will be selected based on positive reviews in professional journals, actual examination and evaluation of materials and, at times, popular demand. Suggestions from the community for items to be considered for purchase are strongly encouraged, but materials must meet selection criteria.

The Englewood Public Library does not acquire textbooks that support local curricula, but may acquire textbooks for general use by the public. Multiple copies and paperback books may be purchased to meet demand. The library will have material available in a variety of formats when available and practical. Video and audio recordings will be selected for potential long-term use. Regardless of an item's popularity, the library may choose not to select it, because its format is not durable enough to withstand reasonable library use, or it would require excessive staff time to maintain.

Objections to items in the collection should be made in writing to the Library Director.

Materials that no longer meet the needs of the community and no longer support the library's collection development goals will be withdrawn from the collection. This may include materials that are damaged, include obsolete information or are no longer used. Decisions will be based on accepted professional practice and the professional judgment of the Library Director or designated staff. When necessary, local specialists will be consulted to determine reliability of the information provided by the materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding into the trash, recycling of paper, or transfer to the Friends of the Englewood Public Library for sale. Discarded magazines and newspapers may be given to other area libraries or social service agencies at the discretion of the Library Director.

Approved December 11, 2017