

Laingsburg Public Library Collection Development Policy

The Laingsburg Public Library is committed to providing access to a broad spectrum of ideas, viewpoints, and information that reflect the diverse interests and needs of our community. Our collection includes materials for all ages, backgrounds, and viewpoints. This policy ensures that the collection reflects the needs of our community, and aligns with the Library's mission to provide free and open access to ideas and information.

1. Responsibility for Selection

The responsibility for the selection and management of library materials lies with the **Library Director**, who operates within the framework of policies established by the **Library Board of Trustees**. Library staff members may assist with selection under the Director's supervision.

2. Selection Criteria

Materials are selected using a range of criteria, including (but not limited to):

- Reputation and/or authority of the author, editor, illustrator or publisher
- Accuracy and effectiveness of a subject's presentation
- Practicality of format for library use
- Current interest or demand for subject
- Price
- Availability of materials on a given subject
- Value of the material in relation to the collection as a whole
- Representation of various subjects and viewpoints
- Relevance to the experiences and contributions of diverse populations
- Timeliness or permanence of materials
- Relevance to library programs and events
- Appearance of materials in special bibliographies or indexes
- Availability of materials elsewhere in the area
- Adaptability to varied reading and interest levels
- Works of local authors, illustrators or materials of local history
- Technological compatibility of electronic resources
- Ability to house and maintain material

3. Formats and Access

The Library collects materials in a variety of formats including print, audiovisual, and digital, based on demand and accessibility. Not all formats may be acquired for all titles.

All materials are accessible to all patrons. **Responsibility for a minor's use of library materials rests with their parent or legal guardian.**

4. Local Author Collection

Laingsburg Public Library welcomes works by **local authors** who reside in or have a strong connection to Laingsburg or the surrounding area. These materials:

- Must meet general selection criteria in terms of quality and relevance
- May be donated or considered for purchase
- Are typically added to the general collection and may be displayed periodically

Inclusion does not imply endorsement by the Library.

5. Local History Collection

Laingsburg Public Library maintains a **Local History Collection** that documents the history of Laingsburg and the surrounding region. Materials may include:

- Local newspapers, photographs, oral histories
- Genealogical resources
- Books and documents of historical relevance

Materials in this collection are generally non-circulating and may be subject to special preservation conditions.

The Library encourages donations of historical materials. These are evaluated based on their condition, relevance, and uniqueness.

6. Gifts and Donations

The Library accepts gifts of books and other materials with the understanding that:

- Donations become the property of the Library
- The Library reserves the right to use, display, or dispose of gifts as it sees fit
- Only materials that meet current selection criteria and space considerations will be added to the collection
- Gifts are not returned to the donor and may be sold, donated elsewhere, or recycled if not retained

The Library **does not provide appraisals** for tax or personal use.

7. Collection Maintenance & Weeding

To keep the collection relevant and current, materials are regularly **evaluated for withdrawal** using criteria such as:

- Physical condition
- Obsolescence or inaccuracy
- Lack of use
- Duplication
- Space limitations

Weeding is an essential component of collection development and is carried out by library staff or volunteers under the Director's supervision.

8. Reconsideration of Library Materials

If a patron wishes to request the removal or reclassification of an item, the following procedure applies:

1. Informal Discussion

The patron is encouraged to speak with the Library Director about their concerns.

2. Formal Request for Reconsideration

If the concern is not resolved, the patron may submit a completed "**Request for Reconsideration of Library Materials**" form to the Library Director.

3. Review Process

The Laingsburg Public Library Board of Trustees will evaluate the material and the request, considering:

- The material as a whole (not just excerpts)
- The Library's mission and collection criteria
- Reviews and professional recommendations

4. Decision & Notification

A written response will be provided within 30 days.

Challenged materials will **remain in circulation** during the reconsideration process.

9. Policy Review

This Collection Development Policy will be reviewed every **three years** by the **Library Director and Board of Trustees** or as needed to reflect changing community needs or professional standards.

Adopted and approved by the Laingsburg Public Library Board of Trustees: May 27, 2025