

## Collection Development Policies

It is the mission of the Toledo Public library to provide high quality library service to its public and to provide and maintain an organized collection of resources that meet the recreational, educational, and informational needs of that public.

Toward that end the Library purchases fiction and nonfiction books, periodicals, audio books, video recordings and musical recordings. The Toledo Public Library has joined with libraries in the Chinook Library network to share resources, and library users have the collections of those libraries available to them as well as material in electronic format subscribed to by those libraries. Further, through the Online Computer Library Center (OCLC) in Ohio, access to library collections all over the country and beyond is available.

When considering the collection, concern should be given to all ages, backgrounds, interests, and abilities. The Library must consider not only the present needs of the community but must anticipate the future needs whenever possible.

Neither the Library Director nor the Library Staff can read or review every item purchased. For that reason, selection is made through reliable sources such as professional library journals, book reviewing services, and the book review sections of magazines and newspapers. The authority and responsibility for the selection of library materials is delegated to the Library Director and, under his/her direction, to the staff who are qualified for this activity. The advice of specialists is requested in fields in which staff members do not have sufficient expertise. Suggestions from readers are welcome and are given serious consideration within the general criteria. The final decision rests with the Library.

### Criteria for Selection

No library has the resources to purchase everything available—selection among various titles and various formats is required. The evaluation of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens of Toledo and the surrounding area. The Library will not attempt to collect scholarly material, rare books, or manuscripts, but will maintain a core collection of classics. The guidelines that follow are meant to assist in the selection responsibility.

- A. Books in the collection will be selected for their factual, accurate, effective style, the suitability and significance of the subject matter, and the reliability and sincerity of opinion. In addition to these qualities, a suitable book must have durable and attractive paper, binding, and print.
- B. Each title is judged individually according to its intrinsic merit, the subject treated, the reader interest and the need for the book in an organized collection. Each title is judged as a whole and isolated passages in and of themselves are not used as criteria.

C. In order that readers may get balanced information, the library attempts to provide materials that present different points of view on a topic, even those points which may be regarded by some as controversial whether because of political expression, affiliation, or moral implication.

D. Purely pornographic works that trade in sensationalism will not be purchased. However, serious fiction, poetry, drama, and also nonfiction works which honestly present society today will not be excluded simply because of coarse language or frankness of treatment.

E. The following points will be considered when selecting nonfiction materials:

1. The subject matter and scope of the materials
2. The treatment of the subject—complete or partial, scholarly or technical
3. Timeliness of the material
4. The author's qualifications
5. Format and condition
6. Popular demand/ historical value/ local interest
7. Price

#### Allocation of Resources

The Toledo Public Library uses circulation by collection—and within a collection circulation by subject area and/or genre—as the means of allocating purchasing dollars. The current allocation percentages are 20% for Children's books, 40% for Adult books, and 40% for other media. The Library will accept donations of books if they conform to the guidelines of the donations policy. Unusable materials will be disposed of as the Library sees fit.

#### De-selection of Materials

As important as selection is, de-selection must not be overlooked. The Toledo Public Library uses the *CREW: A Weeding Manual for Modern Libraries* from the Texas State Library, an industry standard. The following are considered before removing an item from the collection: circulation frequency; physical condition (damage or poor condition); potential future use; value to the total library collection; availability of the information or title elsewhere, obsolescence, accuracy, relevance, space and budget limitations; number of copies in the collection. The Library director, (with input from the staff member responsible for developing a particular area) will make the de-selection decisions.

#### Reconsideration Procedures

The choice of library materials by users is an individual matter. Responsibility for the reading of children and adolescents rest with their parents and legal guardians. While a person may reject materials for him/herself and for his/her children, he/she cannot exercise censorship to restrict access to the materials by others.

The Toledo Public Library supports intellectual freedom and endorses the Intellectual Freedom Statements and Guidelines of the American Library Association.

Patrons wishing to express concerns about materials already in the collection will be invited first to discuss their concerns with appropriate staff and/or the Director. Should a patron still be unsatisfied, s/he may formally request that the Library reconsider its classification or possession of an item by submitting a Request for Reconsideration of Library Materials form to the Library Director. In consultation with appropriate staff and the Library Advisory Board, the Director will promptly review the item in question, together with any available reviews of the material. The Director, other appropriate staff, and the Library Advisory Board having reviewed the material in question, will each fill out a copy of the Request for Reconsideration form, including his/her recommendation as to appropriate action, which will be to either retain or remove the item for the collection. Any labeling, alteration, or sequestering of the material will not be sanctioned. The Director will convey this decision to the requestor in writing. Should the patron wish to pursue the matter further, s/he may ask that the Director bring the matter before the City Manager. This decision will be final and will be conveyed in writing to the patron submitting the request.