**Collection Development Policy**

(Approved May 2025)

The Redfield Public Library will strive to build a collection of materials to help meet the needs of the community and to develop a wide-ranging collection. The goal is to maintain the library’s materials of value and improve upon the quality and quantity of the entire collection through deliberate procedures. Library staff, headed by the library director, will oversee the maintenance of the library collections. The library’s mission statement, strategic plan, and state standards will also be considered in collection development.

**Evaluation of Collection Criteria:**

\*The library staff will regularly evaluate and make decisions concerning the library’s collection. It is an ongoing process.

\*Adding to the collection with the goal of having a variety of subjects, genres, and multiple viewpoints in a wide range of formats, interests, and reading levels to meet the needs of all ages and demographics of the community.

\*Working within the limits of the library budget and the library space allowed.

\*Community needs or interests with all ages and population demographics are kept in mind to meet their informational, cultural, recreational, and educational wants.

\*Local and regional significance of the materials and adding to the authenticity of a certain historical, regional, or social settings, such as local authors, artists, and events.

\*Having materials in the collection that are not available, or with limited accessibility, from other lending sources.

\*Having materials of significance, popular interest, or permanent value. Such as having: literary or artistic merit, being on the bestseller list, having classic value, good reviews, or award winners.

\*Enhancing a relationship to existing materials in the collection.

\*Possessing an accuracy of content and a relevance of the item to further the best interests of the community.

\*Materials will be evaluated as complete works and not on the basis of a particular passage or passages.

\*The library will add materials to the overall collection at a general goal of an annual rate of 3% a year. One-third of the collection purchases is the goal for juvenile material and two-thirds for adult material.

\*\*\*Patrons may request materials not found in the library collection. The request may be considered for library purchase or attempted to be obtained for the patron through interlibrary loan.  The requests considered for purchase will be evaluated as it applies to the collection criteria guidelines stated above. Interlibrary loan services will be utilized to obtain requested materials if the requested materials are not purchased.

**Gifts and Memorials**

\*Gifts and memorials donated to the library collection are welcome. All gifts and memorials are evaluated  in the same manner as other library materials including withdrawal procedures.

**Replacement, Retention, and Withdrawal/Weeding Policy**

\*Materials will be considered for removal if they are a duplicate, worn or damaged, contain obsolete information, or are no longer being used by patrons. This decision will be at the discretion of the library director.

\*A general annual average goal for material withdrawal is 3% of the collection.

\*Locally significant library materials are not to be held to these withdrawal standards and are generally retained at the library for the community.

\*Staff conducting collection weeding will only do so after completing the appropriate training from the state library.

**Request for Reconsideration**

The board and library staff support the principles as stated in the American Library Association’s Library Bill of Rights. In an effort to provide a well-rounded and balanced collection, the board and staff recognizes that not everyone will always agree with some topics and/or titles in the collection. Any request suggestion concerning a specific material must be submitted in writing and signed by the concerned patron. The patron will use the available Request the Reconsideration of Library Materials form and return it to the library director. The patron’s request will be presented at the next scheduled board meeting for consideration. The final decision concerning the library material in question will be made by the library director and the library board of trustees.