

COLLECTION DEVELOPMENT POLICY

PURPOSE OF POLICY

The purpose of the Parma Public Library Collection Development Policy is to provide guidelines for day-to-day acquisition and withdrawal decisions, resource allocation and long-range planning of collection needs in accordance with the Library's Mission Statement.

SELECTION PROCESS

1. Ultimate responsibility for materials selection rests with the Library Director who operates within the policies determined by the Board of Trustees. The Library Director delegates the responsibilities for specific subject areas and formats regarding the evaluation, acquisition, retention and withdrawal of materials.
2. The Library strives to develop a workable collection of standard works of permanent value and popular materials of current significance, striking an overall balance between public demand and diversity of material. The interests and needs of the community, the individual merit of each item and the Library's existing collection, budget and services are the main factors in selecting materials. Each title is judged as a whole; isolated passages in themselves are not used as criteria. The Library will provide, as far as possible, materials treating all sides of controversial issues -- materials that give evidence of a sincere desire to be factual, that are written in a reasonable fashion and that show results of careful study.
3. Standard collection development tools, including but not limited to professional and trade journals, bibliographies and lists, publishers' catalogs and reviews published in reputable sources are used as resources. Purchase suggestions from patrons are also an important resource.

Adopted by the Parma Public Library Board of Trustees July 12, 2012
Updated and adopted December 5, 2017.

SCOPE

The scope of the Parma Public Library collection refers to the formats offered, the treatment and the level of difficulty. Materials selected for the Library collection are intended to meet the cultural, educational, informational and recreational needs of the residents of Monroe County. The scope of the collection is intended to offer a choice of format, treatment and level of difficulty so that most needs can be met and service given to individuals of all ages within current budget guidelines. The emphasis is on acquiring materials of wide-ranging interest to the general public. The collection is reviewed and revised on an on-going basis to meet current needs. The Library encourages the use of interlibrary cooperation to better serve the needs of its patrons by expanding available resources.

FORMAT

Materials are purchased in the most appropriate format for Library use. Formats include print, digital, and multi-media materials. The Library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community it serves. The Library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection. Choice of new formats will be based on patron demand, community trends, new product development and positive critical reviews.

GIFTS

Gifts to the collection can be in the form of money or actual materials. Gifts of books and other materials are accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Collection Development Policy. Donated materials may be added to the collection, put in the book sale or discarded. Tax receipts listing the number and type of item(s) donated are given to those who request them. However, the Library will not make any

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determination as to value of the donated materials. Gifts made as memorials are plated and letters of acknowledgement are sent as appropriate.

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