



Inlet Public Library

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Inlet Public Library Collection Management Policy

Developing a library's collection is an ongoing activity; our library's collection will evolve as the needs & interests of our community evolve & as changing technology provides additional or alternative types of resources. Because of the limitations of budget & space, the library must have a selection policy with which to meet community interests & needs. A policy cannot replace the judgment of experienced staff, but stating boundaries will assist staff in selecting & maintaining the collections currency, relevancy & usefulness.

The Inlet Library Board of Trustees supports the American Library Association's Library Bill of Rights & the interpretations of that document relating to the materials evaluation & selection including: The Freedom to Read Statement & the Freedom to View Statement. Copies of these statements can be found both on the library's website & in the library's Policy Handbook.

Responsibility for Selection

The responsibility of selection of library materials rests with the Library Director, operating within a framework of policies approved by the Board of Trustees.

Criteria for Selection

The main points considered in the selection of materials are:

1. Popular appeal/Demand
2. Existing library holdings
3. Budget
4. Patron Request

Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Labels

The library may label materials to aid the public in finding them in the collection. Library materials will not be marked or identified to show approval or disapproval of their contents. No library material will be made unavailable except to protect it from damage or theft.

Parents/Legal Guardians are responsible for their minor children's use of the library & their selection of books & materials.

Interlibrary loan

Because of limited budget & space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing loans to satisfy the needs of our patrons, the Inlet Public Library agrees to lend its materials to other libraries through the same network.

Gifts & Donations

The Inlet Library accepts (at the discretion of the Library Director) gifts of books & other materials with the understanding that they will be added to the collection only in accordance with the above criteria for selection. If they are not needed because of condition, duplication or dated information the Library Director can dispose of them as she sees fit.

It is not within the Library's domain to assess the financial value of donated material. However, a receipt with a list of the donated materials will be given to the donor if requested at the time of donation.

Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Reconsideration of Materials" form available at the circulation desk. Completed forms will be reviewed by the Board of Trustees at their earliest convenience & responses will be delivered to patrons by the Library Director.

The Collection & Management policy will be reviewed &/or revised as the need arises.

Adopted August 18, 2022