

Delta Township District Library
Considerations for Adding and Withdrawing Library Materials
6/13/00 revised 7-07

Selection of Materials

As stated in the Selection of Materials policy approved by the Library Board, factors to be considered in adding adult and children's materials to the collection shall include one or more of the following:

- 1) Present collection composition
- 2) Collection development objectives
- 3) Interest and demand
- 4) Currency and accuracy
- 5) Intended audience – different educational levels
- 6) Significance of subject, author, or title
- 7) Diversity of viewpoint
- 8) Effectiveness of the format in conveying information
- 9) Space and budget considerations
- 10) Availability of special materials in other library collections in the area

All requests from patrons for specific titles or subjects are considered.

- 1) A public library must provide services and materials to patrons of all ages.
- 2) Materials of limited community interest, materials that are requested infrequently, and titles with older publication dates will not ordinarily be purchased. Interlibrary Loan will supply patrons with these materials.
- 3) A work will not be excluded from the collection solely because it represents a particular lifestyle, frankness of expression, or is controversial. The library collection will strive to represent a balanced view.

Withdrawing Materials

- 1) Publication date of material
- 2) Condition of material
- 3) Duplicate copies of items