**Collection Development Policy**

The responsibility for materials used by minors rests completely with their parents or legal guardians.

The library collections for patrons under age 18 are split into the “E” collection, which is intended for ages birth to 2nd grade, the “J” section which is intended for patrons 3rd grade through 8th grade, and the “YA” collection which is intended for patrons in 9th grade and above. There may be some variation in the age appropriateness of each collection. Materials selected for the Adult and Young Adult collection are intended for mature readers. In general, decisions to place particular items in the collections are done by the standard of the average person, applying contemporary community standards nationwide, would find that the material, taken as a whole, has a tendency to appeal to ages birth through 2nd grade for “E” materials, 3rd through 8th grade for “J” materials, and 9th grade and above for YA materials; and/or the publisher’s suggested age range if available. This statement is required by Missouri Regulation 15 CSR 30- 200.015

**Selection of Materials**

It is our objective to provide reading and reference material to our patrons, on all subjects and interest levels.

The responsibility for selecting materials lies with staff who have been assigned collection development duties. Final authorization lies with the Library Director. Selectors make recommendations from their knowledge of a book or by the general public references.

All selectors must consider availability of space and budgetary restrictions when choosing resources for the Library. In addition, selectors consider the following criteria. These criteria apply to all materials, regardless of format or intended age level.

* Accessibility of format
* Accuracy and creative, literary, and technical quality
* Authority and reputations of authors, composers, directors, and/or publishers
* Availability of material elsewhere (area libraries, online, etc.)
* Historical value
* Initial and ongoing costs
* Local or regional interest and significance
* Need for collection breadth, depth, variety, and diversity of viewpoint
* Public demand, both current and anticipated
* Physical qualities that may affect suitability for Library circulation or housing
* Recognition as award-winning or classic work
* Relation of work to existing collections
* Significant literary, artistic, political, or scientific value
* Support of Library programs or initiatives
* Timeliness
* Uniqueness of information

No materials that meet the Library’s selection criteria will be excluded because of the race, religion, nationality, origin, background, sexual orientation, or political views of those contributing to its creation or the material’s frankness of language, controversial content, or endorsement of an individual or group.

**Removal of Library Items**

Deselection of materials is an ongoing process for the Library, to maintain the currency, appeal, and usefulness of its collections. The following factors are considered in identifying materials for withdrawal:

* Appropriateness of the material in relation to the long-term development of the collection
* Availability elsewhere in the community
* Duplication of the same item
* Historical value
* Customer demand and usage
* Physical condition
* Timeliness and accuracy of information

Withdrawn materials become surplus property of the Library and may be sold, donated, or discarded at the Library’s discretion.