

# Collection Development Policy

1. The Morgan County Library endeavors to maintain a collection of good, representative books of permanent value and current interest. Principles subscribed to in the selection of books and the building of the book collection are contained in the American Library Association's statements, "The Library Bill of Rights" and "The Freedom to Read"
2. The library shall maintain a collection of materials for all ages from pre-school to maturity. This selection shall be made by the Director in accordance with the general policy outlined above. In making selection for acquisition, the Director should read reviews, consult recognized book lists, and consider the interest, reading tastes, and educational level of the community, and the need for the book in the library to strengthen the versatility of the collection.
3. Books/non-books shall be ordered regularly consistent with the budget.
4. Regular weeding of the library collection is a vital part of the collection development cycle. Weeding not only makes space available for new materials, but also contributes to an attractive library where the best materials are easy to find and the convenience of the user is a top priority. Library standards for weeding are listed below.
  - a. Age of the item
  - b. Length of time since the last circulation transaction
  - c. Misleading content
  - d. Worn appearance
  - e. Superseded by newer or better material
  - f. Trivial value
  - g. Irrelevant to community needs
  - h. Expeditiously available elsewhere
5. Items donated or purchased with memorial funds will be subject to the same selection criteria as the rest of the collection.
6. Patron's can make request for materials, these request will be reviewed by the Director in accordance with the general policy.

***Approved by Library Board of Trustees on October 13, 2016.***