

### Collection Development/Materials Selection

The purpose of the Dundee Library is to provide all individuals in the community with carefully selected books and other materials to aid the individuals in the pursuit of education, information, research, pleasure and the creative use of leisure time.

1. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Dundee Library Board of Trustees.

2. Criteria for selection

The main points considered in the selection of materials are:

- a. Individual merit of each item
- b. Popular appeal/demand
- c. Suitability of material for the clientele
- d. Existing library holdings
- e. Budget

The lack of review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

3. Interlibrary Loan

Because of limited budget and 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 interlibrary loan to satisfy the needs of our patrons, the Dundee Library agrees to lend its materials to other libraries through the same interlibrary loan network.

4. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent on current demand, usefulness and more recent acquisitions of newer editions. This ongoing process of weeding is the responsibility of the library director. Withdrawn materials will be handled in a similar manner and under the same authority as donated items.

5. Potential Problems or Challenges

The Dundee Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of materials will not be inhibited by the possibility that materials may come into the possession of children.

6. 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 "Request for Reconsideration of Library Material" which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Dundee Library Board of Trustees.