



COLLECTION DEVELOPMENT POLICY

The Allendale Township Library collects materials, in a variety of formats, which support its function as a major information source for the Allendale population. The collection also serves the popular and recreational needs of the general public, and reflects the diverse interests and ideas represented within our community.

Customer use is the most powerful influence on the Library's collection. Circulation, customer purchase request, and hold levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items.

In addition to customer demand, selections are made to provide depth and diversity of viewpoints in different areas of study and reference. Inherent in the collection development philosophy is an appreciation for each customer of the Allendale Township Library. The library strives to provide materials that cover many viewpoints and beliefs so as not to hold one customer's opinions above another's.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, and lead to recognition and appreciation of literature. The reading and view activity is ultimately the responsibility of parents, who guide and oversee their own children's development. Parents are encouraged to research and be active participants in their child's reading journey.

SELECTION CRITERIA

- Library staff use their training, knowledge, and expertise along with the following criteria to select materials for the library collection:
- Relevance to interests and needs of the community



- Extent of publicity, critical review, and current or anticipated demand
- Current or historical significance of the author and/or subject
- Local significance of the author and/or subject
- Relevance to the existing collection's strength and weaknesses
- Suitability of format to library circulation and use
- Date of publication
- Price, availability, and library materials budget
- Availability of title from other Lakeland Cooperative libraries

CUSTOMER RECOMMENDATIONS

Customers may request items the library does not by submitting a request slip at the circulation desk or via the library website. Each request is reviewed for inclusion in the collection using the above listed selection criteria.

REQUEST FOR RECONSIDERATION

The Allendale Township Library selects materials using established criteria and full consideration of the varying age groups and backgrounds of its customers. Library customers requesting reconsideration and removal of items in the collection may submit a Request for Reconsideration of Library Material form, which is available by contacting the Library Director. Staff will review the request in relation to the library's mission and selection criteria. The Library Director reviews the request and will reply within thirty days of receipt of the request. The item in question will not be removed from the shelf during the reconsideration process.

COLLECTION MANAGEMENT

Just like the Allendale community, the library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition



- Number of copies in the collection
- Availability for loan from other Lakeland Cooperative libraries
- Relevance to the needs and interest of the community
- Current demand and frequent use
- Accuracy and timeliness
- Local interest

GIFTS/DONATIONS

The Allendale Township Library accepts donations of books and other materials on a limited basis due to spatial constraints. The library retains the authority to accept or reject gifts. Library staff make all decisions as to the use, housing, and final disposition of donations. The library does not evaluate or appraise gift materials for tax purposes.