**AM 310 Collection Development and Management Policy**

1. **Statement of Purpose**

The Metropolitan Library System is committed to fostering our Core Values including Freedom to Learn, Learning as Enjoyment, and Members First. To this end, the Library will select and maintain a balanced collection of print, non-print, and digital content expressing a variety of viewpoints to serve the diverse interests and needs of all the citizens of our service area. Collection development and management policies reflect the Library’s Vision to be the community’s hub for critical thinking, creative-problem solving, and life-long enrichment. This policy will:

* 1. Communicate the collection philosophy to library members
	2. Identify responsibility for the collection
	3. Provide criteria for the selection, management, and expanded access to content
1. **Responsibility for the Collection**

The ultimate responsibility for building, maintaining and managing the Library's collection rests with the executive director, who in turn, delegates specific responsibilities to appropriately-trained professional staff members. Suggestions from the public are encouraged and are evaluated by the staff based on the Library’s criteria for inclusion. The executive director may establish special collections on an as-needed basis to meet the interests and needs of the communities the Library serves.

1. **Selection Criteria**

Consistent with the Library’s core values, each item shall be considered for inclusion in the general collection based on its own merits and its relation to its intended audience. All additions to the general collection, whether purchased or donated, shall be evaluated using the following general criteria:

* 1. Appeal to the interests and needs of individuals in the community
	2. Current trends and timeliness
	3. Literary, artistic or graphic presentation
	4. Reputation or qualifications of creator(s)
	5. Local demand, interest or significance
	6. Accuracy, authenticity, thoroughness and documentation
	7. Variety of formats appropriate for library use

The Library provides eligible members with a wide range of materials by sharing resources with cooperating libraries throughout the nation. Interlibrary loan is an adjunct to-- not a substitute for-- collection development.

1. **Collection Maintenance**
	1. To maintain attractive, active, current, and useful collections, library staff examine materials in libraries systematically throughout the year to assess their relevance to the whole collection, the public, and the statements of this policy. In addition, the collection is continuously assessed for physical condition of materials. General criteria used in evaluating whether an item should be removed from the collection may include condition, usage, space, and whether the item continues to meet the Selection Criteria.
	2. Materials in good condition that continue to meet the system’s criteria for selection but are no longer needed by a particular library may be transferred to another library. Withdrawn items will be given to the Friends of the Metropolitan Library System.
2. **Access**
	1. The Library will provide access to information in all fields and from all points of view. The Library, in collecting and acquiring publications and related materials representing the widest diversity of views, will include items which reflect controversial, unorthodox or even unpopular ideas. The Library, the Metropolitan Library Commission, and Library staff will not, either directly or indirectly, ban or censor any material. The presence of an item in the Library does not indicate any endorsement of its content by the Library.
	2. Library material will not be labeled to restrict access, and no materials will be separated from the main collection except as noted elsewhere in this policy.
	3. The Library will not purchase or borrow any material that is deemed statutorily or judicially illegal in the state of Oklahoma.
	4. The Library collection, as a whole, is available to all members. Decisions about what materials are suitable for particular children should be made by their parents or guardians.
3. **Reconsiderations**

Library members who want the library to reconsider the selection and placement of library materials should complete the appropriate “Reconsideration Form” available at any library or online. Designated staff members will evaluate the materials considering the member’s request, using published reviews and the criteria contained in this policy. The executive director will send a written response to the individual initiating the comment.

1. **Special Collections**

Special collections may be maintained separately from the general collection for a variety of purposes, which may include improved access to specific topics, preservation of fragile material, or as part of a collaborative or cooperative agreement with an external organization. By their very nature, these collections attempt to keep materials preserved for an indefinite future. All considerations for the proper display, storage, use, and weeding of these materials are made with this principle in mind. Materials are continually examined to determine if they continue to support the mission of the collection or if preservation treatment is required, and appropriate action taken by the individual responsible for each collection.