COLLECTION DEVELOPMENT POLICY

The mission of the Maywood Public Library is to provide educational, informational, recreational and cultural materials and services to all residents of the community. These goals will be considered in the development of the collection and will receive priority in the allocation of resources and funds.

Selection and purchase of library materials rests with the Library Director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. Materials will be selected based on positive reviews in professional journals, actual examination and evaluation of materials and, at times, popular demand. Suggestions from the community for items to be considered for purchase are strongly encouraged, but materials must meet selection criteria.

The Maywood Public Library does not acquire textbooks that support local curricula, but may acquire textbooks for general use by the public. Multiple copies and paperback books may be purchased to meet demand. The library will have material available in a variety of formats when available and practical. Regardless of an item's popularity, the library may choose not to select it, because its format is not durable enough to withstand reasonable library use, or it would require excessive staff time to maintain.

Materials that no longer meet the needs of the community and no longer support the library's collection development goals will be withdrawn from the collection. This may include materials that are damaged, include obsolete information or are no longer used. Decisions will be based on accepted professional practice and the professional judgment of the Library Director or designated staff. When necessary, local specialists will be consulted to determine reliability of the information provided by the materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding into the trash or recycling of paper or transfer to a non-profit organization that supports the Library for sale. Discarded magazines and newspapers may be given to other area libraries or social service agencies at the discretion of the Library Director.

Reconsidering materials

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to

some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request reconsideration of a library item for possible removal from the collection must fill out a request for reconsideration form. This form is available at the circulation desk or can be downloaded from the library's website.

The Director will make a determination of the item's suitability and will respond to the complainant in writing. If the complainant wishes to continue to object to the item's inclusion in the collection, the Library Board of Trustees will consider the request and will make the final decision in a written statement. The item will remain within the library's collection until the formal reconsideration process is complete.

Appendices

Library Bill of Rights: http://www.ala.org/advocacy/intfreedom/librarybill

Freedom to Read Statement:
http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

People's Right to Libraries: http://www.njla.org/content/people-right-libraries

The First Amendment:
http://www.ala.org/advocacy/intfreedom/censorshipfirstamendmentissues/firstamendment

CREW Manual: https://www.tsl.tx.us/Id/pubs/crew/index.html

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