

Worthington Jefferson Township Public Library  
Collection Development Policy  
January 2014

- The purpose of a library collection development policy is to provide a guide to all personnel who participate in collection development and to answer questions of library patrons concerning selection of library materials.
  
- Responsibility for collection development rests with the Library Director, who operates within a framework of policies adopted by the Worthington Jefferson Township Public Library Board of Trustees. Selection of materials is made on the basis of the needs of the library's collection, requests of library patrons, and recommendations from library staff. An attempt is made to maintain a well-rounded collection presenting various, if sometimes controversial, viewpoints in the interest of all patrons.
  
- Collection development includes the selection of books, periodicals, and other printed materials, audio-visual and other related materials, electronically delivered materials, and other materials deemed necessary for the operation of a public library.
  
- Careful consideration will be given to the acquisition of materials for collection development according to the following criteria:
  - A. Cost: The cost of an item shall not be the only consideration but any item, which exceeds an average cost, will be given extra consideration to determine its value to the library.
  - B. Replacements: The importance and permanent value of an item shall determine whether it shall be replaced.
  - C. Gift Books and donations: Books and other materials are welcomed, but the library reserves the right to make use of all donations as it sees fit. All donations shall become property of the Worthington Jefferson Township Public Library and will be used in the manner most beneficial to the library, including discarding, selling, or adding the item. At the request of the donor, a memorial item shall be identified with a bookplate listing the donor and the reason for the donation.
  
- The Worthington Jefferson Township Public Library supports the Library Bill of Rights and Freedom to Read Statements, as presented by the American Library Association.

Adopted December 4, 2013

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Kevin Benham, President