

## **SOUTH PARK TOWNSHIP LIBRARY BOARD**

### **Collection Development and Management Policy, September 17, 2002**

#### **Basis for Policy:**

To guide staff and inform the public of the principles upon which collection development and management decisions are made.

#### **Philosophy:**

1. The mission of the South Park Township Library is to promote the exchange of knowledge in order to enrich cultural, educational, informational, and recreational needs.
2. The Library Staff and Library Board envisions a future where the South Park Township Library will be valued as the community's gateway to knowledge in the delivery of quality information. The Library's materials collection, can in part, help to accomplish this vision.
3. The materials collection is developed and managed to help meet the Library's mission, visions, values, and goals.

#### **Criteria Selection:**

A diversified collection of materials, both in format and content, is required to support the Library's mission. Therefore, multiple criteria are required as follows. These criteria will apply to purchased, donated, and special collections.

1. Availability and suitability of format.
2. Suitability of subject, style, level for the intended audience.
3. Critics and staff reviews
4. Competence and reputation of publisher, producer, and/or author.
5. Timeliness or permanence of the material.
6. Relevance to community needs.
7. Potential and/or known demand for the material.
8. Relative importance to existing collection in the same subject field.
9. Availability and accessibility of the same material in the local area.
10. Availability of funds.

#### **Collections Responsibilities:**

- A successful collections development and management can be achieved through the participatory efforts of the Library Staff. It shall be the responsibility of the staff to communicate requests and needs to the Library Director.
- The selection of Library materials shall be vested in the Library Director, and under this direction, by staff designees.

**Special Collections:**

The South Park Township Library may establish a special collections on a temporary basis or as a permanent collection as necessitated. A special collection may be developed based on a particular need in the community or special circumstances warranting this type of collection. All policies and procedures governing the Library will apply.