

# Collection Development Policy

The Board of Trustees has endorsed the American Library Association's Library Bill of Rights found as Appendix VI..a.

The responsibility for selection of adult library materials rests with the Library Director; the responsibility for selection of juvenile and young adult materials lies with the Youth Services Coordinator. Audio visual materials selection may be done by either or another staff member.

The main points considered in selection of materials are:

- Individual merit of each item according to the published review
- Popular demand and interest of Cuba Library patrons
- Existing library holdings
- Budget

Reviews found in professional journals such as *Library Journal* and *Booklist Magazine* are the primary source of information about new materials.

Gift books are added using the same criteria as for new books. Individuals making donations of gift materials are informed that if the library does not need the title, it will be sent to the Friends of the Library's Book Sale.

Materials are deselected (weeded) when they are so old or worn as to be unappealing or if they have very low circulation. Books that were given or purchased as Memorials are weeded by the same criteria, provided that the memorial plate is removed.

Books not owned by Cuba Library can usually be ordered through interlibrary loan.

Responsibility for children's reading material rests with their parents or guardians.

If a difference of opinion arises regarding the suitability of materials and a patron wishes to request that material be withdrawn from the collection, they may complete a "Statement of Concern About Library Materials" form, which is available as appendix II.b.i.. The individual selecting the material will review it with the Library Director and Library Board, giving the review source if possible, to reach a conclusion about its suitability for the Cuba Library collection.

Approved by the Cuba Circulating Library Board of Trustees on September 11, 2006.  
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