

# **New Town City Library**

## **Policies and Procedures**

### **I. Mission:**

The mission of the New Town City Library is to enhance the personal development of New Town's citizens and to meet their informational needs, life-long learning, and leisure pursuits.

### **II. Selection Policy:**

The Library selects material in accordance with the guidelines stated by the American Library Association in its Library Bill of Rights, Freedom to Read, and Freedom to View statements.

- A. Authority for selection of materials is delegated by the City Library Board to the Library Director and the Director's designated staff.
- B. The selection of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens of New Town. Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial.
- C. All acquisitions, whether purchased or donated, are evaluated by the following standards. Clearly; however, an item need not meet all of the criteria to be accepted, nor will any single criterion be decisive.

The following general criteria are used:

- 1. Present and potential relevance to community needs.
- 2. Suitability of subject, style, and reading level for the intended audience.
- 3. Importance as a document of the times.
- 4. Appropriateness and effectiveness of medium to content.
- 5. Reputation and/or significance of author, publisher, or producer.
- 6. Positive review in one or more appropriate professional journals.
- 7. Positive critic and staff members reviews.
- 8. Relationships to existing materials in the collection.
- 9. Within limits of budgets for material.
- 10. Not available or with limited accessibility from other lending sources.
- 11. Insufficient materials available on the same subject.
- 12. Author or illustrator is local.
- 13. Format is appropriate to Library use and is not easily damaged.
- 14. Enhances a specific collection within the library.
- 15. Author or producer is already represented in the collection within the library.
- 16. Literary and artistic merit.
- 17. Accuracy of content.
- 18. Popularity with library patrons.

### **III. Gifts**

All gifts are subject to evaluation by the general and specific criteria listed in the policy for the relevant collections. Donors are informed that any gifts to the Library may or may not be added to the collection. Any item which is not added may be donated to another institution where it might be used, or it may be sold with the Library book sale. Monies from such sales are used to benefit the New Town City Library services and programs.

#### **IV. Collection Development Policy**

The New Town City Library Board believes that the public library is the principal city entity that supplies educational, informational, recreational, and cultural materials freely to the New Town Community. The collection development is based upon the belief that all community members will have open access to all forms of information. Collection development is the ongoing process of identifying strengths and weaknesses of library media collections in terms of community needs. Collection development demonstrates that funds are being spent wisely and that library media collections meet the informational needs of the community.

#### **V. Analysis of the New Town Community**

In order to be responsive to the unique needs of the community, a collection development process must be based upon the analysis of community needs in New Town. There will be similarities among library media collections across the country, but the specific needs of New Town are addressed.

#### **VI. Assessment of the Library Media Collection**

Collection assessment is needed to determine the quality of the existing library media collection. It is an organized method for collecting statistics on the age of the collection, the number of titles in the collection, and the ability of the collection to meet city needs.

#### **VII. Selection and acquisition of materials**

The selection and acquisition of new library materials will be based upon the need of the library as determined by the collection assessment process and upon the availability of funding. The New Town City policy should be followed when selecting all library materials.

#### **VIII. Check Out Policy**

With the Destiny Follett system in place, all New Town Citizens will need to fill out a New Town City Library Card Account Information form and turn it into library personnel. All children under the age of 18 years must have a parents signature on their application. As patrons build up their credibility upon book returns, the number of books available for checkout will be increased.