

Collection Development Policy

Mission Statement

Auburn Public Library brings people, resources and ideas together to engage, enlighten and enrich community.

Auburn Public Library selects material with great care, using established criteria and giving full consideration to the varying age groups as well as differing education and cultural backgrounds of customers the Library serves. The selection criteria are described in detail in the **Collection Development Policy**.

In support of its mission “to engage, enlighten and enrich,” APL fully endorses the principles documented in the **Library Bill of Rights** and the **Freedom to Read Statement** of the American Library Association. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Selection

Final responsibility for the selection of materials rests with the Library Director. The Director delegates to professional librarians the responsibility of collection development and maintenance of the materials collection.

Criteria of Selection:

Selectors choose materials that will build a well-rounded collection which includes diverse viewpoints and opinions, and which will meet customers' needs. The focus of the collection is the interests of the public and material selected should reflect that interest. Materials should also be selected to appeal to differing skill levels.

The following factors should be considered for all materials selected.

- Current and anticipated needs and interests of the public
- Appearance on bestseller list
- Accuracy of content
- Timeliness of information
- Evaluation in review media
- Items of local interest not readily available elsewhere
- Contribution to diversity or breadth of collections
- Inclusion in standard bibliographies
- Receipt of or nomination for major awards or prizes
- Quality of production
- Affordability
- Recommendations or requests for additions to the collection from staff and the public are encouraged and given serious consideration.

Tools

- Selectors should use statistics and reports on current use of materials to assist them in predicting future use of material.
- Professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources and lists of recommended titles are used in making selection decisions. Standard review sources include: *Library Journal*, *Publishers Weekly*, *Booklist*, *New York Times Book Review*, *School Library Journal*, *Horn Book*, and *VOYA*.

Use of Library Materials

The library recognizes that many materials are controversial and that any given item may offend someone. Selections will not be made based on any anticipated approval or disapproval, but solely on the merits of the work in relation to collection building and to addressing the interests and needs of the Auburn and Minot communities. The Library supports the American Library Association Bill of Rights.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft. The use of rare items may be controlled to the extent required to preserve them from harm.

Reference Materials

Auburn Public Library relies heavily on the resources available through Maine InfoNet and on the internet for reference use. Reference items that are selected have been evaluated by their ease of use, indexing, organization, style, currency, authority, accuracy, impartiality, scope, depth of coverage, relevance, arrangement and cost. Items of local interest, (both historical and current) are collected.

Collection Maintenance

The collection is maintained and weeded through an ongoing process of collection analysis. Older items are repaired, withdrawn or replaced based on the following:

- The needs and interests of the community
- Number of circulations, requests and reserves
- Availability of similar materials in the collection
- Affordability
- Physical condition and age of the item
- In-print status
- Appearance in standard lists
- Available space
- Availability at other local libraries

Gifts

Gifts are accepted but will be kept only if meeting the criteria of the collection development policy. The library reserves the right to refuse any donations of materials. Donations not added to the collection may be sold at an ongoing book sale or discarded if in poor condition.

Local authors often donate their self-published books to the library. If the donated book does not otherwise meet our collection development criteria, we will add the donated title to our local author collection. However, we will not purchase such titles, but will only add them if they are donated.