



304 S. Main Street    South Bend, IN 46601    574.282.4600

## **SJCPL Collection Development Policy**

The St. Joseph County Public Library Materials Selection policy exists to serve as a guide in the selection of materials and to inform the public about the principles upon which selections are made.

### **Service Philosophy**

The St. Joseph County Public Library is dedicated to serving people of every age, ethnic origin, socioeconomic level, education and viewpoint. The Library offers a place for learning and enriching experiences to turn first time patrons into lifelong patrons. Library staff create collections and services for the community of contemporary interest and enduring value, featuring both print and non-print media. The Library acquires, organizes and maintains these materials in order for library patrons to learn, discover and enjoy.

### **Objectives and Criteria of the Materials Selection Policy**

It is the responsibility of the St. Joseph County Public Library to provide, within its financial ability, a general collection of materials which embraces broad areas of knowledge and interest -- including materials of contemporary significance and of permanent value.

The Library recognizes an obligation to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value. Major guidelines governing selection of Library materials are:

The Library Bill of Rights of the American Library Association;

The needs and demands of people and community organizations, both expressed and anticipated;

The merit of the work (material is judged on the basis of the work as a whole, not by selected or random passages);

The obligation to reflect within the collection differing points of view on controversial subjects;

The existing collection, budget and services.

SJCPL staff recognizes the purpose and resources of special libraries and information centers in the St. Joseph County area and does not needlessly duplicate functions and materials.

The Library does not provide multiple copies for school use, nor does it supply locally adopted textbooks.

Interlibrary loan provides access to materials available only in other libraries.

### **Responsibilities for Materials Selection**

The Library Board of the St. Joseph County Public Library has the final responsibility for selection of materials. The Library Board, in turn, delegates to the Library Director the authority to interpret and guide the application of the selection policy. The Director assigns librarians qualified by training or experience to apply this policy in building and maintaining collections.

### **Labeling of Library Materials**

Controversial library materials will not be marked or identified by Library personnel to show approval or disapproval of the contents, and no item is controlled except for the express purpose of protecting it from damage or theft.

### **Use of Library Materials by Minors**

The Library Bill of Rights of the American Library Association states that the rights of an individual to the use of a library should not be denied or abridged because of age, race, religion, national origins or social or political views.

The Library and its staff are not “in loco parentis.” The responsibility for reading, listening to, viewing and using library materials and equipment by minors rests with parents or legal guardians.

### **Juvenile Selection Policy**

In selecting library materials for children, the Library's policy is to provide a collection that meets the informational, recreational, and cultural needs of children from birth through 8th grade.

In the children's collection, materials are included which meet the general demands of the majority of children, along with materials whose special qualities make them valuable to children with special needs, talents, problems or interests.

### **Maintaining the Collections**

The library will remove from its collections any materials which no longer serve a need.