Collection Development Policy

Scope of Policy			
Scope:	Procedures for Collection Development and Material Consideration	*Effective Date:*	Revised 3/16/2026

Provisions

I. Intellectual Freedom

1. The Marion Library Board of Trustees subscribes to the principles affirmed by the American Library Association Council of the Library Bill of Rights, and the Freedom to View Statement. (See Operating Guidelines)

II. Selection of Materials

1. Responsibility for materials selection rests with the Library Director, who works under the authority and policies of the Board of Trustees. Materials selection and collection maintenance is assigned to qualified library staff, as authorized by the Library Director.

2. The library's collection emphasis is on popular materials, including patron requests. Items identified for purchase will meet several of the following criteria:

   - Timeliness of information and content
   - Effective presentation of ideas and information
   - Public appeal or community interest
   - Popularity and/or demand
   - Relationship to materials already in the collection and balance of viewpoint
   - Availability of the same or similar materials in the Metro Library Network
   - Intended audience
   - Accessible format and price
   - Contribution to diversity in the library's collection
   - Evaluations in professional review media

III. Collection Management

1. The library's collection undergoes ongoing assessment to refresh and replace current materials, to maintain a collection that is interesting, robust, and diverse, and to facilitate ease of use by patrons. Assessment decisions are based on the following criteria:

   - Timeliness
   - Rate of collection usage-circulations, requests, and reserves
   - Physical condition and age of the item
   - Availability in a new edition or better title on the subject
   - Duplicate holdings with low demand
   - Changes in format
   - Community interest

2. Items donated to the library or withdrawn from the collection may be sold to other libraries, Friends of the Marion Public Library, or to Better World Books for a nominal fee. They may also be recycled or discarded by the authority of the Library Director.

IV. Procedures for Material Reconsideration

1. Anyone who wants an item to be reconsidered must be a Marion resident. A written form must be completed and returned to the library (See Request for Reconsideration Form).

2. If the request is for reevaluation (not removal) of an item, an internal review of the item will be conducted by the Library Director and appropriate staff. Reevaluation will be made based on whether the material meets the library's selection criteria. The Library Director or designee will inform the patron of the decision by letter.

3. If the request is to remove the material from the collection, a review committee will be appointed by the Library Board President and shall include the Library Director, one other library staff member, and two Library Board members. The recommendation of this committee shall come before the Library Board at a regular meeting and shall be approved or vetoed by a vote of the members present. The Library Director or designee will inform the patron of the Library Board's decision by letter.

V. Donated and Gifted Materials

1. Financial gifts or material donations are accepted by the Marion Public Library, Friends of the Marion Public Library, and the Marion Public Library Foundation. Material donations are subject to the selection of materials policies outlined in Section II.