

Scope of Policy			
<i>Scope:</i>	Procedures for Collection Development and Material Consideration	<i>Effective Date:</i>	Revised 2/8/2021

Provisions			
<p>I. INTELLECTUAL FREEDOM</p> <p>The Marion Library Board of Trustees subscribes to the principles by the American Library Association Council of the Library Bill of Rights, and the Freedom to View Statement. (See Operating Guidelines)</p>			
<p>II. SELECTION OF MATERIALS</p> <p>A. Responsibility for materials selection rests with the library director who works under the authority and policies of the library board. Materials selection and collection maintenance is assigned to qualified library staff, as authorized by the library director.</p> <p>B. The library's collection emphasis is on popular materials, including patron requests. Items identified for purchase will meet several of the following criteria:</p> <ol style="list-style-type: none">1. Timeliness of information and content2. Effective presentation of ideas and information3. Public appeal or community interest4. Popularity and/or demand5. Relationship to materials already in the collection and balance of viewpoint6. Availability of the same or similar materials in the Metro Library Network7. Intended audience8. Accessible format and price9. Contribution to diversity in the library's collection10. Evaluations in professional review media			
<p>III. COLLECTION MANAGEMENT</p> <p>A. The library's collection undergoes annual 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:</p> <ol style="list-style-type: none">1. Timeliness2. Rate of collection usage-circulations, requests and reserves3. Physical condition and age of the item4. Availability in a new edition or better title on the subject5. Duplicate holdings with low demand6. Changes in format7. Community interest			
<p>Items withdrawn from the collection may be donated to other collections, other libraries, Friends of the Marion Public Library, Better World Books, recycled, or discarded by the authority of the Library Director.</p>			

IV. PROCEDURES FOR MATERIAL CONSIDERATION

- A. A written form must be completed and returned to the library for any material to be reconsidered. (See Request for Consideration Form)
- B. 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.
- C. 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

Financial gifts or material donations are accepted by the Friends of the Marion Public Library and the Library Foundation.