

## **Collection Development Policy**

*This policy is reviewed and revised as necessary; last date of approval is 2/5/26.*

The Community Library of Castle Shannon is committed to providing a high-quality collection of materials that cater to the cultural, educational, informational, and recreational needs of all residents. Our collection development policy ensures that the library's offerings reflect the diverse interests of the community rather than the preferences of individual purchasers or specific groups.

### *Selection Criteria*

The following criteria are used to guide the selection of library materials. It is important to note that an item does not need to meet all these criteria to be considered for inclusion:

- Public demand, interest, or need: Materials should reflect what the community desires or requires.
- Contemporary significance, popular interest, or permanent value: Items should be relevant to current trends or have enduring importance.
- Attention of professional critics and reviewers: Works recognized by experts are valued.
- Prominence, authority, and/or competence of author, creator, or publisher: Credible and esteemed sources are prioritized.
- Timeliness of material: Information should be up to date.
- Relation to existing collections: The material should complement and enhance the current collection.
- Statement of challenging, original, or alternative points of view: Diverse perspectives are encouraged.
- Authenticity of historical, regional, or social setting: Genuine representation of specific contexts is important.

Materials that are fully AI-generated will not be added to the library's collection. Local authors are welcome to submit their works for consideration, but the final decision rests with the Library Director.

### *Neutrality in Collection*

The library maintains a stance of neutrality in its collection, not promoting any specific beliefs or views. Selection or rejection of materials will not be influenced by religious, political, racial, or moral biases from either staff or the public.

#### *Evaluation of Collection*

Library staff are responsible for reviewing the collection to maintain the quality and vitality of library resources. This process of evaluating a material determines if it will be retained, relocated, removed, or replaced. This process of collection analysis incorporates the use of circulation reports, and other statistical information to facilitate continuous collection evaluation.

While the library attempts to maintain copies of standard and important works, it does not automatically replace all withdrawn materials. The same criteria that apply to the original selection also apply to replacements.

#### *Parental Responsibilities*

The Community Library of Castle Shannon acknowledges the role of parents and guardians in overseeing their children's library usage. While library staff can provide guidance, they are not responsible for supervising the selection and use of materials by children under 18.

#### *Disputed Materials*

When patrons dispute materials in the collection, these items are not removed automatically. The process begins with the completion of a "Citizen's Request for Reconsideration of a Book" form. The Library Director will address the initial complaint, after which a committee comprising of staff and Board of Trustees members will be formed. The committee will make a decision regarding the disputed material through a majority vote.

## CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS

<b>Title of Material</b>	
<b>Author of Material</b>	
<b>Publisher</b>	
<b>Request Initiated By (First, and Last Name)</b>	
<b>Street Address</b>	
<b>City, State, and Zip Code</b>	
<b>Telephone Number</b>	
<b>Email Adress</b>	

<b>What in this material do you object to?</b>	
<b>Language</b>	
<b>Historical, factual, scientific distortion</b>	
<b>General tone of the work (explain)</b>	
<b>Attitude or intent of the author (explain)</b>	
<b>Specific passages (cite)</b>	
<b>What do you feel might be the result of reading this book/accessing this material?</b>	

## CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS

<b>For what age group would you recommend this material?</b>
<b>Is there anything good or redeeming about this material?</b>
<b>Are you aware of the judgment of this material by any literary critics?</b>
<b>What do you believe is the theme of this material?</b>
<b>What would you like the library to do about this material?</b>
<b>In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective of our community?</b>
<b>Did you read/listen/watch the entirety of the material? If not, what parts were read/listened to/watched?</b>

<b>Signature of Complainant</b>	
<b>Date</b>	