

Collection Development Policies

The library collection will reflect the needs and interests of the community. A variety of resources will be offered on this analysis of need. The library collection will be kept relevant to community interests through purchases, acceptable donations, and withdrawals.

The library subscribes to the [Library Bill of Rights](#) of the American Library Association and to the [Freedom to Read statement](#) prepared by the American Library Association and the American Book Publisher's Council.

The library also subscribes to the [Freedom to View statement](#) ascribed to by the American Library Association. This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Selection Policies

- The library will provide materials to meet the diverse needs of this community. Selection will be made on the basis of requests, interest in current topics, and need. Material selection will be completed by the appropriate library staff based on community interests. A balanced collection will be maintained in-so-far as the interests of the community are being met. Materials may be defined as print or non-print items.
- The standard selection tools will be used whenever possible in choosing materials. These include, but are not limited to: Library Journal, School Library Journal, and Booklist.
- The library will not attempt to furnish materials needed for normal courses of study offered by the schools. The public library has materials for self-study, but is not designed to furnish reading required for academic study.
- The library will strive to remain informed of other sources of books and media which are publicly available to avoid unnecessary duplication.
- Materials which are no longer useful in the light of stated objectives of the library will be systematically withdrawn from the collection according to accepted professional practices. If not saleable, such materials will be offered to another institution or recycled. Items will be withdrawn from the collection on a regular basis, according to established standards. These standards include, but are not limited to, patron demand, relevancy to current interests, and copyright date of material (particularly non-fiction).
- The library collection is made useful by the acquisition of new resources. Donations which are relevant to the current collection are also added to enhance the library's resources.
- No one group or individual will unduly influence the acquisition or withdrawal of library resources. In the event that a patron has an objection to library resources, library staff will provide he/she with the Request for [Reconsideration of Library Material form](#). Upon the patron's completion of this form, it will be forwarded to the Library Director for further consideration.

Gifts, Memorials & Bequests

- Any donations will be accepted by the Library Board on behalf of the City of Crete acting within the ordinances of the City and provisions of the state laws. The Director and the Library Board have the authority to make decisions regarding the use of donations.
- The library accepts unrestricted gifts of books, periodicals and toys, with the understanding that these items will be added to the library collection only when considered appropriate by the Director. The Library retains the right to refuse any donation that is not considered appropriate.
- The same principles of selection that are applied to purchases for the library will be applied to gifts and donations. Items that do not meet the selection criteria will be either made available to the public at no charge, included in the library's book or sale room, or discarded.
- Papers and records of organizations that are deemed by the Library Board to have local area

historical importance may be accepted or forwarded to the Benne Memorial Museum.

- Memorabilia, regalia, plaques and other such materials will not be accepted for permanent display or storage.