



## **Circulation Policy**

### Policy overview/description:

The purpose of the Materials Collection Policy is to articulate the collection goals and objectives of the Jones Memorial Library. The Jones Memorial Library selects, purchases, and provides free access to diverse materials in multiple formats.

### Responsibility for selection:

The ultimate responsibility for selection of library materials rests with the Library Director, with input from other library staff. Suggestions from patrons and community members are welcomed and will be subject to the library's selection criteria listed below. Gifts and donations will also be reviewed using these criteria.

### Objectives of the Library's collections:

The Library strives to meet the educational, recreational, cultural, and information needs of community members through maintaining a comprehensive and diverse collection of materials in multiple formats. Collection decisions encourage freedom of expression by representing varied viewpoints. The Library also strives to reflect the unique communities it serves through a commitment to materials with local interest and a large representation of local and Vermont authors.

### Collection methods and criteria:

The following criteria are considered when selecting materials:

- reviews from professional journals, websites, popular magazines and newspapers
- expressed or anticipated patron demand
- timeliness or permanence of the material
- quality, accuracy or authenticity of materials
- inclusion of materials in a special bibliography or index
- scope and depth of our present collection or the availability of materials at other libraries in the area
- reputation or authority of the author or publisher
- format and price of material as well as space available to house it
- appropriateness to the interests and skills of the intended user

No single criterion is used to justify a purchase; all the criteria are considered in reaching a decision.

### Maintaining the collection:

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. The collection is assessed continuously to ensure that materials are accurate, useful, current, and in good shape. The decision to withdraw materials is made by the



Library Director taking into account these factors as well as space considerations. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

**Children's access to library materials:**

The Jones Memorial Library makes a broad selection of library materials and information available for everyone, including children and teenagers. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Decisions about what materials are suitable for particular children should be made by the people who know them best -- their parents or guardians. The Library will not exclude access to materials based on age.

**Request for reconsideration of materials:**

If a member of the community questions the appropriateness of a particular item in the collection, a discussion with the Library Director is welcomed. If a discussion does not meet the individual's needs, a Request for Reconsideration form can be requested from the staff. The Library Director will consider each request relative to the criteria in this policy, also considering the principles of the ALA Library Bill of Rights, the Challenged Materials interpretation of the Library Bill of Rights, printed reviews, staff input and other appropriate sources. The inquiry will be placed on the agenda of the next regular meeting of the Jones Memorial Library Board of Trustees. Ultimately, the Board of Trustees will make the final decision with the input of the Library Director taken into consideration. The material in question will remain in circulation until further decision is made.