

Rigby City Library Collection Development Policy

Objectives of the Collection

Materials shall be selected for the collection to help fulfill the Mission of the Rigby City Library (referred to as the Library).

Responsibility for Materials Selection

Final selection of materials is the responsibility of the Library Director operating within the policies and objectives as approved by the Library Board of Trustees (referred to as the Board). The Director oversees the process of collection development regardless of the mode of acquisition. However, selection of Library materials is a shared responsibility of all the staff, coordinated by the Director and designated staff. All staff members, as well as members of the general public, are encouraged to suggest and recommend materials to be considered for purchase.

Criteria for Selection

The Rigby City Library selects materials for its collection for audiences of all ages in whatever format is most appropriate in accordance with professionally accepted guidelines. No Material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social view of the author. Selection of materials does not imply agreement with, approval or endorsement of the content, viewpoint, implication, or expression of the material.

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all the criteria to be acceptable. The following general criteria are used for selecting material include but are not limited to:

- Contemporary significance or permanent value to humanity.
- Price, availability, and demand.
- Physical durability, attractiveness, and technical merit of the format.
- Suitability of subject, style, and reading level for intended audience.
- Attention to critics, reviews, and professional selection aids.
- Importance as a document of the times (publication date) and/or historical value.
- Reputation and/or significance of the author, producer, or publisher.
- Literary, artistic, historical, scientific, or intellectual merit.
- Prizes, awards, or honors received.
- Relationship to existing collection and other materials on the subject.
- Availability and accessibility of the same material within the Idaho Digital Consortium.

Reviews or information about the materials will be considered prior to purchasing, or in the case of donated materials, before adding them to the Collection. Requests not purchased may be met through resource sharing with other libraries, electronic retrieval, or other means.

Placement of materials

The Rigby Library shelving areas are divided into sections such as Easy Reader, Junior Fiction, Junior Non Fiction, Junior-Teen, Adult Fiction, Adult Non Fiction, and DVD for ease of use. Selectors consider age recommendations in reviews as they choose and classify materials. Patrons of any age may use materials in all sections of the library. It is the responsibility of parents or legal guardians, not Rigby City Library staff, to monitor library use by minors.

Collection Maintenance

Maintenance of the collection ensures that materials found in the library are useful and accessible. The collection receives ongoing evaluation to maintain an accurate, current collection that is in good physical condition.

Items are evaluated and withdrawn based on, but not limited to:

- Materials that are no longer factual, accurate, or timely
- Materials that are badly damaged or worn-out from use
- Availability of newer, more comprehensive, or more accessible material
- Relevance and scope of materials within the collection
- Ease of borrowing materials from other libraries (ILL)
- Date of last circulation and number of circulations
- Number of copies in the collection
- Space Limitations

Materials discarded from the collection whether purchased or donated are disposed of at the Library's discretion. Options include, but are not limited to, a book sale, little free libraries, offering materials to other libraries or other non-profit organizations.

Gifts/Donated Materials

The Rigby City Library accepts all books and materials donated with the understanding that the Library will determine the appropriate disposition of the materials. Those items which conform to the Collection Development Policy of the library will be added to its collections. Decisions regarding the final disposition of gifts/donated materials are the responsibility of staff, using the following guidelines:

- Not all gifts/donated materials are added to the collection. Gifts/donated materials not added to the collection are not returned to the donor.
- The library retains unconditional ownership of the gift.
- The library reserves the right to decide the conditions of display, housing and access to the materials.
- Gifts/donated materials added to the collection are housed in the most appropriate location, determined by the evaluating staff.
- Unused gift/donated materials may be sold at book sale or may be disposed of through other means determined by the library.
- The library does not place a value on gifts, nor provide appraisals for income tax or any other purpose.

Challenged Materials

Citizens of the Rigby community represent a wide variety of cultural, educational, ethnic, religious, political, and financial backgrounds. The Library is committed to providing access to materials and information sources that reflect and respond to the diverse interests of the population that it serves. Individuals may reject for themselves or their children those materials which they may find objectionable but may not exercise such rejection for others. The Library does not stand in loco parentis. While Library staff may provide reading guidance, the responsibility for the reading and use of library materials by minors rests ultimately and completely with their parents or legal guardians. The Library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Reconsideration of Materials/Item

Requests for Reconsideration may only be made by City of Rigby residents who have an active Rigby City Library Card or by Non-residents who own property within the City of Rigby and have an active Rigby City Library Card. The following steps will be used to address concerns regarding withdrawal or reclassification of materials or item:

1. Patron may discuss their concern with a Library Supervisor or Director. If a patron is not satisfied with the response, they will be provided with a form to request formal reconsideration of the issue at hand.
2. The patron is required to complete and submit a reconsideration form to the Library Director.
3. The Director, with other professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy. If the reconsideration form addresses issues other than materials in the collection, the Director and staff will evaluate. During which time the material in question shall remain in the active collection.
4. The Director will make a decision about the work/item. A letter will be sent to the concerned person who requested the reconsideration, stating the reasons for the decision in a timely manner.
5. If the patron is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Library Board of Trustees (referred to as the Board) through the Library Director, who will forward the request to the Board along with the staff recommendations.
6. After reviewing the item in question and making a full consideration of the specific material, the Board shall make a final determination on the matter.
7. The decision of the Board is **final**.

Appendices to this policy:

- Library Bill of Rights
- Freedom to View statement of the American Film and Video Association
- Freedom to Read Statement of the American Library Association
- Diverse Collections: An Interpretation of the Library Bill of Rights

Adopted by the Rigby City Library Board of Trustees on: 4/23/24