

## **Materials Selection/Collection Development Policy**

The following are the rules and regulation of the  
Cuyahoga Falls Library, as  
adopted by this library's Board of Trustees on May 18, 2021.

### **A. Objectives**

The purpose of the Cuyahoga Falls Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Digital resources are also available via remote access when possible. As our mission states, Cuyahoga Falls Library connects people with the world of ideas, information, and imagination, to inspire, enrich, and support our community. The selection of library materials is one way that we accomplish that mission.

Because of the volume of publishing, as well as the limitations of budget and space, the library has created a selection policy with which to meet community interests and needs.

The materials Selection/Collection Development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Cuyahoga Falls Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### **B. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library Director who operates within the framework of the policies determined by the Cuyahoga Falls Library Board of Trustees. The responsibility for selecting and retaining materials is shared with qualified and knowledgeable staff who use the criteria outlined in this policy to help them determine the best materials for the Cuyahoga Falls Library's collection.

### C. Criteria for Selection

1. The main points considered in the selection of materials are:

- a. Individual merit of each item, including accuracy and effectiveness of expression
- b. Importance/relevance of the author or creator in the field
- c. Popular appeal/demand
- d. Suitability of material for the clientele
- e. Existing library holdings
- f. The library's budget/cost of item
- g. Format

2. According to the ALA Bill of Rights, "Libraries should provide materials and information presenting all points of view on current and historical issues." Cuyahoga Falls Library strives to build a balanced collection that represents as wide a range of viewpoints on as many topics as possible.

3. Reviews are a major source of information about new materials. Our primary sources of reviews include Booklist, Library Journal, Publisher's Weekly, School Library Journal, and Voice of Youth Advocates (VOYA). Other reviews might be consulted in addition to the ones listed above.

4. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

5. The inclusion of independently or self-published materials is based on the merits of the work and must meet the criteria for selection set forth in this policy. Works by local authors, defined as current or former residents of Cuyahoga Falls and works that have regional interest may be given special consideration. The Library does not accept self-published works by non-local authors or publishers when those works are unsolicited. CFL cannot guarantee that donated books or other materials will be returned to the donor if they are not added to the collection. By donating materials, you understand and agree that the library can use these materials as they see fit, either as an addition to the collection, as an addition to our Friends of the Library's book sale, or other uses.

6. The guidelines above hold true for materials in digital format as well. See the State Library of Ohio's Collection Development Statement for more information: <https://library.ohio.gov/services-for-libraries/digital-resources/#CollectionDevelopmentStatement>

#### D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, Search Ohio/Ohio Link is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Cuyahoga Falls Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

#### E. Gifts and Donations

The library accepts gifts of books and other materials without commitment as to final disposition. It assumes unconditional ownership of all items donated and retains the right to use gifts, give them to the Friends of the Library, or otherwise dispose of them as it sees fit. Gifts must meet the

same selection criteria as do purchased materials. Materials in poor physical condition or containing out-of-date or inaccurate information will not be accepted. Duplicate copies of items already in the collection will be added only if needed. Gift materials will not be accepted with restrictions or conditions that necessitate special and separate housing, processing, or treatment.

The only form of donor memorial identification will be a gift plate. Memorial gifts of \$1,000 or more are also accepted with suitable bookplates placed in the book. The Cuyahoga Falls Library encourages and appreciates gifts and donations. Gifts and donations will be accepted at the discretion of library professionals.

By law the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

#### F. Withdrawal of Materials

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library Director/library managers and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials. Cuyahoga Falls Library reserves the right to weed/withdraw donated materials, materials obtained via monetary gift donations, books by local authors and any other materials as part of its selection process. Withdrawals are at CFL's discretion. Materials may be donated to community organizations. Materials may become part of Baker & Taylor's Sustainable Shelves.

#### G. Potential Problems or Challenges

The Cuyahoga Falls Library recognizes that some materials are controversial and that any given item may offend some patrons. All public libraries contain materials that some customers may find objectionable.

Conversely, public libraries may omit from the collection materials that some customers feel are important. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. The collection should reflect diverse political, religious and socioeconomic views and contain representative materials for a variety of abilities, races, ethnicities, sexualities and gender identities. The inclusion of an item in the collection in no way represents an endorsement by the Cuyahoga Falls Library of any idea, policy or theory contained in that item.

Responsibility for the reading, listening and viewing materials of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

#### H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration of Library Material" form which is available in the library as well as on our website: <https://cuyahogafallslibrary.org/checkout-policies/#request> . The Director and a staff committee will thoroughly and objectively review the request, taking into consideration the complainant's objections. The committee will respond in writing.