502: Selection & Maintenance of Materials

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| Created: | March 2020 | Updated: |  |

The Executive Director is responsible for all materials in the library collections. Material selectors, using professional judgment, choose and discard items for the library collections within the scope of assigned areas.

A variety of factors influence the selection of library materials. These include accuracy of information, interest, authority, demand, and value to the existing collection, timeliness, significance of the subject, format and price. Selection of materials is accomplished in a variety of ways. Extensive use is made of reviews in professional and other journals. Recommendations by staff and residents of the community are seriously considered.

From time to time, the Executive Director, in consultation with staff, will determine that a new format is needed. These new formats will be added based on patron need, availability, ease of upkeep, and general community interest.

As materials are regularly added to the collection, ongoing maintenance is necessary to ensure the collections are maintained in good condition with relevant and up to date information. Part of maintaining the collections is performing regular weeding. Weeding is a vital process for an active collection because it ensures the collection stays current, relevant, and in good condition. Staff will perform weeding on a continual on-going basis.