

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

### **A. Objectives**

The purpose of the Gilford Public 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.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have 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 Gilford Public 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 Gilford Public Library Board of Trustees.

### **C. Criteria for Selection**

Selection is based on criteria given below and does not represent an endorsement by the library of any theory, idea, or lifestyle. Processing and shelving of materials in no way reflects a value judgement of the materials. There will be no local labeling of items or notations to indicate points of view or bias.

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

- Reviews from professional library and book journals and/or authorities in the field
- Individual merit, authority of author, accuracy of work
- Popular appeal/demand/awards given
- Contemporary significance and/or permanent value
- Existing library holdings

MNG-5  
Updated 12/2012  
Revised 10/2022  
Revised 01/2026

- Price, format, and ease of use
- Fills a collection gap or strengthens a portion of the collection that is significant to the Gilford community
- Availability from library wholesalers

2. Reviews found in professional and general periodicals, as well as book review websites are used to determine the degree to which a particular item meets the selection criteria. The primary source(s) of reviews is (are) Publishers Weekly, Library Journal, Booklist, School Library Journal, Goodreads, Shelf Awareness, and Edelweiss.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Materials are judged on the basis of the work as a whole, not on a part taken out of context.