



COLLECTION DEVELOPMENT POLICY

Mission Statement

The mission of the Augusta County Library is to provide the residents of the Augusta County area with materials and services to meet their educational and recreational needs. The library also recognizes its important role as an independent learning center and as a valuable source of reference and community information.

In accordance with American Library Association guidelines including the [Freedom to Read](#) statement and the [Library Bill of Rights](#), the Augusta County Library sees its all-encompassing responsibilities as collecting materials appropriate to Augusta County and its citizens, organizing these resources, providing the public with access to the material, offering guidance in the use of resources, and participating in interlibrary loan. This selection policy reflects these responsibilities. The library is part of the educational and cultural life of Augusta County and defines the library's role in the community as assisting in the democratic process through the free communication of ideas.

Please note, Augusta County Library staff do not serve as “in loco parentis”, meaning Library staff do not act on behalf of children “in the place of a parent”. Therefore, it is the caregiver’s responsibility to determine what is appropriate for their children to interact with and is responsible for monitoring the child.

Responsibility

The authority for the determination of policy in the selection and acquisition of materials is vested in the Augusta County Library Board of Trustees. The responsibility for material selection rests in the library director assisted by members of the professional staff who are qualified by reason of education and training.

The Collection

The Augusta County Library addresses the goals for library service through the provision of the best available materials on all levels and in all acceptable formats within the general guidelines of its stated mission and the constrictions imposed by fiscal consideration. Controversial issues will be addressed by the library’s collection through a provision of material that speak to various sides of an issue while maintaining a balanced collection. Acquisition of a title is based upon the merit of the specific title and



the value of that title to the library's collection. Every effort will be made to provide material of lasting worth yet still be responsive to current demand. ACL recognizes that full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as members of society. While all are free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire cannot be restricted. Parents and guardians, not ACL, have the responsibility to guide and direct the reading, listening, and viewing choices of their own minor children. ACL does not stand in loco parentis. The possibility that children may obtain materials that their parents or guardians consider inappropriate does not restrict the selection of materials for the collection.

Guidelines for Selection and Use of Materials

1. The Library recognizes that many materials are controversial and that any given item may offend some library users. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work or in relation to building the Library's collections and to serving the interest of all individuals and groups in the region. Different viewpoints on controversial issues will be acquired including those that may have unpopular or unorthodox positions. The criteria for selection of materials for the Library's collections will include the following:

- Relevance to community needs and interests
- Quality of writing/production
- Importance of subject matter
- Timeliness
- Authority, significance, and/or reputation of the author, artist, publisher, or producers
- Readability, clarity, and/or ease of use
- Format, cost, and availability -public demand, through direct request and analysis of existing collection
- Evaluation of reviewers in trade and professional publications and critics in the popular press, or inclusion in standard bibliographies.

2. The Library acknowledges the purpose and existence of other libraries in the Augusta County region and will not unnecessarily duplicate functions and materials.

3. The Library will provide selected nontraditional library materials based upon the present or potential need for access of the community. The inclusion of these materials



is based upon the approval of professional staff with consideration to cost, durability, sustainability, ease of circulation, and perceived demand. The continuation of these collections will be evaluated on a regular basis.

4. The Library acknowledges a particular interest in local and state issues. Publications of the City and County governments and tax-supported agencies within the region are deemed to be of interest to the public and necessary to an informed electorate. The Library will collect and retain local documents in print and/or provide access electronically as appropriate.

5. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading abilities, it will always seek to select materials of varying complexity.

6. Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft. The use of rare and scarce items of great value may be controlled only to the extent required to preserve them from harm.

7. Please note, Augusta County Library staff do not serve as “in loco parentis”, meaning Library staff do not act on behalf of children “in the place of a parent”. Therefore, it is the caregiver’s responsibility to determine what is appropriate for their children to consume. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

8. The responsibility for material selection rests in the library director assisted by members of the professional staff who are qualified by reason of education and training.

Suggestions for Purchase

Suggestions by patrons are always encouraged and may be made to any staff member who will complete the online Patron Request form. Consideration will be given to all patron requests, but purchase is not guaranteed. Requested items are subject to the same criteria as materials selected by the library. In general materials older than ten years will not be added to the collection. Alternatively, patrons may submit an Interlibrary Loan request to receive a copy of the material requested.

Donations

Original adoption by the Library Board: 09/04/1996
Revisions 03/17/2010, 01/24/2019, 05/23/2024



Donated materials are accepted under the condition that the acquisitions staff will add the materials to the library as best fit the needs of the collection. Gifts and donations must meet the same criteria for selection as those materials which the library purchases. Donated materials become the property of the library and no conditions shall be attached to their use. Gifts to honor or memorialize are accepted and selected with input from the donor and the Director.

Request for Review of Materials

Patrons who wish to express concern about materials located in the library collection are asked to read the [Request for Review Policy](#) and fill out a [Request for Review form](#). A Literary Review Committee, consisting of the Library Director, Collections & Access Services Manager, and a staff member randomly selected, will be responsible for reviewing a request for reconsideration of material.

Collection Maintenance, Replacement and Weeding

The collection will be continually reviewed by library staff to ensure that patron needs are met and standards are maintained. Materials that are worn, damaged, obsolete, unused, or unnecessary duplicates are removed and may be given to the Friends of the Augusta County Library Foundation book sale, recycled, or donated.