



Collection Development Policy

Introduction

In our pursuit of connecting community, inspiring innovation, and encouraging curiosity, the process of collection development at Grand Forks Public Library is founded on the principles of intellectual freedom, diversity and equal access for all. The Library provides a collection that strives to balance viewpoints across a broad spectrum of opinions and subjects in formats suitable to a variety of learning and recreational interests and skills. Using selection practices that are time-tested yet responsive to the changing needs of the community, the Library builds and maintains its collection for the general public while recognizing the needs of individual population groups.

This policy is a statement of principles set forth by the Grand Forks Public Library Board. It serves as a guide for library staff in developing the collection of print, audio, technological and other materials intended to meet the community's informational, recreational, and educational wants and needs. The policy provides a basis for collection development, weeding, and public objection to materials. Budget limitations necessitate the selection of materials relevant to these needs.

Responsibility for Selection

Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Library Director, under the authority of the Grand Forks Public Library Board. The Director may delegate collection development responsibilities to specific library staff members who more closely manage the collection. All aspects of collection development are directed toward fulfilling the mission of the Grand Forks Public Library.

The community has a role in shaping the library's collection through active use, material suggestions, and feedback. Suggestions from members of the community concerning materials selection are welcome and each suggestion will be considered within the framework of this policy. Appropriate forms are available at the library service desks.

Materials selected for the Library's collection are intended to meet the current and future educational, informational, and recreational needs of the residents of the Library's service area. The emphasis will be on acquiring materials of wide-ranging interest to the public within budgetary limitations. Materials unavailable at this library but available through cooperative library networks will be borrowed upon request of the user.

Criteria for Selection of Physical and Digital Materials

Materials are evaluated according to one or more of the following criteria; however, an item need not meet all of these criteria in order to be included in the Library's collection:

- Current and anticipated patron interest and demand, both demonstrated and perceived
- Currency, quality, and relevance of information
- Relation to existing collection
- Physical format suited to library use
- Authoritativeness, qualifications, and reputation of the publisher or author
- Favorable critical reviews from professional sources
- Price and/or available budget
- Available shelf space
- Anticipated long-term value to library patrons
- Availability in other regional/local libraries
- Reflective of the Library's mission, vision, and core values
- Inclusion of diverse viewpoints, experiences, and ideas

The Library will endeavor to provide materials from a wide range of subjects, authors, and points of view. The inclusion of an item in the Library's collection in no way represents an endorsement of its content. Apart from noting the basic genres and reading levels, Library materials are not marked or identified based on content. Likewise, Library materials are not sequestered based on content.

The Library recognizes that many materials are controversial and that any given item may offend some. It is the responsibility of each individual library user to determine which materials are most appropriate for their needs and consistent with their personal or family values. Although library users are free to reject for themselves materials of which they do not approve, they may not restrict the freedom of others to read what they choose.

The Library expects individual and parental oversight in the choice of materials, databases or internet usage. Adult responsibility for children's reading rests with parents or legal guardians. Materials selected for the adult collection are intended for mature readers and will not be restricted by the possibility of children or young adults obtaining materials that their parents or legal guardian consider inappropriate.

Materials Withdrawal

Materials withdrawal is an important aspect of collection development. Materials may be withdrawn if they are physically worn or damaged, infrequently used, or no longer current.

Reconsideration of Library Materials

Any Grand Forks Public Library cardholder residing in Grand Forks County may request that an item in the Library's collection be reviewed to ensure it complies with the Library's Collection Development Policy. The library patron must complete the Library's Request for Reconsideration Form and read the Library's Collection Development Policy, available at any library service desk and on the Library's website. Upon completion, the form should be sent to the Library Director.

Please note that the library patron seeking the review must read, view, or listen to the entirety of the work before requesting reconsideration of library material and must also read the Library's Collection Development Policy.

The completed Request for Reconsideration will be reviewed by a committee comprised of one Department Supervisor and two Librarians to determine whether retention of the item would be in violation of the Collection Development Policy in its entirety. The

committee will notify the patron in writing of the decision within 90 days of receipt of the request.

Should the library patron seeking the review find that the committee's decision is not supported by the Library's Collection Development Policy, the library patron may appeal the decision in writing to the Library Director within 30 days of receipt of the committee's decision. Such an appeal should not exceed two pages and should include copies of the original Request for Reconsideration Form and the committee's written response. The Library Director will reconsider the decision based on whether the item conforms to the Collection Development Policy. The Library Director shall then make the final determination of the matter, notifying the library patron in writing within 90 days of receipt of the appeal. This decision will be final.

The finalized decision on reconsideration of a specific title shall remain in effect for three years and that title will not be reconsidered during that time.

No works under review will be added to or removed from the collection or from the library shelves and no changes in service or policy will be made while the above process is underway.

Gifts and Donations

Unconditional gifts, donations, and contributions to the Library are encouraged and may be accepted by the Library Director on behalf of the Grand Forks Public Library Board. Donated items may be added to the collection or given to Friends of the Library. No old, damaged, or musty materials will be accepted. Donated items are subject to the same selection criteria as purchased items and are not guaranteed a place in the collection.

Guiding Documents

American Library Association's Bill of Rights
American Library Association's Freedom to Read
American Library Association's Freedom to View

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