

Collection Development Policy

Selection of materials

The Caledonia Library provides materials and services to support the informational and educational needs of the citizens of the Caledonia area. The primary functional roles that support this mission are 1) Current Topics & Titles; 2) General Information; 3) Basic Literacy. These functional roles will be considered in the development of the collection, and will receive priority in the allocation of resources and funds.

Selection and purchase of library materials rests with the library director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. First, the recreational, educational, and informational needs of the community will be considered in selecting print and non-print materials. As new types of materials are developed, these will also be considered for purchase.

Materials will be selected based on positive reviews in professional journals or actual examination and evaluation of materials, however the library does not allow placement of orders by telephone nor will it accept items on approval. Instead of reviews, popular demand (bestsellers, local interest, school reading lists, popular videos, etc.) may be used as criterion for selection of materials. Items that must be updated every year may be placed on a standing order list to endure timely delivery. Suggestions from the community for items to be considered for purchase are encouraged, but materials must meet selection criteria.

The Caledonia Library does not attempt to acquire textbooks that support school curricula, but may acquire textbooks for general use by the public. Multiple copies of popular books (e.g. bestsellers, popular authors) may be purchased to meet demand. The library will attempt to have information available in a variety of formats (book, non-book, magazine, video/DVD, large print, pamphlet, CD-ROM or electronic reference sources, etc.) when available and practical. Generally, only one copy of materials (videos/DVDs, compact discs, audio books on tape, paperbacks, large print) will be purchased unless long-term high demand is anticipated. Videos/DVDs and audio recordings will be selected for potential long-term use to meet general interests the scope of which is to provide home entertainment, education, and information for all ages. Regardless of an item's popularity, the library may choose not to select because its format is not durable enough to withstand reasonable library use, or it would require excessive staff time to maintain.

For materials that the library does not own, the library may borrow requested material through Interlibrary Loan with Pioneer Library System member libraries or any other library in the U.S. if available.

The Internet is a global electronic network, which enables libraries to provide resources, materials, and information beyond the traditional collections and electronic resources. As such the Internet is seen as another resource to be used to support the mission of the Caledonia Library. The library offers full Internet access, but not at every terminal. The library does not control the Internet and its resources. Further, the library cannot warranty the timeliness, accuracy or validity of the information; availability of links; or regulate the materials some may find offensive. It is the responsibility of the user, therefore, to determine what materials are appropriate and suitable.

Objections to items in the collection should be made in writing to the library director. (See also the "Request for Reconsideration of Materials" form). Materials that no longer meet the needs of the community and no longer support the library's collection will be withdrawn and disposed of in accordance with the library's "Deselection of Materials" policy.