



## JB Andrews Library Policy: Collection Development

17 Jan 2025

### 1. Objectives

- a. The JB Andrews Library's mission is to provide a superior customer experience, focusing on free and equitable access to a wide range of enriching materials and events. The Library's vision is to be the cornerstone of creativity, innovation, learning, and collaboration in the base community and beyond. The purpose of this plan 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.
- b. 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.
- c. 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.
- d. The Library Bill of Rights and The Freedom to Read Statement are integral parts of the policy.
- e. The materials selection/collection development policy, like all other policies, will be reviewed and/or revised yearly, or sooner if needed.

### 2. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the Library Director. This responsibility may be shared with other members of the Library Staff; however, because the Director must be available to answer to the local management, Air Force Library Services Center, and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

### 3. Criteria for Selection

- a. The main points considered in the selection of materials are
  - i. individual merit of each item
  - ii. popular appeal/demand
  - iii. suitability of material for the clientele
  - iv. existing library holdings
  - v. budget
- b. For a well-rounded and equally-balanced collection, material is selected based on local and national demand, professional and popular media reviews, and recommendations from the public and other Library Staff. Budget and space



- limitations require a focus on material that appeals to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions.
- c. Reviews are helpful when selecting material. Reviews can be found in professional journals, popular magazines, newspapers, subject bibliographies, recommended lists, publishers' catalogs, and Internet site.
  - d. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from Library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
4. Interlibrary Loan
- a. Because of limited budget and space, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this Library's collection.
  - b. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the JB Andrews Library agrees to lend material to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.
5. Gifts and Donations
- a. The Library can accept gifts of books and other material with the understanding they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the Director can dispose of them as they see fit. The same criteria of selection which are applied to purchased material are applied to gifts.
  - b. By law, the Library is not allowed to appraise the value of donated material, though it can provide an acknowledgment of receipt of the items if requested by the donor.
6. Weeding
- a. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director. Withdrawn material will be handled in a similar manner and under the same authority as donated material.
  - b. The JB Andrews Library shall follow the Continuous Review, Evaluation, and Weeding (CREW) method, which prescribes an ongoing process of critical reviewing



materials for removal. CREW guidelines specify three criteria for identifying items to withdraw:

- i. Copyright year
- ii. Years since last checkout
- iii. MUSTIE factors; MUSTIE is an acronym which is applied to a material and indicates when an item should be evaluated for removal from the collection:
  - a) Misleading and/or factually inaccurate
  - b) Ugly (worn beyond mending or rebinding)
  - c) Superseded by a new edition or a better source
  - d) Trivial (of no discernable literary or scientific merit)
  - e) Irrelevant to the needs and interests of your community
  - f) Elsewhere (the material may be borrowed from another source expeditiously)

#### 7. Potential Problems or Challenges

- a. The JB Andrews Library recognizes some materials are controversial and that any given item may offend some patrons. Selection of material will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.
- b. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library material will not be inhibited by the possibility that materials may come into the possession of children.
- c. Library material will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

#### 8. Challenged Materials

Although material is carefully selected, there can arise differences of opinion regarding suitable material. Patrons requesting material be withdrawn from or restricted within the collection may complete a Request for Reconsideration of Material Form..

**Request for Reconsideration of Material Form**

If you wish to request reconsideration of a resource, please return the completed form to the Library.

Date

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Name

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Address

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City

State/Zip

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Phone

Email

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Do you represent yourself?  Or an organization?  Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Book (e-book)

Magazine

Digital Resource

Newspaper

Movie

Audio Recording

Game

Other

Title \_\_\_\_\_

Year Published \_\_\_\_\_ Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

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3. Have you examined the entire resource? If not, what sections did you review?

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4. What concerns you about the resource?

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5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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6. What action are you requesting the committee consider?

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