

## MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No: CR-01	Title: COLLECTION MATERIALS AND SELECTION		
Section: Collection Resources	Owner: Collection Resources Manager	Resolution No: 22-08	
Board Approval Date: 10-1-2018	Staff Reviewed Date: 3-30-2023	Revised Date: 07-18-2022	Effective Date 07-18-2022

**Policy Statement:**

The Library acquires and makes available materials in all media, according to the needs, interests, and demands of the community, according to the following criteria:

- Contemporary significance or permanent value
- Accuracy
- Reputation and/or authority of author, editor, or illustrator
- Literary merit
- Relation to existing collection and to other materials on the subject
- Price and availability
- Format and ease of use
- Scarcity of information in subject area
- Availability of material in other area libraries
- Attention of critics, reviewers, media and public

Systematic withdrawal of materials is necessary in order to maintain an active, accurate, and relevant collection. Library materials are withdrawn from the collection for one or more of the following reasons:

- Irreparable damage
- Obsolescence
- Insufficient use
- Inadequate space available for housing materials

Collection Development in the Virginia Wheeler Martin Family History & Learning Center is co-administered by the FHLC Manager and the Collection Resources Manager according to Procedure CR-01.03 Virginia Wheeler Martin Family History and Learning Center Collection Maintenance.

The public has the right to voice concerns about the contents of materials and the type of materials that we put into the Library. The responsibility for materials selection rests with the Director of the Library who operates within the framework of policies determined by the Library Board of Trustees. The Library will review the selection of a specific item upon written submission of Form CR-01.01 Request for Reconsideration of Library Materials, which may be acquired by contacting MCDL.

**Related Forms:**

- CR-01.01 Request for Reconsideration of Library Materials
- CR-01.02 Adult Material Problem
- CR-01.03 JuvYA Material Problem