**Policy:**

The Gowanda Free Library provides free, open and equal access to ideas and information for all members of the community. The Library recognizes its responsibility to carefully select and maintain its print, non-print and digital collections in support of its mission to make resources available to every patron regardless of national origin, age, background or personal beliefs.

Expanding areas of knowledge, changing social values, technological advances and cultural differences require flexibility, open-mindedness and responsiveness in the selection, evaluation and reevaluation of all resources.

**Access Statement**

The Gowanda Free Library affirms as part of this collection development policy the following documents of the American Library Association: *Library Bill of Rights*, *Interpretations of the Library Bill of Rights*, *Freedom to Read Statement* and *Freedom to View Statement*. These documents may be viewed on the ALA website www.ala.org.

**Scope of the Collection**

The collection serves Gowanda Area residents from birth through adulthood.

The **Children’s Collection** serves children from infancy to 12 years of age, as well as parents, caregivers, teachers and professionals involved in service to children. Responsibility for monitoring a child’s access to Library resources rests with the parent or legal guardian.

The **Young Adult Collection** focuses on the informational and recreational needs of adolescents (ages 13-17); additional materials purchased for young adults can be found throughout the adult non-fiction collection.

The **Adult Collection** serves adults of all ages and includes a wide range of materials in a variety of physical and digital formats.

**Responsibility**

Authority and responsibility for the selection of Library resources are delegated to the Library director by the board of trustees. At the discretion of the director, qualified staff are assigned selection responsibilities.

**Criteria for Selection**

Standard professional journals, as well as popular and local media sources, are used in the selection process. The Library’s acquisition of any resource does not constitute endorsement.

While a single standard generally cannot be applied, potential resources are judged by appropriate criteria and/or considerations, including but not limited to:

* Relevance to community needs, interests and demand
* Requests from Gowanda Area Library cardholders
* Balance with the current collection
* Suitability to the intended audience of subject, style, format, interest and reading level
* Reputation of the author, composer, filmmaker, publisher or producer
* Accuracy, clarity, currency and comprehensiveness
* Quality of writing, design, illustration or production
* Scarcity of Library material on a subject within the Library and CCLS system
* Cost and budgetary constraints

Selection of Library materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of this policy’s guidelines. Library resources will not be marked or identified to show approval or disapproval of their contents.

**Criteria for Withdrawal**

The Library continually evaluates its collection. Resources are withdrawn from the collection in order to maintain its usefulness, currency, relevance and condition. Withdrawn resources may be sold, offered to other libraries or non-profit organizations, recycled or discarded. Considerations for withdrawal include:

* Condition – damaged or missing parts
* Dated content, accuracy, reliability and/or relevancy
* Low use
* Online availability of content
* Space limitations as new items are acquired
* Multiple copies of a title no longer necessary

**Donation of Materials**

Materials offered to the Library as gifts will be accepted on the basis that the Library is free to keep or discard these materials. If these materials are duplicates of what exists in the Library collection, or do not meet the criteria for new materials outlines above, they will be discarded or sold in the Library’s used book sale. In the case of memorial gifts, the Library will assist the donor in selecting materials suitable as a gift and memorial.