



POLICY

TITLE: Collections of Materials Policy

POLICY NUMBER: 004

EFFECTIVE DATE: 5/27/2015

REVIEW DATE: 5/1/2020

SUPERSEDES POLICY NUMBER(S): 5C69; Policy #004 dated 5/1/2012

AUTHORIZED BY: Board of Trustees

1. Purpose: To provide direction on the provision of library collections for the public.
2. Scope: This policy applies to all collections of the Timberland Regional Library (TRL), as defined below.
3. Background: None.
4. Definitions:
 - a. Collections: TRL collects materials in all formats, including, but not limited to books, periodicals, downloadable videos, DVDs, compact discs, electronic databases, eBooks, eAudio, and other forms of content.
 - b. Selection: The process of making decisions about which materials to provide.
5. Policy:
 - a. The Library Director is responsible for the selection of the materials. The Library Director delegates this function to specialists who follow TRL Collections Guidelines.
 - b. TRL provides collections in various print, audiovisual, and electronic formats to accommodate the needs of the communities.
 - c. TRL supports intellectual freedom by providing collections that represent a diversity of cultures, views, and opinions.

- d. TRL follows a formal review procedure to respond to concerns about items in the collection.
- e. TRL participates in cooperative resource sharing with other libraries through interlibrary loan.
- f. TRL applies the same Collections Guidelines to donated collection items as to those it purchases.
- g. TRL does not maintain an archival collection and may discard materials that are no longer appropriate for the collection based upon the Collections Guidelines.

6. References:
- 1. TRL Collections Guidelines
 - 2. Interlibrary Loan Borrowing Procedures
 - 3. Interlibrary Loan Policy
 - 4. Collection Review Procedure

7. Citations: None.

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees, May 27, 2015