



# COLLECTIONS OF MATERIALS POLICY

Policy Number: 004

Effective Date: 6/01/2020  
Authorized by: Board of Trustees

Review Date: 5/01/2023  
Approved May 27, 2020

- 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 a variety of physical and electronic formats, including, but not limited to books, music, periodicals, films, databases, and more.
  - B. Selection: The process of making decisions about which materials to provide.
- 5) **Policy:**
  - A. The Executive Director is responsible for the selection of the materials. The Executive Director delegates this function to Collection Services Director and the Collection Development Librarians 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.



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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:**

- A. TRL Collections Guidelines.
- B. Interlibrary Loan Borrowing Procedures.
- C. Interlibrary Loan Policy.
- D. 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.*