SAINT PETER PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY – FALL 2021

Criteria
1. All library materials will be selected under the direction of the professional staff, whose qualifications are based on education, training, and experience in librarianship.
2. A primary goal of the library is to meet the recreational and informational needs of its patrons; therefore suggestions from patrons and staff will be given serious consideration for purchase.
3. All materials, whether purchased or donated, are subject to the criteria listed below:
   o Current and anticipated needs and interests of the public
   o Enduring value
   o Relevance to current trends and events
   o Suitability of style and subject for intended audience
   o Physical durability
   o Cost and availability
   o Space and budgetary limits
   o Evaluations in review media
   o Relation to the existing collection and other materials on the subject
   o Suitability of the format for library use
   An item need not meet all of these standards to be included in the Library’s collection. The choice of library materials by users is an individual matter. Responsibility for the materials consumed by children and adolescents rests with their parents or guardians.

Withdrawal of Materials and Collection Maintenance
1. Staff relies on a set of criteria to guide ongoing collection maintenance decisions. Based on the evaluation, materials may be kept, replaced, repaired, or withdrawn. Not all criteria will be applied to each withdrawal decision.
2. General criteria for withdrawals:
   a. Physical condition of the item
   b. Patron demand
   c. Relevance to current events and trends
   d. Long-term or local historical significance
   e. Space limitations
   f. Availability for reorder
   g. Accuracy of information
3. Withdrawn library materials may be given to other libraries, sold, donated, or discarded.

Preservation of Materials
Materials are processed with barcodes and reinforced as necessary for public use. When possible, library bound materials are purchased and hard cover materials with Mylar coverings are preferred.