

Lawton Public Library

COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

The aim of the Lawton Public Library (LPL) is to provide materials to all of the community's citizens, encompassing individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition, fulfilling educational, informational, cultural, and recreational needs.

THE COLLECTION

LPL should maintain an up-to-date collection with a wide variety of general interest topics. The collection should contain works of permanent value, timely materials on current issues, and items that are in popular demand. LPL should not duplicate the functions of other libraries (i.e. school libraries) in the community.

CENSORSHIP

LPL holds censorship to be a purely individual matter. The selection of library materials is predicated on the customer's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself.

It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children. Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.

SELECTION OF MATERIALS

LPL purchases items for the collection based on a variety of criteria. Given limited materials budgets, LPL develops an annual budget to allocate funds to different material types.

LPL relies heavily on standing orders and customer requests for collection development. While LPL strives to offer a varied collection on a variety of topics, actual and perceived customer usage is the primary focus for collection development.

LPL considers the cost and publication date in determining whether to purchase an item and may choose to interlibrary loan an item instead of purchasing an item. The choice of interlibrary loaning or purchasing an item is at the discretion of library staff.

MULTIPLE COPIES

Multiple copies of titles may be purchased for the two libraries. As LPL encourages borrowing materials between locations, the same titles are not necessarily purchased for each library.

FORMATS

LPL offers materials in a variety of formats. Criteria for new formats and removal of old formats are at the discretion of the library based on a variety of factors such as usage, cost, space, availability and technology longevity.

EXCLUDED ITEMS FOR SELECTION

LPL does not generally purchase or house certain types of materials including:

- Textbooks,
- Technical manuals,
- Miniature books,

Exceptions may be made based upon the discretion of library staff.

LANGUAGES

Materials will be primarily in the English language; however, other languages are considered for the LPL Language Collection.

GENEALOGY & LOCAL HISTORY

LPL acknowledges a particular interest in genealogical materials and local history. Collection development of genealogical and historical materials has distinctly different criteria for inclusion in the collection. This document does not address these collections.

MAINTENANCE

All materials may be weeded from the collection based on any of the following:

- Usage,
- Age of material,
- Quality of material,
- Accuracy of material,
- Available space.

DONATIONS

LPL recognizes that donations are an important source of library materials. The same evaluation criteria for purchase and maintenance of materials will govern the acceptance of donations to the collection. Special donation requests will be considered but may not always be possible.

Once a donation is given to LPL it becomes the property of the system and will not be returned. Donations may be:

- Included in the collection of either the main library or the branch,
- Offered to a library or agency outside the system,
- Offered to the Friends of the Library for sale,
- Discarded if damaged or unsalable.

SPECIAL COLLECTIONS

Generally, personal collections of books or other materials with restrictions which necessitate special housing or which prevent integration of individual items throughout the system will not be accepted.

MEMORIALS

Money to purchase memorial books or books given in honor of a person may be donated to LPL.

Library Board Approved: 1/3/24