

# DOOR COUNTY LIBRARY

## Policies & Procedures

**Subject** : MATERIALS MANAGEMENT POLICY  
**Effective Date** : March 16, 2020  
**Source/Date** : LIBRARY BOARD / 3-16-2020

### Purpose

This document defines the philosophy, responsibilities, selection criteria, and maintenance of library materials at the Door County Library (“DCL” or “Library”). For the purpose of this policy, DCL defines Materials Management as the continual process of assessing materials to determine their inclusion or retention in the library’s holdings. Procedures for selecting and maintaining specific materials are outlined in the *Door County Library Materials Management Procedures* (“*Materials Management Procedures*”).

### Philosophy

This policy has been designed to support DCL’s mission to inform, instruct, and inspire. DCL strives to connect its users with the resources they seek for educational and enrichment purposes by being a physical and virtual hub for information, ideas, and knowledge.

### Policy

#### Access to Library Materials

The Library is committed to the principles of public access to information as documented in the American Library Association’s *Library Bill of Rights*, *Freedom to Read Policy*, *Freedom to View Statement*, and *Resolution on Free Access to Accurate Information*.

DCL provides free access to library materials to ensure all library users have the opportunity to select or reject any item in the collection for themselves. Responsibility for the use of library materials by minors rests with their parents or legal guardians.

Objections to specific items may be brought to the attention of designated library staff. The *Door County Library Request for Reconsideration Policy* is available if an objection is not resolved.

Access to some materials may be controlled at the discretion of the library due to rarity, physical condition, or value.

#### Responsibilities

Funds for materials are allocated and approved by the Door County Library Board. The Library Director has final authority on materials selection and retention, including revision of the *Materials Management Procedures*. Responsibility for materials selection is delegated to library staff.

#### Selection and Maintenance Criteria

Selection and review of library materials is carried out in accordance with the procedures detailed in the *Materials Management Procedures*. Recommendations from the public are considered and purchases made when appropriate. The removal of worn, unused, superseded, obsolete, or unnecessarily duplicated materials is outlined in the *Materials Management Procedures*.

All acquisitions are considered in terms of, but not limited to the following:

- Budgetary needs
- Physical constraints of the library facilities
- Format and construction of materials
- Availability of material through consortial borrowing and interlibrary loan

- Need for up-to-date materials
- Need for materials in specific subject areas
- Accessible formats and languages
- Supporting the philosophy outlined in this policy

DCL accepts donations of library materials and funds to purchase library materials with the understanding that donations will be subject to the materials management standards outlined in the *Materials Management Procedures*, and the *Door County Library Gifts and Donations Policy*. Return of materials or funds is not guaranteed once the donation has been accepted.

## **Review of this Policy**

This policy will be reviewed on a regular basis. Any changes to this policy are to be approved by the Door County Library Board. Associated procedures referenced here will be reviewed by library staff, changed in conjunction with this policy, and approved by the Library Director.

## **Policy Revision History**

Collection Development / Materials Selection Policy	: approved 10/19/2009
Collection Development / Materials Selection Policy	: approved 12/21/2015
Materials Management Policy	: approved 3/16/2021