

DEPARTMENTAL POLICY

To: ALL LIBRARY STAFF

From: BRETT LEAR,
LIBRARY DIRECTOR

Subject: COLLECTION MANAGEMENT POLICY

Effective Date: 7/18/2002

Created by: BRETT LEAR,
LIBRARY DIRECTOR

AUTHORITY

Library Board of Trustees

POLICY

Martin County Library System selects and maintains a collection of materials that support the educational, recreation, cultural and intellectual needs of our customers.

PROCEDURE

In order to provide a collection that is diverse and inclusive of the need of the public it serves, the Library staff, under the coordination of the Collections Manager, develop and maintain a collection management plan titled *Collection Management Guidelines*. These guidelines serve several purposes including:

- Defining the nature and scope of the collection
- Guiding the selection of materials to be purchased
- Providing a training and orientation tool for staff
- Aiding in allocating collection funds
- Assisting with decisions about withdrawing and replacing worn or unused materials

Approved by: _____
Brett Lear, Library Director

Date: _____

Approved by: _____
Library Board of Trustees

Date: _____

Suppression History:

Revised 5/19/2010
Revised 7/18/12