

Collection Development and Materials Selection Policy

I. Introduction

These are the policies and plans used for the development of the collections of the Community Library. They define the makeup of the collection, specify what types of library materials are included in the collection, and explain the basis for making collection management decisions. The policy has been developed to serve as a guide for the public about library service as it pertains to the collection, and to inform the public about the principles upon which selection decisions are made. It also provides direction in collection development and material selection for the library's selectors. This policy does not replace the judgment of library professionals. The stated goals and objectives contained herein will assist them in their selection of available materials. The Community Library endorses the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), [Freedom to View](#) and [Statement on Professional Ethics](#).

II. Goals and Objectives

Materials and resources selected for the Community Library are intended to meet the goals set forth in the *Community Library Mission Statement*. The mission of our Library is to create a sense of community and to provide free access to materials and services which improve minds, enrich lives, and fulfill cultural, civic, educational, and recreational needs.

The collection and resources are developed to:

- Serve the popular and recreational needs of the general public.
- Represent diverse points of view.
- Provide up-to-date information and facts in broad subject areas.
- Support all ages and skill levels in their educational needs whether self-guided or as part of a formal educational program.
- Make available material that encourages personal development, creative use of leisure time, cultural life and support recreational needs.
- Provide resources for special needs within the community.
- Provide a wide range of current information on community resources.

Customer use is the most powerful influence on the library's collection. Circulation, customer purchase requests and holds are all closely monitored, triggering the purchase of new items and additional copies of high demand items.

Except for certain areas of the collection as outlined in the following plan, the Community Library collection is not archival and the collection is reviewed on an on-going basis to meet current needs.

III. Guidelines

1. The selection of any material or resource does not constitute an endorsement.
2. The Library recognizes that many materials and resources are controversial and could offend some patrons.
3. Selection decisions are not made on the basis of approval or disapproval, but on the merits of the work, collection needs, and interests of a diverse public.

4. Selection decisions are not influenced by the possibility that material may be accessible to children. Responsibility for children's use of library materials and resources lies with their parents, legal guardians, or caretakers.
5. The Library acknowledges a particular interest in local, county, and state history and government. It takes a broad view of works by and about Kenosha County in general, as well as general works relating to the State of Wisconsin. The Library will add to its collection works produced by authors, printers, or publishers with Kenosha County connections that meet the purpose and objectives of this policy.

IV. Criteria for Selection

The selectors must consider each type of material in terms of its own kind of excellence and the audience for whom it is intended. No single standard can apply to all acquisition decisions. Some material may be selected primarily for artistic merit, scholarship or value to humanity, while others may be chosen to satisfy the recreational and entertainment needs of the community.

Some library materials are subject to widespread and/or heavy local demand. These high-demand items may or may not meet the general and specific criteria contained in this policy. Selectors give serious consideration to the volume and nature of requests by members of the public. In addition, as the social and intellectual climate of the community changes, materials which were not originally recommended for purchase may become of interest. Such materials will be reevaluated as the need arises.

To build a quality collection, selectors acquire materials according to objective guidelines. They evaluate acquisitions, whether purchased or donated to the library, by examining reviews in one or more of the professional library review media and checking against the standards listed below.

A. General criteria

1. Experience and knowledge of staff selectors
2. Familiarity of the community, its needs and interests
3. Holding and availability of other area library resources
4. Library's existing collection
5. Library's materials budget

B. Criteria for judging materials

1. Materials are judged on the basis of the work as a whole
2. The material has received attention of critics, reviewers and/or the public
3. Lack of reviews or an unfavorable review is not sufficient reason to reject a title

Specific Principles. Preference will be giving to materials that meet some, but not necessarily all of the following criteria:

1. Accuracy and authoritativeness of content
2. Scope and authority of subject matter
3. Quality of writing
4. Date of publication/copyright
5. Cost and availability of material
6. Availability of space
7. Currency of information
8. Promotion of reading
9. Local importance, and/or historical value
10. Interests, demands and needs of individuals in the community

11. Diversity of views, topics, and intersectional character backgrounds
12. Physical durability and quality of the format
13. Reputation of the author or publisher
14. Quality of organization, readability and style
15. Uniqueness or special features
16. Relevance to the existing collection's strengths and weaknesses
17. Permanent value as source material
18. Importance as a record of the times
19. Vitality and originality

Online resources will be evaluated using the above criteria as well as ease of patron use and the availability on multiple device platforms, library licensing, and usage statistics.

V. Special Collections

A. Library of Things

The library has an evolving collection of non-traditional items as patrons see the library in more of a non-traditional role. This collection supports lifelong learning and creativity by providing the physical tools necessary to explore new areas of interest and learn new skills.

B. Developmental Collection

The developmental collection contains materials intended to incite curiosity and build early learning and developmental motor skills. The collection also contains educational resources for use by parents, caregivers, teachers, and early childhood educator to aid in a child's social development.

VI. Collection Management

A. Responsibility

The final responsibility for material selection lies with the Director. The Director delegates to professional staff members the authority to interpret the policy in day-to-day decisions regarding the development of the collection and the subsequent selection of library materials and resources. Staff members are also given the duty to utilize library financial resources in a fiscally responsible manner.

Plans for the development of the library collection may be written by library staff as needed. These plans may outline selection, acquisition procedures, reviewing tools, and maintenance of the collection. Collection Development Plans shall be in compliance with and responsive to this policy.

B. Patron Recommendations

Patrons may request items the Library does not own. Requests may be made via the library website, email to any staff member, or via select library apps including Overdrive and Libby. Each request is reviewed for inclusion in the collection using the selection criteria.

VII. Criteria for Weeding and Withdrawal

The Community Library recognizes the need for continuous evaluation of its collections in response to the changing nature and needs of its community. This collection maintenance is accomplished through the weeding, replacement, repair, and duplication of its titles. Maintenance of the collection requires the same study and attention as initial selection.

Materials that no longer meet the stated objectives of the Library will be discarded according to accepted professional practices. The following will be considered when withdrawing materials: physical condition, dated information, permanent value, user demand, and availability elsewhere, including other libraries in the SHARE Consortium and online. Materials withdrawn from the library collection may be offered to other libraries, to Friends of the Library book sales, or may be disposed of by other means.

Replacements are not automatic for materials withdrawn because of loss, damage or wear. Replacement is considered according to this selection policy and in relation to adequate coverage in a specific subject area, availability of more current or better titles, demand for the title, number of copies held, and cost. Gifts, including memorial items, are subject to this same replacement policy.

VIII. Request for Reconsideration

The library will reconsider any material in its collection upon written request of a patron, who follows the steps below:

1. The patrons will be given a copy of the *Community Library Collection Development and Materials Selection Policy*, which includes the Request for Reconsideration of Library Material form. This is available at the Information Desk at each library.
2. If the patron wants to pursue the reconsideration, the completed reconsideration form must be submitted to the Support Services Manager. The Support Services Manager will notify the patron by letter within two weeks confirming that their request has been received. The Support Services Manager will appoint a staff committee to review the item being questioned and make a recommendation to the Library Director within 2 weeks of receiving the initial request.
3. The Library Director will decide whether or not the item should be retained and the patron will be informed of the decision within three weeks of receiving the staff recommendation.
4. The patron may appeal the Library Director's decision to the Library Board within two months after receiving the Library Director's reply.

IV. Gifts

The Library accepts gifts of materials, but reserves the right to evaluate them in accordance with the criteria applied to purchased materials. Gifts, which do not comply with the Library's objectives and policies may be refused. Materials not added to the collection will be offered to the Friends of the Library book sales, or disposed of by other means and not returned to the donor. The Library does not accept gifts of videocassettes, music cassettes, abridged books on tape, magazines, textbooks, Reader's Digest Condensed Books, and encyclopedias.

Monetary gifts for materials are welcome. Suggestions will be accepted from the donor for purchase of materials in designated areas of interest. Gifts of money or materials may be designated as memorials or to honor a person or an event. No other conditions may be imposed relating to any gift either before or after its acceptance by the Library.

Request for Reconsideration of Library Materials

The Community Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns about these resources. Completion of this form is the first step in this procedure. If you wish an item to be reviewed, complete this form and return it to the Community Library or mail to: Community Library, attention Support Services Manager, 24615 89th Street, Salem, WI 53168.

Name _____ Date _____

Address _____

City _____ State _____ Phone _____

Group represented, if any _____

Identification of Item: Author/Producer/Artist _____

Title _____

Book or Audiobook _____ Music _____ Movie or TV series _____ Other _____

1. What brought this resource to your attention? _____

2. What concerns you about the resource? Please be specific. _____

3. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

4. Did you read/view/listen to entire work? yes no

5. Did you read the Material Selection Policy? yes no

6. Are you aware of the judgment of this work by critics? _____

Signature

Date

Send completed form to: Support Services Manager
Community Library
24615 89th Street
Salem, WI 53168