

RUTH CULVER COMMUNITY LIBRARY LIBRARY POLICY

COLLECTION DEVELOPMENT

I. Purpose and Authority

- (A) Because of the volume of publishing as well as the limitations of budget and space, the library must have a collection development policy with which to meet community interest and needs if it is to fulfill its objectives.
- (B) This policy is used by library staff to select, maintain, and weed library materials and also serve to acquaint the general public with the principles of collection development.

II. Factors Affecting Collection Development

- (A) The library serves the cultural, recreational, educational and informational needs of Prairie du Sac. During its history, the library has grown with the community, adding and withdrawing services and materials in response to user needs and developments of new formats.
- (B) The Ruth Culver Community Library participates in the South Central Library System (SCLS) and the LINKcat shared automated library catalog. The materials sharing network provided by membership has an impact on collection development in the following ways:
 - 1. It makes resources from throughout the system and the state available to patrons locally. The holdings of other SCLS member libraries are available to Ruth Culver Community Library patrons via online computer access and an extensive delivery system.
 - 2. This shared system encourages participating libraries to diversify their purchasing patterns and allows libraries to concentrate selection on materials likely to provide a broad, general-interest subject coverage that will meet the interests and needs of the larger segments of the public served. This approach to selection should result in fewer system-wide multiple copies of marginal titles and an increase in the total number of titles available to patrons served by automated libraries.
 - 3. The South Central Library System provides funds to purchase multiple copies of books currently in heavy demand. This reduces both the need for the library to purchase duplicate copies and the time patrons must wait for them.
 - 4. By belonging to SCLS, certain rules governing collection development apply to satisfy membership criteria and the cooperative nature of the system.
- (C) The following statements and policies have been adopted by the library and are used as guidelines for the development of library collections. The library endorses the American Library Association's "Library Bill of Rights", "Freedom to Read", and "Freedom to View" statements presented in the addenda of this document.

III. Responsibilities for Collection Development

- (A) The ultimate responsibility for collection development, as with all library activities, rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. The Library Director delegates selection for specific areas to other qualified members of the staff.
- (B) All staff members, as well as the public, are encouraged to suggest materials to be considered for purchase. All recommendations are considered in line with selection policies.
- (C) Because the Library Director must be able to answer to the Library Board and the general public for actual selections made by staff, he/she has the authority to reject or select any item contrary to the recommendations of the staff.

IV. Selection of Library Material: Criteria for Evaluation

- (A) General criteria: The selection of library materials involves the following factors and considerations:
 - 1. The experience and knowledge of staff selectors
 - 2. Public demand, interests, and needs
 - 3. Holdings and availability of other area library resources
 - 4. The library's existing collection and its materials budget
- (B) Criteria for judging materials:
 - 1. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
 - 2. Reviews from professional journals such as *Library Journal*, popular reviewing sources such as *The New York Times Book Review*, and online sources such as Amazon.com, or other authorities are used.
 - 3. The lack of a review or an unfavorable review is not sufficient reason to reject a title for which there is demand.
- (C) Criteria for selection:
 - 1. Qualification/reputation of the author, creator and/or publisher
 - 2. Scope and authority of the subject matter
 - 3. Appeal to the general-interest reader
 - 4. Suitability of the subject and style for the intended audience
 - 5. Date of publication/timeliness of the material
 - 6. Suitability of physical format for library use
 - 7. Current and anticipated needs of the public
 - 8. Literary merit
- (D) Other guidelines and considerations for selecting materials
 - 1. Audiovisual Materials: Audiovisual materials such as movies and audiobooks are an important supplement to the print collection. As with print materials, audiovisual materials are selected based on demand, critical review, and the needs and interests of the public.
 - 2. Periodical collection: A collection of magazines and newspapers is maintained as a supplement to the book collection. Selection will be made according to the criteria set forth in this section.
 - 3. Reference collection: Library staff may choose to catalog some items to remain in the building at all times. The decision to do so is based on heavy use, cost, and frequency of referral by library staff.
 - 4. New Formats: New formats shall be considered for the collection when national surveys and local requests indicate a significant portion of the Prairie du Sac community has the interest and necessary technology to make use of the format. Selection will be made according to the criteria set forth in this section.
 - 5. Gift materials: Materials donated to the library are not automatically added to the collection. These items are reviewed according to the selection criteria set forth in this section. For more information about donating materials to the library, please see the Gift Acceptance Policy.

V. Maintenance of Library Materials

- (A) Library materials are processed in such a way as to insure their maximum use under normal circumstances.
- (B) All materials returned to the library are inspected for damage.
- (C) Damaged but still usable materials are mended according to an established set of procedures.
- (D) Patrons are charged a replacement cost for materials they check out that are irretrievably lost or damaged beyond repair.

VI. Weeding of Library Materials

- (A) Items are withdrawn from the collection through systematic review by delegated library staff. This is necessary to maintain a vital, useful and up-to-date collection and to make room for newer materials.
- (B) Selection of materials for weeding is based on the following criteria:
 - 1. Materials worn out through use
 - 2. Information that is dated or incorrect
 - 3. Availability of new or improved editions
 - 4. Materials that have had little recent use
 - 5. Duplicate copies of a title no longer in demand
 - 6. Materials in areas with limited space availability
- (C) Weeded materials in good condition are passed on to the Friends of the Ruth Culver Community Library for their book sales. No materials are held for individuals. Weeded materials that are unsuitable for transfer or sale are discarded.

VII. Reconsideration of Library Materials

- (A) The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in this policy
- (B) Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect from damage or theft.
- (C) Responsibility for reading and the use of the library by children rests with their parents or legal guardians. At no time will the library staff act *in loco parentis*. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.
- (D) Patrons requesting that an item be withdrawn from the collection may complete a "Statement of Concern about Library Resources" form which is available at the library. The inquiry will be reviewed by the Library Director within one month and a letter will be sent to the patron explaining the decision once it has been made. The patron may appeal the Library Director's decision by writing a letter to the Library Board. If the patron chooses to appeal, the inquiry will be placed on the agenda of the next regular meeting of the Ruth Culver Community Library Board of Trustees. Their decision will be final.

VIII. Addenda

- (A) Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>)
- (B) Freedom to Read Statement
(<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>)
- (C) Freedom to View Statement
(<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>)
- (D) Statement of Concern about Library Resources

Approved by Library Board

Date: 2/15/2017

Reviewed by Library Board

Date:

Amended/Modified by Library Board

Date: