

NEW GLARUS PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

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I. Purpose of the Library

The purpose of the New Glarus Public Library is to provide all New Glarus area residents ready access on a fair and equitable basis to a broad collection of materials in a variety of media that record our knowledge, ideas and culture; to offer guidance and encouragement in the use of these materials; and to provide the community with access to reliable and easily available sources of information and reference.

The volume of publishing as well as budgetary considerations necessitate the adoption of a collection development policy if the library is to fulfill its objective of meeting community needs and interests. This collection development policy is used by library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

II. Responsibility for Materials Selection

The ultimate responsibility for selection of materials, as for all library activities, rests with the Library Director, who operates within the framework of policies determined by the New Glarus Public Library Board of Trustees.

Because it is desirable that all library staff participate in the selection of materials, the Director may delegate some initial selection functions to other staff members. However, since the Director must be able to answer to the Library Board and the general public for actual selections made by the staff, he/she has the authority to reject or select any item contrary to the recommendations of the staff.

All staff members, as well as members of the general public, are encouraged to suggest and recommend materials to be considered for purchase. All recommendations are to be considered by the Director in light of selection policies.

III Selection as a Means of Carrying Out Library Objectives

Collection development is necessarily influenced by the nature of the community the library serves, the nature of existing collections, and the roles / service responses the library has selected for itself in the community. The roles / service responses that the New Glarus Public Library has chosen to emphasize in serving the New Glarus community are those of: Current Topics and Titles, General Information, and Local History and Genealogy.

The purpose of this collection development policy is to provide for the selection of library materials which will further the library's program in a way that is consistent with these roles / service responses.

IV Criteria for Selection of Materials

General Criteria:

- Materials are judged on the basis of the total work and not on any individual portion of the whole taken out of context.
- Reviews in professional journals are used in the selection process and are sought whenever possible. However, the lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand.
- Materials which have widespread demand may or may not meet the general or specific criteria laid out in this policy. However, demand is in and of itself a valid factor in material selection and shall be given due consideration in evaluating whether or not a particular item should be purchased.

Reviewing Media:

Some of the review sources used in materials selection include: *Booklist, Library Journal, School Library Journal, Voice of Youth Advocates, CCBC Choices, Fiction Catalog, Public Library Catalog*, current bestseller lists, and various popular periodicals (*Time, Newsweek, etc.*).

Criteria for Evaluation of Non-Fiction Books:

- Qualification of the author in the subject field
- Scope and authority of subject matter
- Quality of writing (style, readability, etc.)
- Suitability of subject and style for intended audience
- Appeal to the general-interest reader
- Present or potential relevance to community needs
- Date of publication
- Reputation of publisher
- Organization of content (use of index, bibliographies, etc.)
- Relationship to existing collection
- Physical qualities (binding, print size, illustrations, margins, etc.)
- Cost

Criteria for Evaluation of Fiction Books:

- Style
- Appeal to the general-interest reader
- Literary merit
- Relationship to existing collection
- Reputation of publisher
- Cost

Criteria for Evaluation of Reference Materials:

- Authority of publisher, editorial staff, and contributors
- Scope and relationship to existing collection

- Arrangement of information (indexing, organization, consistency)
- Accuracy and objectivity
- Timeliness
- Physical format and effectiveness of medium to content
- Suitability for intended audience
- Cost

Reference materials are selected with the goal of satisfying the majority of information needs within the community. Information needs which fall beyond the limits of the collection are referred to other libraries, either directly by phone or through the interlibrary loan system.

Criteria for Other Print Materials:

Periodicals: A well-balanced subject collection of periodicals is maintained as a current and in-depth supplement to the book collection. Selection is based on appeal and demand, the accessibility of a title's content through indexes, accuracy and objectivity of the editor and contributors, and the preservation of a balanced viewpoint within the collection. Requests for periodical articles which fall outside the scope of the collection may be filled by means of access to online databases or through regular interlibrary loan channels.

Local history materials: The library maintains a collection of local history materials and actively solicits materials for this collection. Any publications relating to local history shall be purchased, if possible.

Audiovisual Materials: The library strives to maintain a balanced collection of audiovisual materials that is consistent with the library's chosen roles / service responses. As with selection of print materials, the selection of audiovisual materials shall, wherever possible be aided by the use of reviews.

Selection of audiovisual materials is based on the following criteria:

- Demand (as determined by public requests and present holdings)
- Quality of interpretation and technique
- Importance of artist and/or work
- Technical quality of the recording
- Recognition of a recording through awards (Oscar, Grammy, etc.)
- Cost

In addition, selection of audiovisual materials shall follow, where applicable, the selection criteria outlined above in this document for fiction and non-fiction books. In order to remain responsive to public needs in the audiovisual field, the library will regularly evaluate its collection policies in the light of new technological developments in the area of audiovisual formats.

Criteria for Materials - Specific Audiences:

Children: In selecting books for children, the library's objective is to make available a collection which satisfies the informational, recreational, and cultural reading needs and potentials of children of preschool age through elementary school. Books are selected which meet the general demands of the majority of children, along with titles whose particular qualities make them valuable to children with special needs, talents, problems, or interests.

Criteria for children's book selection are the same as for adult materials, with the additional consideration that the vocabulary level of an item be appropriate for the age of the intended audience.

Young Adults: Young adults (grades 6-12) will be served by materials in the general collection but will also be provided with materials specially selected to meet the informational, recreational and emotional concerns of this age group. The Young Adult collection will be fluid, current and attractive. Priority will be given to materials which are in demand and of a quality which will help young adults understand themselves and others, broaden their viewpoints and knowledge of the world, stimulate their curiosity, and expand both their reading ability and their reading enjoyment. Emphasis will be on popular browsing materials (particularly paperbacks). Selection criteria for young adult materials will follow the general guidelines laid out in this policy for books and other print materials.

Large Print Books: The library maintains a small collection of large print fiction and non-fiction titles. In addition library staff members actively encourage patrons in need of large print materials to request titles from other LINK libraries.

Duplication: In general, budget limitations do not permit the purchase of duplicate copies of titles. However if a title is in heavy demand, a second copy will be purchased.

V Weeding of the Library Collection

Weeding is a necessary aspect of collection development and a valuable tool in maintaining a vital, useful, and up-to-date collection. Materials which are no longer useful in light of stated library objectives will be systematically weeded from the collection in accordance with accepted professional practices.

Materials in the following categories shall be considered candidates for weeding:

- Materials that are badly damaged or worn-out from use
- Ephemeral materials that are no longer timely
- Materials that are no longer factual or accurate
- Materials that have not circulated recently and are of questionable value
- Materials that are duplicates of titles no longer in demand

Replacement of Withdrawn Materials

Replacement of withdrawn materials is not automatic. The need for replacement is influenced by the following factors:

- Existence of duplicate copies
- Adequate coverage of the subject elsewhere in the collection
- Demand for the specific title or materials in that subject area

Disposal of Weeded Materials:

Library materials that have been weeded from the collection which are judged by the Library Director and staff to have possible resale value shall be kept for the Friends of the Library annual book sale. The availability of storage space for such materials shall be the deciding factor in how long potential sale materials are kept. Materials unsuitable for sale by the Friends of the Library shall be recycled or thrown away.

VI Gifts and Donations

- Materials donated to the library are not automatically added to the library's collection. Donated items are reviewed by the Library Director and staff according to the selection criteria set forth in this policy.
- The library will only accept materials donated on the understanding that the library director may handle them in whatever way best suits the purpose or goals of the library and may dispose of them at any time according to the guidelines set forth in the weeding policy.
- Monetary gifts donated to the library for specific purposes shall be accepted and the wishes of the donor carried out using the selection criteria set forth in this policy. Gifts, bequests and endowments without specifically designated uses may be devoted to buildings, equipment, materials or operating expenses, as determined by the Library Board of Trustees.
- A donation plate identifying the donor or reason for donation will be attached to an item at the request of the donor or at the discretion of the library staff.
- Unsolicited donations of items by authors, publishers, and organizations that do not meet the selection criteria set forth in this policy will be donated to the Friends of the Library for their annual book sale.

VII Controversial Issues

- The New Glarus Public Library recognizes that many materials are controversial and that any given item may be offensive to some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the selection principles set forth in this policy.
- In no case will materials be excluded from the collection because of the race, nationality, social, political, or religious views of the author.
- The library has a responsibility to keep on its shelves a representative selection of materials on all sides of controversial issues. Variety and balance of opinion are sought wherever available.
- Library materials will not be marked or identified to show approval or disapproval of their contents. No library materials will be sequestered, except as protection from injury or for space or security reasons.
- Library materials shall not be considered for exclusion from the collection based solely on single words or passages taken out of context.
- Responsibility for the reading, listening and viewing materials selected by children and young adults, as well as for their use of the library, rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that items may come into the possession of children or young adults.
- The American Library Association (ALA) Library Bill of Rights, Freedom to Read and Freedom to View Statements and the ALA Statement on Labeling have been endorsed by the New Glarus Library Board. These four documents are appended to this policy and form an integral part of this policy.

VIII Reconsideration of Library Materials

- Patrons requesting that materials be withdrawn from the collection may register a verbal complaint with the Library Director. The Director will consider the complaint in light of the library's Collection Development Policy.

- If a patron wishes to press the complaint, he or she will be invited to complete a Materials Selection Inquiry form. A copy of this form is included in the appendices to this policy.
- The Materials Selection Inquiry form will then be submitted to the President of the Library Board who will appoint a committee at the next regular Library Board meeting to re-evaluate the materials in question and make a recommendation to the full Board.
- The full Library Board will meet to take action on the committee's recommendation. The Library Board's decision on the matter shall be final.
- No materials will be removed from the collection without the action of the Library Board of Trustees. During the process of reconsideration the materials in question shall remain on the shelf.

Appendices to this policy:

- ALA Bill of Rights
- ALA Freedom to Read Statement
- ALA Freedom to View Statement
- ALA Statement of Labeling: an Interpretation of the Library Bill of Rights
- New Glarus Public Library Materials Selection Inquiry form

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