



COLLECTION DEVELOPMENT POLICY

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I. Library Purpose

The New Glarus Public Library was established in 1934 to serve the educational, cultural, and entertainment needs of the greater New Glarus area. The library's purpose is to welcome and serve all people, providing them with opportunities to read, learn, and connect. In the pursuit of this end, we are continually exploring new ways in which we can provide quality materials, educational opportunities, encourage creativity, and promote connections within the community.

II. Purpose of the Collection Development Policy

The New Glarus Public Library Collection Development policy guides the library so that a balanced, quality collection on a wide variety of subjects is available, accessible, and relevant to the public we serve. This policy focuses and guides the selection, acquisition, evaluation, weeding, digitization, and maintenance of the library's collection.

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 serving its 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.

III. 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.

IV. Selection Policy

The public's interests and the community's informational, educational, and entertainment needs are determining factors in the selection of materials for the library collection. The library's collection, purchases, and maintenance decisions will reflect the concepts laid out in the [*American Library Association's Library Bill of Rights*](#) and [*Freedom to Read statement*](#). In keeping with the ideal of intellectual freedom, selection will reflect diverse and opposing points of view. Materials are evaluated on the basis of the content of the entire work and the item's value to maintaining a balanced collection. Statistical data that reflect usage will impact budget allocations and selection decisions.

V. Selection Criteria

The following criteria will guide selection; however, an item need not meet all of the criteria in order to be selected:

- Public demand (current and anticipated), interest, or need
- Reputation of the publisher
- Accurate and authoritative information
- Quality of writing (style and readability)
- Physical qualities (binding, print size, illustrations, and margins)
- Price
- Historical or cultural significance to New Glarus or Wisconsin

- Critical reviews or publicity
- Duplication of content in other formats
- Format appropriate for public use
- Currency of information
- Contemporary significance or permanent value
- Availability of material elsewhere in the South Central Library System (SCLS)
- Value of item to existing collection

VI. Criteria for Selection of Specific Materials

Criteria for Electronic Resources:

Due to public demand for access to digital content, the New Glarus Public Library will research, assess, and be responsive to emerging technologies applicable to public libraries. Electronic resources consist of content that is stored and displayed digitally, and accessed via computers and other electronic devices.

Electronic formats allow for increased access to library resources. Library purchased digital content includes locally purchased online databases, and e-books, e-magazines, and downloadable resources (purchased by the South Central Library System). These resources are available for registered library users in and/or outside the library. These formats also increase the depth and breadth of the collection system-wide, alleviating the need to purchase some items in print format.

The New Glarus Public Library evaluates the online resources that we purchase using the selection criteria listed above. In addition, consideration will be given to ease of use of the product, availability of the information to multiple, concurrent users, technical requirements to provide access to the information, and technical support and training.

The New Glarus Public Library is committed to the digitization of unique collections owned by the library with an emphasis on local or historical content. General selection criteria apply when selecting collections for digitization. Digitizing these special collections makes this content accessible to a global audience. Since electronic resources are an ever-changing medium, we evaluate our offerings and projects annually.

Criteria for Children (0-18):

The New Glarus Public Library places a high priority on supporting the community's youth by providing a strong collection of high interest materials, quality literature, and resources that provide homework support. Resources for youth will include a broad

spectrum of subjects and viewpoints, as well as a variety of formats to support literacy and youth development.

The scope and depth of children and teen collections reflects the New Glarus Public Library's interest in promoting and supporting literacy for youth, including literacy in terms of both ability and enjoyment of reading. The library places particular emphasis on early childhood literacy through children's collections, outreach, and the 1,000 Books Before Kindergarten Program, while also maintaining a commitment to extending literacy efforts beyond the early childhood years.

The New Glarus Public Library will be a resource for youth through high school, recognizing the importance of supporting these age groups in building strong readers, lifelong learners, and dedicated library users.

Collections will predominantly focus on popular fiction and non-fiction materials, which provide support for academic, social, and personal interests.

Criteria for Informational and Entertainment Media:

In order to meet the needs and interests of multiple learning styles, the New Glarus Public Library's goal is to make available a broad range of current interest and lifelong learning materials. Video materials (DVDs and BluRays) are selected primarily for entertainment, but also for informational and/or instructional value. Consideration is also given to popular demand, critical reviews, and cost compared to expected demand and budget allocations. Recorded music (CDs) is collected in a variety of genres. Factors considered include - quality of the recording according to reviews, significance of the recording or artist, public demand, popularity, and an overall need to maintain a representative collection in all the varied music genres. The library will provide emerging technologies, but is not able to support all formats.

VII. Collection Maintenance

Ongoing and regular withdrawal of materials is required to keep collections current, attractive, and responsive to community needs. Space is limited and the importance of an item to a collection may change over time. For instance, an item's physical condition can deteriorate, its content can become obsolete, or it may no longer circulate regularly. In addition, crowded shelves make it necessary to discard items of limited use. Upon withdrawal, some materials may be sold through the Friends of the New Glarus Public Library.

VIII. Criteria for Withdrawal

Library staff considers the following criteria in choosing materials for withdrawal:

- Worn or badly damaged materials
- Frequency of use
- Superseded editions or obsolete items and formats
- Availability of other titles on the subject
- Local interest / historical significance
- Importance to New Glarus Public Library's collection
- Availability online or elsewhere.

IX. Gifts and Donations

Gifts of books and other materials will be accepted on behalf of the Friends of the New Glarus Public Library, a volunteer organization that operates the annual Friends of the Library book sale. We are unable to accept textbooks, encyclopedias, magazines, or items damaged by mold or mildew. When appropriate, desired materials will be routed to a library selector to be considered for addition to the Library's collection.

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.

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.

X. *Controversial Issues*

"Materials [will] not be excluded from the collection because of the origin, background, or views of those contributing to their creation" ([ALA Bill of Rights](#)). "The library has a responsibility to keep on its shelves a representative selection of materials on all sides of controversial issues" ([ALA Bill of Rights](#)). 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 removed, 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.

XI. Reconsideration of Library Materials

New Glarus Public Library patrons requesting that an item be removed from our collection may register a written complaint with the Library Director. Only requests from patrons with New Glarus Public Library as their home library will be considered. 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 asked to complete a Materials Selection Inquiry Form. A copy of this form is included in the appendices to this policy. A separate inquiry form must be completed for each title in question. 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 item in question and make a recommendation to the full Board. The full Library Board will then meet to take action on the committee's recommendation.

Materials will not 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. The Library Board's decision on the matter shall be final. Once an item has been reviewed and a decision has been made, that item may not be reviewed again for a period of two years.

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](#)

Adopted by the New Glarus Public Library Board of Trustees September 9, 2008

Amended and approved by the New Glarus Public Library Board of Trustees June 21, 2023

