

## Collection Development Policy

The **Library Bill of Rights** and **The Freedom to Read Statements** have been endorsed by the Shiocton Public Library Board of Trustees and are an integral part of the collection development policy.

Excerpt from the American Library Association Library Bill of Rights:

*“The American Library Association affirms that all libraries are forums for information and ideas, that the following basic policies should guide their services:*

*I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.*

*II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.*

*III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.”*

Multiple factors shall be considered in all material acquisition including donated or gifted items. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item and the potential circulation the item will accrue. The library will be aware of the resources available for highly specialized materials that are beyond the scope of the library’s collection development policy.

### Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policy determined by the Shiocton Public Library Board of Trustees. Suggestions by staff members are encouraged and given serious consideration; however, the director is accountable to the library board for all materials and may reject or select items in accordance to collection development policy.

Materials requested by patrons from other libraries through interlibrary loan and digital materials are not included in this policy as those materials are not selected by the library director. The content of interlibrary loan items and downloaded digital materials accessed with library cards are out of the control of the Shiocton Public Library Board of Trustees and the Collection Development Policy.

## Criteria for Selection

To build a good collection, materials must be measured by objective guidelines. The library does not promote particular beliefs or views. The collection will contain various positions on important questions, including unpopular or unorthodox positions. A collection reflects a diversity of materials, not necessarily an equal number.

The main points considered in the selection of materials are:

- Patron requests and holds
- Best seller lists
- Pop-culture including social media book club choices
- Award winners
- Local and national interest
- Professional and popular reviews and recommendations

The lack of a review, or unfavorable reviews, or negative feedback shall not be the sole reason for rejecting a title which is in demand.

Materials are judged on the basis of the work as a whole, not a part taken out of context.

Selection may also be limited by the following factors:

- Physical space limitations
- Price
- Format
- Low demand
- Low circulation potential

**Responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of materials by children and young adults rests with their parent or legal guardians. Access to content and the selection of materials will not be inhibited by the possibility that materials may come into the possession of minors.**

## Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain materials from other libraries that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of patrons, the Shiocton Public Library agrees to lend to other libraries through the network. Shiocton Public Library will borrow and lend in accordance to the "Resource Sharing Policy" set by the Outagamie Waupaca Library System (OWLS).

### Withdrawal of Materials

An attractive, organized, up-to-date and currently useful collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the library collection after careful consideration of these factors:

- Physical condition
- Currency and accuracy of information
- Redundancy of topic or theme
- Lack of use according to circulation statistics
- Lack of relevancy
- Materials that are superseded by a new edition or if the same subject or theme is represented in an alternate

Materials withdrawn from the collection may be placed in the Library Book Sale or disposed of due to condition, outdated information or themes, or low interest in the item. Circulation statistics on items will be researched. Discarded materials may be donated. Individual items that are being withdrawn may not be saved for specific individuals.

Replacement of items is dependent upon current demands, usefulness, more recent acquisitions and availability of newer material.

This ongoing process is the responsibility of the library director and is authorized by the Shiocton Library Board of Trustees.