

LAKE REGION PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

Introduction

Collection development at the Lake Region Public Library coincides with its mission: to enrich our citizens and communities through expanding access to innovation, information, ideas, and inspiration. The Library provides a collection that strives to balance viewpoints across a broad spectrum of opinions and subjects in formats suitable to a variety of learning and recreational interests and skills. By implementing and following selection practices that are flexible and responsive to the changing needs of the community, the Library builds and maintains a collection for the general public while recognizing the needs of special population groups.

This policy is a statement of principles set forth by the Lake Region Public Library Board. It serves as a guide for library staff in developing the collection of print, audio, technological, and other materials intended to meet the community's information, entertainment, and cultural wants and needs. This policy serves five vital purposes:

- It acts as a blueprint for our collection, guiding staff in decision-making regarding the selection, management, and preservation of the collection
- It identifies responsibilities for developing collections
- It establishes parameters and priorities, guiding staff in developing budgets and allocating resources
- It informs the public of the principles guiding our collection development
- It states the Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints

ACQUISITION

Responsibility for Selection

Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Library Director, under the authority of the Lake Region Public Library Board. The Director may delegate library collection development responsibilities to specific library staff members who more closely manage the wide range of services related to particular areas of the collection. All aspects of collection development are directed toward fulfilling the mission of the Lake Region Public Library.

Suggestions from members of the community concerning materials selection are welcome and each suggestion will be considered within the framework of this policy. Appropriate forms are available on the Lake Region Public Library website and at the circulation desk.

Materials selected for the library collection are intended to meet the current and future educational, informational, recreational, and cultural needs of the residents of the library's service area. The emphasis will be on acquiring materials of wide-ranging interest to the general public within budgetary limitations. Materials unavailable at the Lake Region Public Library but available through cooperative library networks will be borrowed upon request of the user.

Selection

Library staff utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles, identifying quantities for purchase, and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide availability, physical space limitations, acquisitions procedures, and available budgets are all factors taken into consideration. Materials can be acquired in multiple formats when appropriate, including print, audiovisual, and digital forms. Highest selection priority is given to those materials in all formats having the broadest appeal.

Library staff use their training, subject knowledge, and the selection criteria to identify collection goals and priorities for the Lake Region Public Library. The following criteria are used to evaluate and select items for the collection. An item need not meet all these criteria to be selected. Certain materials are selected to address local community needs.

Sources for selection decisions include, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and customer requests and recommendations. The Library strongly encourages customer input, and all customer requests and recommendations are subject to the selection criteria outlined below.

Criteria

- Content
 - a. Accuracy of the information
 - b. Comprehensiveness
 - c. Enduring significance or interest
 - d. Integrity
 - e. Purpose
 - f. Quality
 - g. Representation of controversial or diverse points of view
- Cost in relation to use and/or enhancement of the collection
- Critical reviews
- Date of publication
- Availability elsewhere in the community, area, or region
- Price and/or availability of funds
- Current and anticipated appeal
- Format (additional format criteria are considered when selecting digital content, including: accessibility, ease of use, equipment, training, and technology requirements; license agreement requirements and vendor support; unique content)
- Local interest
- Relationship to the existing collection
- Relationship to other resources in the community
- Significance of the author/creator or publisher
- Support of library programs and initiatives

- **Timeliness**

The Lake Region Public Library will endeavor to provide a wide range of subjects, authors, and points of view. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered.

The Library recognizes that many materials are controversial and that any given item may offend some. It is the responsibility of each individual library user to determine which materials are more appropriate for their needs consistent with their personal or family values. Although library users are free to reject for themselves materials of which they do not approve, they may not restrict the freedom of others to read what they choose.

The Library encourages individual and parental oversight in the choice of materials, databases, or internet usage. The Lake Region Public Library does not and will not act in loco parentis. Adult responsibility for children's reading rests with parents and/or legal guardians. Materials selected for the adult collection are intended for mature readers, and will not be restricted by the possibility that children or young adults may obtain materials which their parents or legal guardians consider inappropriate.

Gifts and Donations

The Library accepts gifts of materials for the collection using the same selection criteria that are applied to purchased materials. Decisions regarding the final disposition of gifts are the responsibility of designated staff, using the following guidelines:

- Not all gifts are added to the collection. Gift materials not added to the collection are not returned to the donor.
- The Library retains unconditional ownership of the gift.
- The Library reserves the right to decide the conditions of display, housing, and access to the materials.
- Gifts added to the collection are housed in the most appropriate location, determined by evaluating staff.
- No old, damaged, or musty materials will be accepted.
- Unused gifts may be given to the Lake Region Public Library Foundation for public sale, or they may be disposed of through other means determined by the Library.
- The Library does not place a value on gifts, nor provide appraisals for income tax or any other purpose.

The Library is pleased to accept monetary gifts intended for the purchase of library materials when the donors' intentions for the gifts and the library's collection development objectives are consistent.

COLLECTION EVALUATION AND MAINTENANCE; DE-SELECTION OF MATERIALS

Once materials have been added to the Lake Region Public Library's collection, they are managed through an assessment and evaluation process to ensure that ongoing collection

priorities are met; that collections remain up to date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement, retention, or de-selection. Library staff utilize professional judgment and expertise in deciding which materials to retain, replace, repair, or de-select.

De-Selection

De-selection (removing items from the collection) is an integral part of collection development. A practical, useful collection will be maintained through a continual process of selection and de-selection. De-selected materials will, at the Library's discretion, be donated to the Lake Region Public Library Foundation for book sales, or disposed of through other means determined by the Library. The Library retains those materials that continue to have enduring or permanent significance to its mission and overall collection goals.

Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing, or de-selecting include:

- Availability of item in alternative formats
- Unnecessary duplicates or multiple copies
- Feasibility, cost of repair
- Historical significance, interest, or value
- Physical condition
- Relative usefulness of item
- Space considerations
- Superseded, inaccurate, or out-of-date context
- Usage

Reconsideration of Library Materials

If a library user questions the content, tone, or placement of an item in the Library's collection, they should first address the concern with a library staff member. Library users who wish to continue their request for reconsideration of library materials may do so by completing a Request for Reconsideration form, available on the Lake Region Public Library's website and at the circulation desk. Upon completion, this form may be emailed, mailed, or otherwise delivered to the Library Director.

The request will be reviewed by the Library Director, who will respond in writing within four weeks of receipt of said request. The Director shall provide the complainant with a copy of this policy and inform the individual of the availability of a Lake Region Public Library Board hearing. Should the complainant feel that the decision of the Director is not supported by the Library's collection development policy, the complainant may request a Library Board hearing by notifying the Director, who will make the necessary arrangements. Following the hearing, the decision of the Lake Region Public Library Board will be final.

No works in question will be added to or removed from the collection or from the shelves and no changes in service or policy will be made while the above process is underway.



Collection Development Policy Implementation, Evaluation, and Revision

The collection development policy of the Lake Region Public Library will be reviewed not less frequently than every three years by staff and the Library Director. Revisions will be referred to the Lake Region Public Library Board for final approval.

Guiding Documents

American Library Association's Bill of Rights

American Library Association's Freedom to Read

American Library Association's Freedom to View

American Library Association's Access to Electronic Information Services and Resources