

William Paton Public Library

Collection Development Policy

I. COLLECTION GOALS

William Paton Public Library seeks to provide a circulating and reference collection in a variety of formats consistent with the library's mission and its determined roles in the community. William Paton Public Library is primarily a popular materials library and, as such, seeks to provide timely and high-interest materials which satisfy the public's need for recreation, education, and information.

II. INTELLECTUAL FREEDOM AND COLLECTION DIVERSITY

The William Paton Public Library has adopted, in its Mission Statement, the American Library Association's "Library Bill of Rights" as well as two supporting documents, "Freedom to Read" and "Freedom to View." The library will strive to select and circulate library materials in a manner which is consistent with these documents. The full text of these documents is appended to the Collection Development policy.

It is a practical impossibility for any library's collection to reflect all the diversity of beliefs and opinions which are articulated in a democratic society. William Paton Public Library will, however, strive to provide materials which offer a variety of opinions and beliefs. And, most importantly, the library will not reject materials which are requested by patrons or suggested by standard reviews sources because of the point of view or ideas they reflect.

III. RESPONSIBILITY FOR SELECTION

The director has the responsibility of selecting materials to be added to the library's collection, of replacing lost or damaged materials, and of weeding materials no longer appropriate for inclusion in the collection. The director is encouraged to take an active part in building the library's collection by treating all patron requests seriously, by researching new materials and weeding obsolete unused materials.

IV. GENERAL SELECTION PRINCIPLES

When selecting any materials for the library's collection the collection goals stated above are to be kept firmly in mind. These guidelines apply to all formats and audiences, including print books, graphic novels, audio, video and online resources.

General Criteria:

1. Patron demand
2. Good reviews in a standard library selection guide
3. Importance of the subject matter to the collection
4. Timelines
5. Appearance of the title in special bibliographies, indexes or book lists
6. Reputation and standards of the publisher
7. Authoritativeness
8. Scarcity of materials on the subject
9. Price
10. Suitability of format to library circulation and use

PATRON DEMAND:

As a popular materials library, patron demand plays a very important role in the selection of library materials. The library will make a reasonable attempt to acquire current or classic titles requested by the public that are affordably priced and considered general enough in subject to interest other patrons. Budget constraints and space require that only affordably priced, new titles be purchased if requested by a single patron. Titles which are not deemed suitable for inclusion in the library's collection will be interlibrary loaned.

REVIEW SOURCES:

The director should routinely read industry standard review journals, publisher's catalogs, and review "best" and award lists to assist them in selecting materials for the library's collection.

TEXTBOOKS/CURRICULUM:

As standard policy, the library will not collect text books or curriculum unless other sources are not to be found on a given subject. Textbooks and curriculum are considered more properly included in school collections.

REPLACEMENTS:

The library will purchase replacements for materials which have been lost either through damage or theft. Theft or damage in a particular subject area will never serve as justification for refusal to collect in that area. Other, more positive means, will be used to protect a given subject area from continual theft or damage.

SOURCES FOR NEW MATERIALS:

The library will endeavor to purchase library materials from vendors who offer the best combination of price and service. Donated materials will be screened and used on an item-by-item basis; gifts will be included in the collection only if they meet selection criteria established for purchased items.

SELF-PUBLISHED TITLES:

Self-published titles are held to the same criteria as any other work that library evaluates for the collection.

V. GENERAL SELECTION PROCEDURES:

The library director, as part of the annual city budgeting process and with the approval of the library board of trustees, will develop a materials budget. The director will develop, at the onset of each fiscal year, a budget plan which divides this approved materials budget into various areas. Budget amounts for specific areas will depend upon use as reflected by circulation and upon the strength of that area when compared to the collection as a whole. The specific goals and objectives the library has decided to pursue, according to the long-range plan adopted by the library board, will also be taken into consideration when adding to the existing collection or establishing new collection areas.

New titles requested by patrons and staff will ordinarily be ordered for inclusion in the collection rather than ordered through ILL when those titles meet the general selection criteria listed above and expected demand beyond a single patron.

VI. MEMORIALS:

The library encourages persons wishing to donate a book or other selection in memory of another person to allow the library to select and purchase the memorial. The library knows what

could best benefit its collection and is able to purchase materials at a substantial discount over retail.

The director should attempt to select a memorial that is both needed by the library and reflective of the interests or tastes of the person being remembered. An effort should be made to choose a title that will remain timely and vital for as long as possible to prolong the eventual necessity of weeding a memorial.

Memorial materials are subject to the same collection development standards and to the same circulation procedures as routinely purchased library materials. Memorial books will be weeded or replaced in the same manner as other library materials as directed under the library's guidelines for weeding. Memorial plates will be removed from all discarded materials.

VII. GIFTS:

Gifts to the collection can be in the form of money or actual materials. All gifts become part of the general collection and should not require special shelving or circulation procedures. Gift plates or letters of acknowledgment are appropriate stipulations by a donor, but other strings attached to a gift will require careful evaluation by the director and board of trustees.

GIFTS OF MONEY:

For a public library that attempts to maintain a current, popular, and well-maintained collection, gifts of money for the purchase of new materials are preferred. Gifts of money to purchase a specific title will be accepted so long as the title meets the library's general selection criteria listed above. Gifts of money to purchase specific subjects will be honored. Gifts or money to purchase a specific format, such as large print materials, vides, etc., will be honored so long as the format requested is one the library already collects or deems appropriate to begin collecting.

GIFTS OF MATERIALS:

The library accepts gifts of books and other materials if they are in reasonable condition and relatively current. Wet, mildewed, or damaged books cannot be accepted. In general, periodicals and newspapers, unless they have historic value, will not be accepted. If storage space is full, the library may be forced to decline a gift of materials.

Gifts become the property of the library under the control of the library board of trustees. Gifts are subject to the same collection development guidelines and weeding practices as materials routinely purchased for the library's collection. Donations included in the library's collection, may be sold, given to another library, or may be ultimately discarded. Donors may not expect any gifts to be returned to them.

Donors of gifts do not receive an appraisal of their value. The William Paton Public Library director does not have the expertise needed to assess the market value of a book or other items.

Donated materials in good condition will be evaluated to determine whether or not they should be added to the library's collection.

VIII. WEEDING AND DISPOSAL OF LIBRARY MATERIALS

The library recognizes the necessity of continual weeding in order to maintain a vital, timely collection of manageable size. Weeding or replacement decisions rest ultimately with the library director. The director will keep the library updated by weeding obsolete unused materials in the collection. This may be by age, condition, or usage of a book.

In general, library materials that are weeded from the collection will be sold at library book sales, distributed to interested readers, or, in the case of out-of-date non-fiction titles or, damaged items, recycled when possible.

IX. COMPLAINTS OR CHALLENGES

Library patrons who have a concern about the library's collection, to suggest areas in which the collection needs to be strengthened, or to ask that a title be withdrawn from the collection should be treated with respect and courtesy. Patrons should be invited to visit with the library director. Patrons who persist in their complaint or who ask that a specific item be removed from the library's collection should be given a "request for reconsideration form" and informed of the library's policy for handling collection complaints. No action will be taken on the removal of an item from the collection or other complaints unless a written "request for reconsideration form" is filed.

If the patron wishes to file a written complain, he or she should fill out the written "request for reconsideration form" and return it by mail or in person to the library director.

REQUEST FOR REMOVAL:

In the case of a request for removal, the challenged item will not be removed from the library's collection until a decision to do so has been reached by the library board of trustees.

1. The complaint and the challenged item will be reviewed by the library director.

2. The library board, together with the library director will review the complaint at the board's next regularly scheduled meeting. The patron placing the complaint is welcome to attend and to address the board.
3. After the meeting at which the complaint is reviewed, the board members should take time to read and review the challenged item, to review the collection development policy and to read any additional materials supplied by the library director.
4. At the next regularly scheduled meeting after the meeting at which the complaint was formally filed, the library board of trustees will decide by vote whether or not to remove the challenged item from the library's collection. Again, the patron placing the complaint is welcome to attend. The patron filing the complaint will, in any case, be informed in writing of the board's decision.

GENERAL COLLECTION CONCERNS:

In the case of a more general concern about the library's collection or content of a library program or display, the patron bringing the complaint will be asked to fill out a "request for reconsideration form" and will be invited to attend the next regularly scheduled meeting of the library board of trustees.

1. The library director will review the concern
2. The library board, together with the library director will review the concern at the boards next regularly scheduled meeting. The patron placing the complaint is welcome to attend the meeting and address the board.
3. After the meeting at which the concern is registered, the board members should take time to review the Collection Development Policy, to read any additional materials supplied by the library director, and to review that area about which the concern was raised.
4. At the next regularly scheduled meeting after the meeting at which the complaint was formally initiated, the library board of trustees will decide what course of action to take. Again, the patron bringing the complaint will, in any case, be informed in writing of what action, if any, the board has decided to take.

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REQUEST FOR RECONSIDERATION OF MATERIAL

Author _____

Title _____

Format: ___book ___video ___audiobook ___DVD

1. How was this material brought to your attention? _____

2. What objections do you have to the material? _____

3. Did you read, see, or hear the entire material? _____

 If not, what parts? _____

4. What do you feel might be the result of reading, seeing, or listening to this material?

5. What reviews of this material have you read?

6. In your opinion, is there anything good about this material, any redeeming quality?

7. What do you believe is the theme, the central tenet of this material?

8. What action do you recommend the Library Board take:
- a. ___ Change the item's location (for example from Children's to Young Adult)
 - b. ___ Withdraw the item from the library
 - c. ___ Other (please explain)

9. Comments: (Use back if necessary)

Date _____

Signature _____

Print Name _____

Complaint Represents:

Address _____

Self ___ Other ___

Phone # _____