

Title	Collection Development & Management Policy
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Amendment Prepared by:	Gina Leone, Tory Konecny, Christine Taylor Sept-Nov 2019 Gina Leone April 2023

Statement of Policy

Scott Township Public Library (STPL) acquires, organizes, and provides open access to information, resources, and services that inspire and educate community residents. STPL collects materials in a variety of formats including, but not limited to the following: print, electronic books, periodicals, audiobooks, DVDs, and CDs. The collection is to serve the popular, recreational, informational, and cultural needs of the general public. The collection also reflects the diversity of the community and is accessible to all ages and abilities.

The Library recognizes the *Library Bills of Rights* and the *Freedom to Read Statement* adopted by the American Library Association (see Addendums).

Purpose

The purpose of this policy is to function as a guide in the selection, appraisal, and deselection of library materials, ensuring that staff are able utilize the annual budget effectively and to provide materials that best meet the needs of patrons.

Selection Criteria

General points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand
- Suitability of material for intended audience
- Currency and relevance
- Quality, readability, and style
- Existing library holdings/Availability in the ILS
- Budget/Cost/Value
- Format
- Reviews

The Library will select fiction and nonfiction works of a wide-ranging interest to the general public. In order to build a diverse collection of merit, materials will be considered according to objective guidelines.

- General selection criteria:
 - Selection is governed by the library's mission and values
 - Assessment of community's present and future needs
 - Recognition of and cooperation with other libraries in the consortium
 - Limitations of space and budget
 - Attempts to represent divergent viewpoints on public issues of a controversial nature

Interlibrary Loan

Due to limited budget and space, the library cannot supply all materials that are requested. To meet this need, interlibrary loan is used to obtain, from other libraries, those items that are beyond the scope of the library's collection.

In return for utilizing this service to meet the needs of patrons, the library also lends its materials to other libraries through the same interlibrary loan network. The content of its collection is readily available to all through eiNetwork shared services.

Gifts and Donations

Gifts such as art objects, portraits, antiques or other permanent displays will be evaluated, on a case by case basis, as to their appropriateness for the library space and/or collection. Those gifts that do not aid in furthering the mission of the library may be sold and the funds used to purchase equipment, materials, or to support library activities. Gifts of materials are accepted with the understanding that they will not necessarily be added to the library's collection. The materials will be judged by the same standards of selection as those applied to the purchase of new materials. If the materials are not suitable because of condition, outdated information, or other factors, they will be discarded or sold at the Friends of Scott Township Public Library's book sale. The donor may ask for a receipt for tax purposes. The library does not appraise or fix monetary value to gifts or donations. Memorial donations or honor gifts will be accepted. Acknowledgments of memorial donations will be sent to the family of the deceased and to the donor. The Library Director or his/her designee will select the materials to be purchased with Memorial funds. The library reserves the right to withdraw gifts from the collection on the same basis and using the same criteria as purchased materials. Gifts of cash will be accepted as long as they are freely given to the library without limiting considerations (unrestricted donations). While it is acceptable to designate that monetary gifts be spent for specific needs (such as children's books, etc.) it is impractical for the library to accept gifts that will create undue hardship and additional expenses.

The Library does not accept the following donated materials: Encyclopedias or Dictionaries, Reader's Digest condensed books, Textbooks, Technology materials (older than 2 years), VHS tapes or cassette tapes, Materials that are in poor condition.

Diversity & Statement of Concern

In order to represent the diversity of thought within the community, it is important that the library's collection contain materials representing multiple points of view. The library's selection does not endorse particular beliefs or viewpoints. The library endeavors to offer unbiased and comprehensive resources that will best educate, entertain and engage its patron population. The library strives to adhere to the American Library Association's Library Bill of Rights, which states therein that libraries are responsible for supporting library users' First Amendment rights to read, speak freely, and pursue information.

There may be occasions when a library user objects to a particular item in the library's collection. If a patron questions the tone, content, or placement of an item, the library asks that individual to please address his/her concerns to a staff member first. If a library user wishes to further their objection of the item, a Statement of Concern form is available (Appendix A). Library personnel will review the concern and notify the patron once a decision has been made. If the patron is dissatisfied with the outcome, an appeal can be made to the Library Board. The Board will discuss the matter at their

monthly meeting and notify the patron of the decision. The Board's decision is final. During this time, the item in question will remain available to the public.

STPL does not act in the place of a parent/caregiver. The reading, listening, and viewing activity of a minor patron is ultimately the responsibility of the parent, guardian, or caregiver. It is the parent, guardian, or caregiver that is obligated to guide and oversee a minor patron's development. STPL does not intrude on that relationship.

Maintenance, Evaluation and Deselection

Deselection (also known as weeding) is an essential aspect of library collection development, and is especially important in keeping the collection current. Deselection is an evaluation of library resources intended to remove collection items that have become unutilized or obsolete. This creates space to acquire materials that will circulate with a higher frequency and appeal to the patron population in a more useful way.

The collection will be weeded on an ongoing basis. Books will be discarded according to these general deselection criteria:

Books will be discarded if they:

- Have yellow and brittle pages
- Have broken spines, bindings and/or covers that are irreparable
- Are badly worn or have loose pages
- Are no longer considered accurate or factual
- Have not been used in 2 or more years
- Have been superseded by a newer edition
- Have very fine or illegible print

Discarded books will be sold in book sales sponsored by the Library and the Friends of Scott Township Public Library unless their content is outdated or they are in poor condition. Such books will be given away or destroyed, through a recycling operation if possible.

The procedure for weeding materials from the collection shall be as follows:

1. If the item is to be withdrawn, all property stickers, stamps, and barcodes are "blacked out."
2. Disposal of the deselected material as determined by Library personnel (book sale, donate, recycle).

**Appendix A:
Statement of Concern of Library Materials**

Date: _____

If you have found materials or library resources about which you have concerns, please complete this form to assure prompt, complete consideration by Library Staff.

Material to Review			
Author/Producer:		Publisher:	
Title:			
Dewey number (if any):		Copyright date:	
Type of Material: (circle relevant type)			
Book	Magazine/Newspaper	DVD/CD	Audiobook
Other:			
Did you read, view or listen to the entire work or a portion of the work? (check one box)		All	Part
Please describe your concerns regarding this material:			
What specific pages/sections illustrate your concerns:			
What title would you suggest as a substitute:			
Contact Information			
Your Name:			
Address:			
City:		Zip:	
Telephone:			
Email:			