

## WABASH CARNEGIE PUBLIC LIBRARY

### Collection Development Policy

#### Purpose

The Wabash Carnegie Public Library's collection development policy establishes guidelines for selecting and maintaining the written, recorded, and digital resources that make up the library's collection. It provides:

- Guidance for staff engaged in collection development.
- Transparency to the public regarding our goals, criteria, and reasons for having the collections we do.
- Common ground for library staff, library administration, and the public.

The policy is written by library staff members and is approved first by library administration and then by the Library Board of Trustees.

Library staff active in collection development will review this policy annually to ensure it is responsive to the changing needs of the library organization and the users it serves.

#### Principles:

The Wabash Carnegie Public Library subscribes to the principles of access contained in the Library Bill of Rights adopted by the American Library Association, the Freedom to Read Statement endorsed by the American Library Association Council, and the American Book Publisher's Council. In addition, it subscribes to the Freedom to View Statement, adopted by the American Film and Video Association and endorsed by the American Library Association Council.

**Library Mission:** Our Library is Wabash's gateway to information and ideas – our welcoming space for life-long exploration. As we connect, engage, and inspire, Wabash shines brighter.

**Vision:** Our vision is for the Wabash Carnegie Public Library to be a place of welcome and a gateway to active learning that is community-focused, connected, and respected – an internally adaptable library of excellence for our size.

The library strives to develop a workable collection of standard works of permanent value and popular materials of contemporary significance, striking an overall balance between public demand and diversity of the material. The main factors in selecting materials are the interest and current needs of the community, the individual merit of each item, and the library's existing collection, budget, and services. Materials added to the collection shall be evaluated on the entire content, not detached excerpts. Materials shall not be excluded because of the creator's origin, age, background, or viewpoint.

## Responsibility

The Library Director, with the aid of the staff, shall be free to use their judgment in the selection, retention, and withdrawal of materials within the provisions of the selection policy.

The Board of Trustees does not interpret its function, nor of its administrator, as the supervisor of public morals. Instead, the Board believes in the individual's freedom and the right and obligation of the parents and guardians of minor children to develop, interpret, and enforce their codes of acceptable conduct within their households.

The Library Director, staff, and Board of Trustees recognize that they have a collective responsibility to comply with the provisions of any state legislature and a duty to comply with our United States and Indiana State Constitutions.

## Material Selection

Library Materials are selected based on reviews and recommendations of professional reviewers; citations and annotations in library periodicals; bibliographies by authorities in the library profession or other subject field; professional or other publications covering a particular field; inclusion in a database of titles supplied by a vendor of library materials; inclusion in reading lists room from high schools, colleges and universities, and other educational and recreational organizations; patron recommendations; and listing in publisher's catalogs.

The following current selection aids, both online and in print, are most often consulted by the Wabash Carnegie Public Library: *Booklist*, *Library Journal*, *School Library Journal*, *Publisher's Weekly*, *Baker and Taylor's Book Alert and Forecast*, *Kirkus*, *Book Marks*, and *New York Times Book Review*.

The following online and print selection guides are also used: *Best Books for Children*; *Best Books for Junior High Readers*, *Best Books for Senior High Readers*; *Children's Catalog*; and *Core Collection guides (fiction & non-fiction for children's)*.

**General Criteria:** The following applies to all acquisitions:

- Community Demand
- The creator's reputation and general significance as an author, editor, or illustrator
- Scarcity of material on the subject, both in the collection and in a publication, generally
- The relationship of the subject matter to the collection
- Timeliness or permanence of the work
- Accuracy and authoritativeness
- Appropriateness for, and ease of use by, the intended audience
- Reputation and standing of the publisher
- Price and availability

- Format and ease of use
- Physical quality and size
- Availability of the material in other libraries within an accessible local, regional, or state network

**Age-Specific Criteria:** In addition to the above, specific criteria apply by material age level materials as below:

- Adult Books: The fiction and non-fiction collection shall be developed as a gateway to information and ideas.

Non-fiction shall be selected according to its factual accuracy, usefulness, and compatibility with community and collection development needs as the library seeks to identify current areas of strong community interest and provides coverage in its collection development plans. Emphasis is placed on self-education, personal interests, and enrichment, practical and recreational needs, the research needs of middle and high school students, and applied science and technology.

Non-fiction includes local history and genealogy materials that document Wabash County's history. In addition, non-fiction includes circulating and non-circulating (reference) materials.

Adult fiction shall be selected based on literary merit, significance, and need for the book in the collection. Community demand shall play a vital role in determining emphasis upon the works of specific authors. Adult fiction is a circulating collection. Therefore, various formats shall be provided to meet the needs of different community segments and shall include large print, paperback, and a standard print in hardcover.

- Young Adult Books: The Library shall provide a separate fiction collection for young adults ages twelve to eighteen.

The selection of young adult books shall follow the general selection criteria, the specific selection criteria outlined for materials published specifically for this age group, and suitable adult materials.

Young adult books shall be selected from the literature that responds to change within the juvenile population. These include titles of works that have problematic themes, as well as titles geared to readers from a variety of socioeconomic and cultural backgrounds.

- Children's Books: The Library shall provide a separate book collection for children ages birth to eleven (pre-school through grade six). The children's book collection shall cover a wide range of sophistication and reading levels to satisfy a child's recreational reading needs and the demands of a typical elementary school curriculum.

Exposure to a broad selection of informational and recreational materials stimulates a child's desire to read and to grow intellectually. However, the final responsibility for an individual child's choice of library materials shall rest with the parent or guardian.

Juvenile fiction plays a vital role in a child's learning experience through its ability to introduce a wide range of experiences that otherwise may never be encountered by the child. Juvenile fiction shall be selected based on the literary merit and validity of the theme. The fiction collection shall be categorized by age, grade, and/or reading level.

Juvenile non-fiction shall be purchased for various maturity levels and for parents and teachers to use with children. An effort shall be made to obtain only authoritative and up-to-date material.

Non-fiction is a circulating and non-circulating (reference) collection.

**Other Criteria:** In addition to the general criteria, other materials use the following:

- Periodicals: The Library shall subscribe to periodicals to meet the cultural, educational, informational, and recreational needs of adults and children. Periodical titles shall be reviewed annually to ensure maximum usefulness to the public, taking into consideration the annual budget and the following criteria:
  - Community interest
  - Accuracy and objectivity
  - Accessibility through electronic databases and paper indexes
  - Need as a reference source
  - Recommendations from professional sources such as *Katz's Magazines for Libraries*
  - Price
- Newspapers: The Library shall subscribe to selected local, state-level, and national newspapers as needed. Limited back issues of *The Wabash Plain Dealer* will be kept. *The Wabash Plain Dealer* will also be maintained on microfilm and digitally for genealogy and local history research.
- Information/Vertical Files: The information files supplement the book and magazine collection by presenting brief and current information on various subjects, including genealogy and local history.
- Non-print Materials: The Library shall provide a gateway to information and ideas by providing various formats of non-print materials.
- DVDs/Blu-Rays: Feature-length films for all ages shall be provided to complement the library's total collection. Emphasis shall be on instructional, documentary, family-friendly, and educational DVDs/Blu-rays.
- Software and Online Services: The Library shall provide educational, informational, and instructional software and online Internet access for the public on the library's public-access microcomputers.

#### Collection Maintenance

**Staff Process:** Materials in all formats shall be withdrawn from the collection due to outdated information, poor physical condition, duplicate copies, duplicate data, or lack of use and space. The primary purpose of withdrawing materials ("weeding") is to ensure the vitality of the collection and its

usefulness to the community and to make room for newer materials. The library uses the CREW method as a guideline for this work.

**Community Involvement:** The Library welcomes and encourages community involvement concerning collection development. The library fully supports the quest for knowledge. Intellectual Freedom is acknowledged and protected. Patrons may suggest items for purchase, donate materials for possible inclusion in the collection, and request a review of materials in or removed from the collection. A patron wishing to suggest an item's purchase for the collection may do so at any service desk or through the email contact form on the library's website. If a patron believes an item has been weeded incorrectly or should be removed from the collection may fill out a *Request for Reconsideration* form, available at any service desk or the library's website under "Policies and Fees" on the "About WCPL" page.

**Formal Reconsideration:** For library material to be considered for reconsideration, the person(s) making the request must complete a written *Request for Reconsideration*. The form must be completed first and foremost before the reconsideration process begins. Once the completed Request for Reconsideration form is submitted to the library, it will be given immediately to the Library Director for review. Only library borrowing cardholders, property owners in the library districts, or residents of the City of Wabash can bring reconsideration of library material requests forward.

The Library Director will review the completed Request for Reconsideration form and contact the library patron to notify the person of receiving the form and any pertinent questions. No reconsideration decision will be made in that communication. The Library Director and one or two designated Library Board Trustees will read the library material. The Library Director will decide on any action in alignment with this policy and in consultation with library staff in two weeks at the earliest. The library material for reconsideration will remain in the collection during the review process.

A patron who would like to appeal the decision may attend the library's next Board of Trustees meeting to present his or her arguments. Any documentation submitted by the patron must be delivered to the Library Director one week before the meeting. Hence, Trustees have ample time to review the presented documentation. The Library's Board of Trustees will have a final decision regarding the library material authority at the subsequent Board meeting.

Once WCPL completes the reconsideration process for a specific title, that decision stands for three years and will not be revisited for three years.

Approved 3/22/23 by Board of Trustees