

WABASH CARNEIGE 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 members of the library staff and is approved first by library administration and then by the Library Board of Trustees who represent the public.

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, and 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 – and that is 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 interest and current needs of the community, the individual merit of each item, and the library's existing collection, budget, and services are the main factors in selecting materials. All materials added to the collection shall be evaluated on the content of the whole and not by detached excerpts. No material shall be excluded because of the origin, age, background, or viewpoint of the creator.

Responsibility

The Executive 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 that of its administrator, to be the supervisor of

public morals. The Board believes in the freedom of the individual 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.

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 periodicals covering a special 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 selection guides both online and in print 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 apply 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 book 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. The library seeks to identify current areas of strong community interest and provides coverage in these areas in its collection development plans. Emphasis is placed on self-education, personal interests, and enrichment, practical and recreational needs, recreational needs, the research needs of middle school and high school students, and applied science and technology.

Included in non-fiction are local history and genealogy materials which document the history of Wabash County. Non-fiction includes circulating and non-circulating (reference) materials.

Adult fiction shall be selected based on literary merit, the significance of, and the need for the book in the collection. Community demand shall play a strong role in determining emphasis upon the works

of specific authors. Adult fiction is a circulating collection. Various formats shall be provided to meet the needs of different segments of the community and shall include large print, paperback, as well as 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, plus the specific selection criteria outlined for materials published specifically for this age group, as well as 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 both 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. The final responsibility for an individual child's selection of library materials shall rest with the parent or guardian.

Juvenile fiction plays an important role in the learning experience of a child 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 identified in broad categories by age, grade, and/or reading level.

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

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 through the provision of 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 an instructional, documentary, family-friendly, and educational DVDs/Blu-rays.
- Software and Online Services: The Library shall provide educational, informational, and instructional software, online Internet access for use by 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 information, or lack of use and space. The primary purpose of withdrawing materials ("weeding") is to ensure the vitality of the collection, 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 with respect to 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 collection, and request a review about 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: Staff receiving a written *Request for Reconsideration*, will give it immediately to the Executive Director for review.

The Executive Director will review the material and contact the customer to ask further questions. The Executive Director will decide as to any action in alignment with this policy and in consultation with library staff and/or the Board of Trustees as appropriate. The Executive Director will notify the patron in writing of the library's decision on the matter.

A patron who would like to appeal the decision may attend the library's next Board of Trustees meeting. Any documentation the customer wants to present to the Board of Trustees must be delivered to the Executive Director one week before the Board meeting, so Trustees have ample time for review. The Library's Board of Trustees will have a final decision on making authority on the matter.

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

APPROVED BY LIBRARY BOARD OF TRUSTEES: April 19th, 2022



WABASH CARNEGIE
PUBLIC LIBRARY