

Collection Development Policy

Adopted: 04/14/1992
Last Reviewed: 10/11/12
Last Revised: 11/16/17

Mission Statement

The mission of the Walworth-Seely Public Library is to build community by engaging, educating and enriching the lives of our patrons. The library seeks to provide a welcoming environment, a qualified staff, a wide variety of materials in all formats, programs for patrons of all ages and access to current technology. In so doing, the library subscribes to the principles in the First Amendment to the United States Constitution, the Library Bill of Rights adopted by the American Library Association, the Freedom to Read Statement of the American Library Association (see appendices).

Collection Development Policy Purpose

The purpose of the collection development policy is to provide guidelines for acquisition and withdrawal decisions, the allocation of resources and long-range planning in accordance with the library's mission statement in order to establish a collection of works that meets the educational, recreational and business needs of the community.

Collection Maintenance

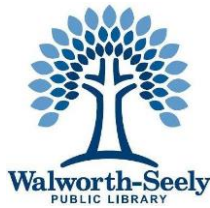
A strong collection requires ongoing evaluation and maintenance. Materials will regularly be weeded from the collection based on the following criteria: outdated or superseded, infrequent use, physical condition, and relevance. Replacements and updated editions are purchased when warranted. Discarded materials may be sold, donated, or recycled as the Director determines. Standards for materials withdrawal are detailed in the CREW Manual (see appendices).

Responsibility for Selection

Ultimate responsibility for materials selection rests with the Director who works within the framework of policies as established by the Board of Trustees. The selection of materials is the responsibility of the library staff under the supervision of the library director or department heads.

Criteria for Selection

Materials will be selected to meet the informational, educational, and recreational needs and interests of the community. Materials will represent a variety of viewpoints on current and historical issues. Staff will select materials in a variety of formats using published reviews, professional and trade publications, and patron requests and recommendations. General selection criteria for all materials includes, anticipated and popular demand,



accuracy and currency of information, age appropriateness, cost, historical significance, literary and/or artistic merit, significance of the author, and the strengths and weaknesses of the existing collection. An item need not meet all of these criteria to be selected. Patron requests will be evaluated based on the above selection criteria as well as the availability of materials offered by the libraries within the Pioneer Library System (PLS).

Reconsideration of Material

Anyone who wishes the Library to reconsider the acquisition or removal of an item must fill out a "Request for Reconsideration of Material" form (see appendices). These forms are available at the Walworth-Seely Public Library desk. The request is reviewed by the Library Director. A written response will be sent to the person requesting a change. If the person requesting a change is not satisfied with the decision, he or she may then appeal in writing to the Director. The Director will review the material and issue a response. If the person requesting a change is still not satisfied, he or she may appeal to the Board of Trustees. The Board of Trustees President will respond to the person requesting the change in writing. The decision of the Board is final.

Appendices

Library Bill of Rights:

<http://www.ala.org/advocacy/intfreedom/librarybill>

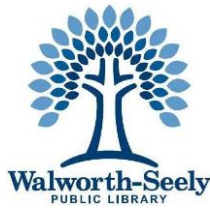
Freedom to Read Statement:

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

The First Amendment:

<http://www.ala.org/advocacy/intfreedom/censorshipfirstamendmentissues/firstamendment>

Request for Reconsideration of Materials form: See below



Request for Reconsideration of Library Material Form

~ One item allowed per form ~

Requestor: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____ Email: _____

Name of Group: _____

ITEM TO BE RECONSIDERED: _____

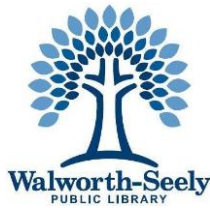
Details (please provide as much information as possible including: author, title, publisher, date of publication, format, etc.)

Did you view/read the entire item? ____ yes ____ no

If not, what sections did you view/read? _____

Reason for request of reconsideration:

Signature: _____ Date: _____



STAFF USE ONLY

Received on (date): _____ Staff Name: _____

ACTIONS:

_____ Reviewed by Library Director (Date: _____)

_____ brought before Library Board (if applicable - Date: _____)

_____ Current status maintained (Date: _____)

_____ Moved to another section of the library (Date: _____)

_____ Request withdrawn (Date: _____)

Requestor notified of action(s) on (date): _____

Response: _____

Date request file closed: _____

Library Director's Signature: _____

Library Board Member Signature (if applicable): _____