

Collection Development Policy of the Hazel Green Public Library

This policy and associated appendices have been approved and adopted by the Hazel Green Public Library Board of Trustees on this, the 1st day of June, 2015.

Purpose of the Collection Development Policy

The Hazel Green Public Library (herein known as “the Library”) accepts and embraces its position in providing materials required and desired by the Hazel Green community and the Southwest Wisconsin Library System with the purpose of connecting people to information, ideas, and experiences for enjoyment, enrichment, and community cohesiveness. The Library will provide free and equitable access to Library collections to all users but is not responsible for monitoring any person’s usage of materials; parents/guardians are responsible for monitoring material usage by their children.

The Library acknowledges the important role of the community in collection development by welcoming suggestions for selection and addition to collections, monitoring requests, and evaluating the collections on an ongoing basis. In selection of materials, Library staff will use professional reference resources, judgment, knowledge, and experience as guides. Management and development of the collections is not solely about selection, but will include investigation of interlibrary loan availabilities, judgment of material donations, and deselection/withdrawal/weeding of materials from the collection.

The Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as shown in its Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, Code of Ethics, and Core Values of Librarianship Statements (for retrieval information please see attached Appendix A). With the intention of supporting the goal of an informed public, the Library will represent diverse points of view, and may include materials that some members of the public consider controversial in nature; this policy provides a plan for requests of removal of items.

Scope of the Collection

The Library’s goal is to provide diverse materials that reflect a wide range of views, expressions, opinions, and interests within budgetary and space limitations. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers. Specific acquisitions may include items that are unorthodox or unpopular with the majority, or controversial in nature. The Library’s acquisition of these items does not constitute endorsement of their content but rather makes available their expression. Library materials will not be marked with indicators of approval, or disapproval, of their contents. No Library material will be sequestered unless the director feels there is a significant risk for damage or theft.

While providing diversity, the Library also strives to reflect the needs and desires of the local community. As such, attention is paid to patron demand and requests for items. The Library will be aware of the resources available in Southwestern Wisconsin Library System libraries utilizing the integrated library system and will develop its collection with these resources in mind. In general, scholarly, highly specialized, or archival materials are beyond the scope of the Library's collections, but the Library strives to acquire items that enhance its position as a resource for local history.

Responsibility for Selection

Selection of materials is the administrative responsibility of the Director in cooperation with staff and public input. The selection of materials directly affects other Director responsibilities of balancing the Library’s budget and the need for consistent, though not necessarily abundant, flow of materials into the Library. While a new item may be acquired, there is no guarantee that the item will be ready for checkout immediately; adequate time and staffing is required for the processing of materials. If staffing levels, expertise, and/or time allowances change and delegation of selection responsibilities becomes

possible, responsibility can be re-evaluated. The Library Board of Trustees is the final authority in determination of policy to guide the selection of materials.

Criteria for Selection

All acquisitions, whether purchased or donated, are considered in terms of the following standards.

- Accuracy and timeliness of information
- A need for added material in subject area
- Special needs of library patrons for materials in accessible formats
- Challenging, original, or alternative point of view
- Reputation and/or significance of the author/artist and publisher/producer
- Authority, competence and purpose of the author/artist
- Historical significance
- Importance as a document of the times
- Value of resource in relation to price
- Budgetary restrictions
- Physical limitations of the building
- Popularity of specific collection and circulation

An item need not meet all of the criteria in order to be acceptable.

Several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community. Since the Library does not promote particular beliefs or views, the collection will contain various positions on important questions, including unpopular or unorthodox positions. Works that present an aspect of life honestly are not necessarily excluded because of frankness of expression. Materials are judged as a whole rather than on isolated passages.

The Library strives to accommodate the community needs and desires, but may not have the resources to buy every item requested. Requests will be researched by staff; if it seems the item would be of interest to more than one person, selection will be considered. Patrons are encouraged to search the online catalog before requesting (or gifting) new items.

New formats of materials shall be considered for the collection when there is evidence of its need or desire displayed by local requests, or when a significant portion of the community population has the necessary technology to make use of the format. Interlibrary loan is used to obtain, from other libraries, those materials that are beyond the scope of this Library's collection. The use of the interlibrary loan is not a substitute for purchasing materials that have a high number of reserves or is a popular item. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Library agrees to lend its materials to other libraries through the Wisconsin interlibrary loan networks.

Gifts/Donations

The Hazel Green Public Library appreciates gifts and donations. The same criteria used when purchasing materials is applied to gifts, thus it is desirable for gifts or for specific titles to be offered after consultation with the Director. Specific memorial books can be ordered for the Library by patron request if the request meets the criteria established in this policy. If no specific book is requested, book selection will be made by the Director.

The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or datedness, the Director will dispose of items with priority given to selling item in the

Library's Book Sale and donating the items to other system libraries, or organizations in need of books. The Library will not appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor. All items donated to the Library become the property of the Library, which has no obligation to retain ownership of the item(s). Monetary donations, bequeathals, or other unorthodox donations are controlled by the Library Board.

Weeding and Withdrawals

When collections are full of materials that are of no use, interest, or appear unattractive, the circulation of Library materials can be negatively impacted. Materials that are not circulated affect the Library's funding formula, thus it is important that materials be withdrawn if they are not meeting the following criteria during collection evaluation:

- Accuracy and timeliness of information
- Physical condition of materials
- Availability of newer, more comprehensive material
- Significance to collection and scope of collection
- Ease of borrowing materials from another Library
- Relevance to community needs and interests
- Date of last circulation and number of circulations
- Number of copies in the collection

Obsolete materials and formats should not be kept in the collection if they are no longer circulating (e.g. VHS and audiocassette tapes). Additionally, if the information presented is dated (e.g. computer or medical information), it is important for these items to be withdrawn and potentially replaced with current information. Materials that perpetuate incorrect/uneducated views with stereotypical illustrations or text should be weeded from the collection. The ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Challenged Materials

The Library recognizes that some materials may lead to requests for removal from the collection; therefore, a "Statement of Concern Regarding Library Materials, Services, or Operations" (see Appendix B) has been developed to assure that objections or complaints are handled in an attentive and consistent manner. Once an item has been approved for purchase, based on the selection policy of the Board of Trustees and the criteria for selection, it will not be automatically removed upon request.

The "Statement of Concern Regarding Library Materials, Services, or Operations" must be completed and returned to staff at the Library. The form will be given to the Library Director who will review the request in relation to the "Collection Development Policy of the Hazel Green Public Library". The Director will communicate the decision, along with the reasons for it, in writing to the individual who initiated the request. During the review process, the material under consideration will remain in circulation.

If the individual desires further action, he/she may appeal in writing to the Library Board of Trustees, requesting a hearing before the Board of Trustees. If a hearing is granted, the individual will be notified of when he/she may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

Appendix A

Retrieval Information for American Library Association's Principles

(Printed copies of these principles are available at the circulation desk.)

Library Bill of Rights:

Retrieved from <http://www.ala.org/advocacy/intfreedom/Librarybill>

Freedom to Read Statement:

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

Freedom to View Statement:

Retrieved from <http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

Code of Ethics:

Retrieved from <http://www.ala.org/advocacy/proethics/codeofethics/codeethics>

Core Values of Librarianship:

Retrieved from <http://www.ala.org/advocacy/intfreedom/statementspols/corevalues>

Appendix B

Statement of Concern Regarding Library Materials, Services, or Operations

To report concerns about materials, services, or operating procedures, please complete this form clearly and legibly indicating the nature of your concern. Please use blank space at the end of this form if you need additional space. Once completed, deliver this form to the Library Director. Upon receipt, this form becomes a matter of public record: (Wisconsin Statutes 19.32). The Director will evaluate this statement and will then contact you in writing describing the decision and reasons behind it. If, at that point, you are not satisfied with the decision you may submit a written request to have a hearing with the Library Board of Trustees.

FIRST & LAST NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ (home/cell) _____ (work)

1. CONCERNS REGARDING: (circle one) *Material* *Service/Program* *Operations*

- Type of Library material: _____
Title: _____
Author or producer: _____
Have you examined the material in its entirety? ____ YES ____ NO
- Type and/or Title of Service/Program: _____
Date and Time: _____
- Type of Operation: _____
Date and Time: _____
Staff/Volunteer Involved (if known): _____

2. THOROUGHLY DESCRIBE THE ITEM/SERVICE/OPERATION. INCLUDE SPECIFICS ABOUT MATTERS THAT CONCERN YOU.

3. WHAT ACTION WOULD YOU RECOMMEND THE LIBRARY TAKE?

4. DO YOU HAVE SUGGESTIONS FOR OTHER ITEMS/SERVICES/OPERATIONS THAT THE LIBRARY COULD CONSIDER IN LIEU OF THE ONE OF CONCERN?

YOUR SIGNATURE _____ TODAY'S DATE _____