

Reedsburg Public Library Selection Policy

01/09/2014

The Reedsburg Public Library serves as a free source of reliable information and materials using traditional library resources and emerging technologies to help meet the community's education, information and recreation needs.

It is the Library's goal to provide our community with library materials that reflect a wide range of formats, views, expressions, opinions and interests, to organize these materials for ready access and to offer guidance and encouragement in their use. We must serve the community with reliable and readily available sources of information and reference, as well as meet users' leisure and recreation needs. The library must always be alert to and anticipate the future needs of our community. To fulfill requests for specialized or technical information needs, we will utilize the resources of the South Central Library System, Outer Library Loan services and referral to other repositories and community resources as necessary.

Responsibilities for Collection Development

Selection of all materials shall be the responsibility of the staff operating within the framework of policies determined by the Library Board of Trustees, and based on the criteria cited herein. The ultimate responsibility for collection development rests with the Library Director, who operates under the oversight of the Library Board and established policies.

Criteria for selection

- Appeal to the general-interest reader
- Relevance to present and potential community needs
- Suitability of subject and style for intended audience
- Holdings and availability of other area library resources
- Relation to existing collection and other materials on subject
- Comprehensiveness, depth of treatment and authority of subject matter
- Reviews in professional journals, popular periodicals and other media
- Reputation of the publisher or author in the subject field
- Quality of the writing (i.e. style, readability)
- Organization of the contents (use of indexes, Bibliographies)
- Physical format (binding, typography, design, etc.) and price
- Popularity of the author, title or topic based on past experience or current demand
- Literary or artistic merit
- Timeliness, accuracy and objectivity
- Preservation of a balanced viewpoint within the collection

Formats

The library purchases materials in a wide variety of established formats. New formats shall be considered for the collection when evidence suggests that a significant portion of the community population has the necessary technology to make use of the format. Availability of the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a format will be collected. Similar considerations will influence the decision to remove a format from the Library's collection.

Patron Recommendations

Patron recommendations are considered for all formats and are evaluated by staff using the selection criteria outlined by this policy. While all items requested may not be deemed suitable for inclusion in the library's collection, staff will make reasonable efforts to obtain the requested item(s) through available channels.

Collection Maintenance, Replacement and Weeding

Library staff regularly review items in the collection to ensure that they continue to meet patron's needs. Materials that are worn, damaged, unused, old editions or unnecessarily duplicated are removed. It is the responsibility of library staff to assess the need for repair or replacement of materials that are damaged, destroyed or lost. Items are not automatically replaced.

Replacement decisions are based on need, demand, budget and criteria for selection. Materials removed from the collection may be made available to other libraries or institutions or transferred to the Friends of the Reedsburg Public Library for sale by that organization. Materials unsuitable for transfer or sale will be discarded.

Requests for Reconsideration of Library Materials

Specific acquisitions may include items that may be unorthodox, unpopular or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content. Selection of materials is made on the basis of the principles set forth in this policy and not on the basis of anticipated approval or disapproval or on the possibility that they may come into the possession of audiences for which they were not intended. Library users make their own choices as to what they will use based on individual interests and concerns. Reedsburg Public Library supports the right of each family to decide which items are appropriate for use by its members. Materials are judged on the basis of the work as a whole, not on a part that may be taken out of context. Library material will not be marked or identified to show approval or disapproval of their contents and no library materials will be sequestered, except to protect it from injury or theft.

Patrons requesting that an item be withdrawn from the collection may complete a "Request for Reconsideration of Materials" form, a copy of which is included as part of this policy. Once the form has been fully completed and returned to the Library Director, the inquiry will be placed on the agenda of the next regular meeting of the Library Board of Trustees. Their decision will be final.

References

American Library Association Library Bill of Rights
<http://www.ala.org/advocacy/intfreedom/librarybill>

American Library Association The Freedom to Read Statement
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

American Library Association Freedom to View Statement
<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>