

# **WESTFIELD WASHINGTON PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY**

## **INTRODUCTION**

This policy is intended to serve as a guide for library staff in building and maintaining a collection to meet the needs of the residents of the Westfield Washington Public Library service area. Collection development includes the selection, acquisition, and removal of all print, non-print and electronic resources.

## **MISSION STATEMENT**

The Westfield Washington Public Library will strive, in partnership with local organizations, to provide quality services, materials and facilities that fulfill the educational, informational, technological, cultural and recreational needs of the entire community.

## **RESPONSIBILITY**

Collection development is entrusted to the Director of the Westfield Washington Public Library as directed by current policies that have been adopted by the Library Board of Trustees. The delegation of responsibilities for selection in specific subject areas and formats regarding the evaluation, acquisition, retention and withdrawal of materials rests with the Library Director.

## **SCOPE**

The scope of the collection is intended to meet the cultural, educational, informational and recreational needs of all residents of Westfield Washington Public Library service area by offering a choice of level of difficulty, format and treatment within current budget guidelines and constraints. In October of 2009 the library became a member of Evergreen Indiana, a statewide library consortium. Member libraries share a combined online catalog, allowing their patrons access to hundreds of thousands of library materials owned by other member libraries. Most of these items may be placed on hold and borrowed via an inter-library courier service. In order to better serve the needs of its residents, the Library staff will encourage the use of Interlibrary Loan for those items that are not available from another Evergreen Indiana member library and are infrequently requested. The emphasis is on acquiring materials of wide-ranging interest and varying complexity for the general public. The collection is reviewed and revised on an on-going basis to meet the evolving needs of this community.

## **SELECTION CRITERIA & TOOLS**

The following selection criteria are not ranked in any particular order:

- A. Popular demand and requests
- B. Favorable reviews from professional library resources
- C. Accuracy of information
- D. Budget
- E. Individual merit of each item
- F. Availability of material
- G. Relationship of existing materials in collection
- H. Balance of diverse points of view
- I. Core collection enhancement

The Library's existing collection, the interests and needs of the community, the individual merit of each item, the Library's budget and its services are the primary factors taken into account when selecting materials. Being a member of the Evergreen Indiana Library Consortium in no way removes the Westfield Washington Public Library's responsibility to purchase library materials for its service area's taxpayers and the Library will continue to make purchases suitable for its local users based on the aforementioned factors. Each title is judged as a whole; isolated passages in and of themselves are not used as selection/deselection criteria. As far as possible, the Library will provide materials providing various viewpoints about controversial issues that illustrate careful study, give evidence of a sincere desire to be factual, and are written in a fair manner.

### **WEEDING, DISCARDING AND REPLACEMENT OF MATERIALS**

In order to maintain a vital collection which meets the needs of our community, the examination of materials is an ongoing process. Weeding will be done with the same care and thought as selection. An item may be considered for discard when it is: obsolete or contains inaccurate information, is worn in appearance, is damaged beyond repair, no longer circulates, or is a multiple copy. Withdrawn materials may be donated to the Friends of the Westfield Library. Materials chosen for withdrawal may be replaced if they are still in print and are of continuing value to the collection.

### **FORMAT**

Formats include print, audiovisual, non-print, multimedia materials and downloadable materials. Library staff monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection. Choice of new formats will be based on customer demand, community trends, new product development and positive critical reviews.

### **INTERLIBRARY LOAN**

The Westfield Washington Public Library cannot purchase all materials. Interlibrary loan is used for items that are not available through Evergreen Indiana, and will not be purchased due to limited budget, space, availability or being beyond the scope of the library's collection.

### **DONATIONS**

The library accepts gifts of materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. The library retains the authority to accept or reject gifts and to make all decisions as to their use, housing and final disposition. Materials not added to the collection may be donated to the Friends of the Westfield Library, with all profits benefiting the Westfield Washington Public Library. A receipt for tax purposes is available upon request. By law, library staff are not allowed to assess a "fair market" value to the donation. Donations not accepted include but are not limited to: magazines, damaged items, outdated technical or medical books, or items which are damp or smell of mold or mildew.

### **GIFTS**

Memorial gifts of materials or money are gladly accepted with suitable recognition placed in the item if requested. Specific memorial books can be ordered for the library on request of a patron if the request meets the established selection criteria. The Westfield Washington Public Library encourages and appreciates gifts.

## **CHALLENGED MATERIALS**

The Westfield Washington Public Library staff recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Patrons requesting that material be withdrawn from or restricted within the collection should first be given a "Statement of Concern About Library Resources" form to fill out. This will then be forwarded to the appropriate department manager. Upon request the department manager will contact the patron. The form is then given to the Library Director. If the patron is still unsatisfied the Library Director may take the request before the library board.

## **ELECTRONIC RESOURCES /INTERNET**

The criteria and tools used to select printed materials also apply to the selection of electronic resources that include, but are not limited to, online services, online commercial databases and resources on the Internet. A link to a website from WWPL does not imply endorsement of the contents of that site or of a particular point-of-view.

Internet access is provided to the Westfield Washington Public Library through the Westfield Washington School System. Due to the nature of this connection some sites may be filtered. Links to other sites are selected in a broad range of areas representing a variety of viewpoints. Broken links and outdated and/or inaccurate material should be brought to the attention of the Westfield Washington Public Library webmaster.

Adopted by the WWPL Board on June 9, 2010