

# Hales Corners Library Collection Development Policy

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## Introduction

The Library Board of Trustees has adopted the following collection development policy to guide librarians and to inform the public of the principles upon which the library's collections are developed and maintained.

The mission statement of the Hales Corners Library guides the selection of materials as well as the development of services and the allocation of resources.

*"Our mission is to provide the community with a space dedicated to the power of knowledge and technology, the world of culture, and the joy of reading by providing excellence in library services, resources, and programs."*

The Library supports an individual's right to have access to ideas and information representing all points of view. The Library Board of Trustees has adopted the American Library Association's Library Bill of Rights, The Freedom to Read Statement, and The Freedom to View Statement. (See attachments.)

## Objectives

The Hales Corners Public Library acquires and makes available materials, which inform, education, enrich and entertain individuals from our community. Since it is not possible for any library to acquire all materials, it is necessary to employ a policy of selection in acquisitions. The Library provides, within its financial limitations, a collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as materials on current issues. Within the framework of these broad objectives, selection is based on community needs, those expressed and those inferred from study of community demographics and evidence of areas of interest.

New formats shall be considered for the collection when, by industry report, national, regional and local survey results as well as evidence of requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will all be factors in determining when a new format will be collected. Similar considerations will influence the decision to stop acquiring a format or remove it from the Library's collections.

Impartiality and judicious selection shall be exercised in all materials acquisition practices. Allocation of the materials budget and number of items purchased for each area of the collection will be determined by indicators of use, average cost per item, and objectives for development of the collection. The Library will be aware of the resources in surrounding libraries and will develop its collection with this in mind. In general, scholarly, highly specialized, or archival materials are beyond the scope of the Library's collections.

## **Responsibility for Selection**

Ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. Those staff members who are qualified by reason of education, training, or experience share this responsibility. The adult and children's services librarians oversee the selection process and ensure that selections reflect the Hales Corners Library Collection Development Policy. The adult and children's services librarians use appropriate selection tools and track the materials budget to ensure a flow of new materials throughout the year, according to budget allocation. Suggestions from staff members who are not directly involved with selection as well as suggestions from individuals using the library are encouraged and given serious consideration in the selection process.

## **Criteria for Selection**

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, awareness of the bibliographies on the subject, and recognition of the needs of the community.

To build a well-balanced collection of merit and significance, materials in all forms must be measured by objective guidelines. Since the Library does not promote particular beliefs or views, the collection will contain various positions on important questions, including unpopular or unorthodox positions. The Library actively strives to ensure that materials representing many differing views and a broad diversity of human thought and creativity are represented in its collection. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers.

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. Responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians.

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

1. General criteria:
  - Existing collection needs
  - Relevance to community needs
  - Customer demand
  - Significant or reputable author or publisher
  - Attention of critics and reviewers
  - Important human or social insight
  - Representation of current ideas, events, or mores
2. Criteria for non-fiction works:
  - Accurate, clear and logical presentation
  - Comprehensive and complete treatment

- Author's qualifications
  - Of lasting value or current need
  - Original point of view
3. Criteria for fiction works:
    - Vitality and originality
    - Artistic presentation or experimentation
    - Well developed plot and characterization
    - Authentic setting
    - Representation of important genre or trend
  4. Selection may also be limited by the following factors:
    - Physical limitations of the building
    - Price and format
    - Availability of low-demand materials in other library collections
  5. Selection of library materials will not be influenced by:
    - The possibility that they may come into the possession of children or young adults.
    - The liability of materials to theft or mutilation.
  6. Criteria for curriculum or education program needs:
    - The Library does not attempt to meet curriculum needs of education programs.
    - Textbooks are acquired if they serve the general public by providing information on subjects where little or no material is available in any other form.
  7. Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials and reviews from reputable sources. Suggestions from library customers are welcome and are given full consideration.

### **Donations and Gifts**

Donations of materials are gratefully accepted with the understanding that the Library may add them to the collection if they meet established standards for purchased materials, with emphasis on currency, physical condition, and need. All gifts added to the collection must be available for public use. Materials not added to the collection will be given to the Friends of the Hales Corners Library for use in their book sale or to be disposed of by other means. The Library cannot place a monetary value on gifts for tax purposes, but receipts are provided upon request.

Since most publications of fraternal, club, and service organizations are of interest only to members, these will be accepted only if they have a broader appeal to a general audience. Gifts of funds are always welcome and may be designated as memorials. Gifts of non-library items such as portraits or art objects ordinarily will not be accepted.

### **Withdrawal of Materials**

An attractive, up-to-date, currently useful collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the library collection after careful consideration of these factors:

- physical condition

- currency of information
- lack of use
- superseded by a new edition or better work on the same subject

Materials withdrawn from the collection may be given to the Friends of the Library for use in their book sale or disposed of by other means. Individual items that are being withdrawn may not be saved for specific individuals.

### **Recommendation for Item to be Purchased**

The Hales Corners Library provides a service for individuals to make recommendations for an item(s) to be purchased by the Library and added to the Library's collection.

### **Procedure for Recommending Item to be Purchased**

If an individual is unable to locate an item in the online catalog (CountyCat) and would like to make a suggestion for purchase, the individual may request the item be considered for purchase in the following manner:

1. A "Recommend Item to Purchase" form is completed and returned to the Library Director. The Director will forward the request to the appropriate staff member responsible for selection.
2. The staff member shall review the recommendation, check the library's collection for need (e.g. need for this subject, author, format, duplication etc.) and for appropriateness of the material for the Hales Corners Library, using the criteria for selection noted above.
3. If the material is purchased and added to the library's collection, a hold will be placed for the individual making the request if desired and the individual will be notified when the item is ready to be picked up at the Hales Corners Library.
4. If the material is not added to the collection, the Library Director shall notify the individual of this decision.

## **Requests for Reconsideration**

The choice of library materials by library users is an individual matter. While an individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have 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.

### **Procedure for Request for Reconsideration**

Any individual expressing an objection to or concern about library material shall receive respectful attention from the staff member first approached. This staff member shall direct the individual to the librarian-in-charge. The librarian-in-charge shall listen carefully to the person's concerns and use his or her own best judgment in attempting to answer the concerns or clarify the situation. If the individual is not satisfied with the explanation received, the librarian-in-charge shall offer the options of speaking with the Library Director or filling out a "Request for Reconsideration" form. The individual may ask for reconsideration of the library material in the following manner:

1. A "Request for Reconsideration" form is completed and returned to the Library Director. The Director will respond to the individual, advising him/her that there will be a review of the item. A copy of the Library's Collection Development Policy will be offered.
2. The Director will appoint an ad hoc reviewing committee of two professional staff members to reconsider the item. The Library Director will serve as chair of the reviewing committee. The committee will receive copies of the completed request for reconsideration form, any correspondence with or from the individual, as well as any available literary reviews of the item.
3. After a review of the item in question, available literary reviews, and the individual's written comments (e.g. "request for reconsideration" form, correspondence), committee members will make a recommendation to the Library Director.
4. The Library Director will then make a decision regarding the disposition of the material. The Director will communicate this decision, along with the reasons for it, in writing to the individual who initiated the request.
5. If the individual desires further action, he/she may appeal in writing to the Library Board of Trustees, requesting a hearing before the Board. 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 Hales Corners Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.