

COLLECTION DEVELOPMENT POLICY

Guiding Principles

The North Judson-Wayne Township Public Library endorses the American Library Association's Intellectual Freedom Statements as guiding principles for the selection of materials, maintenance of the collection, challenges to selections, and for related decisions about the accessibility of library materials and services. Specifically, the Library will adhere to and support the American Library Association's Library Bill of Rights, Freedom to Read, Freedom to View, and interpretations of the Library Bill of Rights.

Purpose

It is the function of the North Judson-Wayne Township Public Library as a public agency to provide materials and information, both print and non-print, for all ages to meet the informational, educational, emotional, artistic, and social needs of the community. The purpose of this policy is to guide the library staff in the selection of materials of current significance and lasting permanent value for inclusion in the library collection and selection materials for withdrawal. (Note: Materials not included in the collection, but requested by patrons will be sought through interlibrary loan.)

Responsibilities

The responsibility for the selection of library material is vested in the Director and under his/her direction such members of the staff who are qualified by reason of professional education and/or training.

ANNUAL MATERIALS ALLOCATIONS

The annual material budget for the Library is divided into four main categories: Books, Newspapers and Magazines, Non-print, and Electronic Resources. The first three are required by the State Library Standards. For the Library's own use, these categories are further divided by areas of collection and format. The materials budget is recommended by the Director and approved by the Library Board of Trustees as a portion of the Library's total budget. Areas that have not been sufficiently funded in the past or areas that are totally new may receive extra funds at the discretion of the Director. The percentages may fluctuate from year-to-year depending on funding, target areas of the collection, and the library's goals and objectives.

Criteria for Materials Acquisition

Materials are to be selected in accordance with one or more of the following criteria:

1. identified, expressed, or anticipated interest of the people served
2. cost and availability
3. relationship to the existing collections

4. availability of other resources, such as interlibrary loan
5. literary merit
6. reputation and/or authority of the author, editor, or illustrator
7. contemporary significance or permanent value
8. format and arrangement
9. scope and authority of the subject matter
10. attention of critics, reviewers, schools in the area, and the media

CATALOGING/PLACEMENT

The classification and grouping of materials within the Library are professional decisions to be made by the Library staff. Classification and grouping include but are not limited to, classifying individual books, arranging displays, identifying reader interest categories, organizing subject collection, and providing materials of interest to adults, young adults, and children in designated rooms or areas.

RECONSIDERATION OF MATERIALS

A patron who wishes to lodge a complaint about a library item or request the withdrawal of a title from the library will be asked to place his/her complaint in writing on the Library's Variance Form and submit a copy to the Director. When a written complaint is filed, the Director will review the complaint and respond to the patron. If the patron is not satisfied with the Director's response, the decision of the Director may be appealed to the Library Board of Trustees.

De-acquisition

De-acquisition, or deselection, of materials from the collection is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate, and appealing collection, and to facilitate its ease of use. Deselected items may be disposed through book sales, donations to other organizations, recycling, or other means approved by the Library Director. An item may be deselected for several reasons, including, but not limited to:

1. Information is no longer current, valid, or relevant
2. Item is worn or damaged
3. Item no longer responds to current needs or interests
 - a. Determined by circulation data of the past 5 years
4. Format of material is no longer collected

Donations

Donations of used books, CD's, and DVD's will be accepted, provided that in the opinion of the professional staff, they enhance the value of the Library's collection. All such donations become the sole property of the Library. The Library is not obligated to keep donated materials for any set length of time. The Library may or may not put donated materials into the collection based on their physical condition and usefulness to library patrons. Materials not meeting the Library's selection criteria will be disposed of or donated to the Friends of the Library to be sold.

Donations shall be brought in easily-carried containers to the front desk inside the Library. The Library will not appraise items for tax purposes. The Library will provide (on request) a receipt to the donor for the gift, and the donor may assign the value of the material donated.

Donated materials to the North Judson-Wayne Township Public Library must meet the following criteria* to be considered for the collection:**

1. Books must be in good condition.
 - a. Must not have yellowed pages or cracked spines.
 - b. Must not have underlining.
 - c. Must have front and back covers.
2. CD's and DVD's must be in good condition regardless of age.
 - a. Must be in their original cases.
 - b. Must not be part of an incomplete set.
3. Materials must make a valuable contribution to the existing collection.
4. Materials meet the selection standards of the North Judson-Wayne Township Public Library Collection Development Policy.

****Exception - Materials of historical significance to the North Judson/Wayne Township community may be accepted even if they do not meet all of the above criteria.*

Materials that will not be accepted:

1. Incomplete sets at the director's discretion
2. Reader's Digest condensed books
3. Periodicals and magazines of any kind
4. VHS tapes
5. Audio cassettes
6. Materials that meet the criteria for de-acquisition

Adopted April 11, 2019