

# **SUN PRAIRIE PUBLIC LIBRARY**

## ***COLLECTION DEVELOPMENT POLICY***

---

### **I. Introduction**

This is the policy used for the development of the collections of the Sun Prairie Public Library. It defines the makeup of the collection, specifies what types of library materials are included in the collection, and explains the basis for making collection management decisions. The policy has been developed to serve as a guide for the public about library service as it pertains to the collection, and to inform the public about the principles upon which selection decisions are made. It also provides direction in collection development and material selection for the library's selectors.

This policy does not replace the judgment of library professionals. The stated goals and objectives contained herein will assist them in their selection of available materials.

### **II. Collection Development Policies**

The following statements and policies have been adopted by the Library and are used as guidelines for the development of the Library collections. The Library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read," "Freedom to View" and "Statement on Professional Ethics" presented in Appendix A.

### **III. Library Mission Statement**

The mission of the Library is to serve the community as an activity center to support lifelong learning by providing educational, cultural and recreational opportunities for all people.

### **IV. The Plan**

#### ***A. Goals***

Except for certain areas of the collection as outlined in the following plan, the Library collection is not archival and is reviewed on an on-going basis to meet current needs. The plan works to support the library's goals as outlined below and in the *Plan of Service*:

- Popular materials center
- Lifelong learning
- Support cultural diversity
- Provide a commons for community gathering

#### ***B. Responsibility***

The professional staff of the SP Library (the selectors) are responsible for the selection of library materials and resources chosen to fulfill the above goals. Other staff members and the public may recommend materials for consideration. Final responsibility rests with the Director who operates within the framework of this policy as approved by the Library Board of Trustees. The Director delegates to professional staff members the authority to interpret the policy in day-to-day decisions regarding the development of the collection and the subsequent selection of library materials and resources.

#### ***C. Guidelines***

The selection of any material or resource does not constitute an endorsement.

- The Library recognizes that many materials and resources are controversial.
- Selection decisions are guided by the merits of the work, collection needs and interests of a diverse community.
- Selection decisions are not influenced by the possibility that material may be accessible to children. Responsibility for children's use of library materials and resources lies with their parents, legal guardians, or caretakers.
- The Library acknowledges a particular interest in local, county, and state history and government. The Library will add to its collection works produced by authors, printers, or publishers with Sun Prairie connections that meet the purpose and objectives of this policy.

- The Library selects materials of varying complexity and format because it serves a public embracing a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials for purchase, they consider the special needs of the community.

**D. Criteria for Selection** The selectors must consider each type of material in terms of its own merits and the audience for whom it is intended. No single standard can apply to all acquisition decisions. Some material may be selected primarily for artistic merit, scholarship or value to humanity, while others may be chosen to satisfy the recreational and entertainment needs of the community.

Some library materials are subject to widespread and/or heavy local demand. These high-demand items may or may not meet the general and specific criteria contained in this policy. Selectors give serious consideration to the volume and nature of requests by members of the public. In addition, as the social and intellectual climate of the community changes, materials not originally recommended for purchase may become of interest. Such materials will be reevaluated as the need arises.

To build a collection of merit and significance, selectors acquire materials according to objective guidelines. They evaluate acquisitions, whether purchased or donated to the library, primarily by examining reviews in one or more of the professional library review media and checking against the standards listed below.

The Library maintains a website in order to meet the information needs of customers. The website is designed primarily to provide access to additional Internet resources. A secondary function of the website is to market the library to a range of customers beyond the immediate service area of the library. When possible, the website will point to existing reliable sources that provide topical information. Professional librarians use the general criteria outlined in this policy for selecting Internet sites to be included on the library's website. A separate Internet Policy covers patrons' use of the Internet.

The Library is a member of the South Central Library System and, as such, provides materials and services to all residents within the system who have library cards. The Sun Prairie Public Library collections are part of the greater LINK catalog.

#### **General criteria**

1. Suitability of physical form for library use
2. Suitability of subject and style for the intended audience
3. Present and potential relevance to community needs
4. Appropriateness and effectiveness of the medium to the content
5. Insight into the human and social condition
6. Importance as a document of the times
7. Relation to the existing collection and to other material on the subject
8. Reputation and or significance of the author or illustrator
9. Skill, competence and purpose of the author or illustrator
10. Attention of critics, reviewers and the public

#### **Specific criteria for the evaluation of works of information and opinion**

1. Authority
2. Comprehensiveness and depth of treatment
3. Objectivity
4. Clarity, accuracy and logic of presentation
5. Representation of challenging ideas, although it may be an extreme or minority point of view.

#### **Specific criteria for the evaluation of works of imagination**

1. Representation of important movement, genre, trend or national culture
2. Vitality and originality
3. Artistic presentation and experimentation
4. Sustained interest

5. Effective characterization
6. Authenticity of historical or social setting

#### **Indicators of Internet Site Quality**

1. Ease of use
2. Clearly stated scope and content
3. Documented, accurate, and verifiable content
4. Clear and helpful headings and annotations
5. Stability and timeliness
6. Acceptable load speed
7. Graphics support content
8. Standard multimedia formats
9. Authoritative source identifier

#### **Specific criteria for selecting Internet sites**

1. Preference given to nonprofit and noncommercial sites
2. Educational or informational links
3. Links provide accurate, current, and unique information
4. Balanced point of view provided whenever possible

#### ***E. Formats, Collections, and Resources***

The Library selects materials for the collection based on demographic trends of the service population. The Library's primary service population is that of Sun Prairie, in addition to the greater South Central Library System community. Collection development is concentrated in the following formats: books (excluding textbooks); periodicals; newspapers; CDs; audiobooks; DVDs; and other electronic resources. Other formats are considered for purchase. Public access to the Internet is available.

#### ***F. Labels and Shelving***

Library materials are not marked or identified to show approval or disapproval of the contents, and materials are not sequestered except for the purpose of protecting them from damage or theft.

#### ***G. Request for Reconsideration***

The library will reconsider any material in its collection upon written request of a patron who is a Sun Prairie resident and who fulfills the following steps:

1. The Library will process a Request for Reconsideration one item at a time per patron.
2. The patron must have read/viewed/listened to the item in question in its entirety.
3. The patron will be given a copy of the *Sun Prairie Public Library Collection Development Policy*, which includes the Request for Reconsideration of Library Material form.
4. The completed form must be submitted to the appropriate Department Head, at which time an appointment to discuss the matter may be made.
5. The appropriate Department Head will review the item with staff and will make a recommendation to the Library Director within 6 weeks of receiving the initial request.
6. The Library Director will decide on whether or not the item is retained and the patron will be informed of the decision.
7. The patron may appeal the Library Director's decision to the Library Board within one month after receiving the Library Director's reply.

#### ***H. Gifts***

The Library accepts gifts of materials, but reserves the right to evaluate them in accordance with the criteria applied to selected materials. Gifts that do not comply with the Library's objectives and policies may be refused. Materials not added to the collection may be offered to the Friends of the Library or sent to Better World Books, a non-profit book handling service.

Gifts of money may be designated as memorials. Donor suggestions for purchase of materials in designated areas of interest will be considered. The donor may impose no other conditions relating to any gift either before or after its acceptance.

***I. Maintenance of Library Collection***

The Library recognizes the need for continuous evaluation of its collections in response to the changing nature and needs of its community. This collection maintenance is accomplished through the weeding, replacement, rebinding, repair, and duplication of its titles. Maintenance of the collection requires the same study and attention as initial selection.

***J. Withdrawals of Library Materials***

Materials that no longer meet the stated objectives of the Library will be discarded according to accepted professional practices. The following will be considered when withdrawing materials: physical condition, dated information, availability, permanent value, and user demand. Materials withdrawn from the library collection may be offered to Friends of the Library.

***K. Replacements***

Titles in any format withdrawn because of loss, damage, or wear are not automatically replaced. Replacement is considered subject to the criteria identified in this policy. Gifts, including memorial items, are subject to this same replacement policy.

*Reviewed and approved July 19, 2007*

*Reviewed and amended July 9, 2009*

*Reviewed and amended July 14, 2011*

**V. APPENDIX**

Library Bill of Rights:

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

ALA Freedom to Read Statement:

[http://www.ala.org/Content/NavigationMenu/Our\\_Association/Offices/Intellectual\\_Freedom3/Statements\\_and\\_Policies/Freedom\\_to\\_Read\\_Statement/Freedom\\_to\\_Read\\_Statement.htm](http://www.ala.org/Content/NavigationMenu/Our_Association/Offices/Intellectual_Freedom3/Statements_and_Policies/Freedom_to_Read_Statement/Freedom_to_Read_Statement.htm)

ALA Freedom to View Statement:

[http://www.ala.org/Content/NavigationMenu/Our\\_Association/Offices/Intellectual\\_Freedom3/Statements\\_and\\_Policies/Freedom\\_to\\_View\\_Statement/Freedom\\_to\\_View\\_Statement.htm](http://www.ala.org/Content/NavigationMenu/Our_Association/Offices/Intellectual_Freedom3/Statements_and_Policies/Freedom_to_View_Statement/Freedom_to_View_Statement.htm)

ALA Statement on Professional Ethics:

<http://www.ala.org/Template.cfm?Section=History1&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8888>