



COLLECTION DEVELOPMENT POLICY

I. Introduction

- A.** 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.
- B.** 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 under V. Appendix.

III. Library Mission Statement

The mission of the Library is to serve the community as an accessible central hub supporting lifelong learning and literacy through educational, cultural and enjoyable discovery opportunities for all.

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 including:
 - 1.** Popular materials center
 - 2.** Lifelong learning
 - 3.** Diversity, equity, and inclusion
- 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 by filling out a [purchase request form](#). 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.
 - 1.** The Library recognizes that materials and resources may be considered controversial.

2. Selection decisions are guided by the merits of the work, collection needs and interests of a diverse community.
3. 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.
4. 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.
5. 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 needs of the community.
6. The Library may create special collection displays to highlight different interests.
7. Patrons requesting that an item be reconsidered must complete a "Request for Reconsideration of Library Materials" form. The request for reconsideration will be acknowledged in writing by the Library Director (or designee) within (10) ten days. The Library Management Team will evaluate the item in question. This will be completed in no more than (30) thirty business days of the initial request for reconsideration. The Library Management Team's recommendations will be considered, and the Library Director's decision will be mailed to the patron. Once a recommendation has been made, the title will not be reviewed again for a period of 3 years.
8. The Library reserves the right to limit the number of items that can be reconsidered, or increase the time needed to respond.
9. Patrons may appeal the decision of the Library Director to the Sun Prairie Public Library Board of Trustees. An appeal must be made in writing and delivered to the Library Director. Upon receipt of the written appeal, discussion of the appeal will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. The Library Board's decision will be final.

D. Criteria for Selection:

1. 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.
2. 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.
3. In the case of digital collections, digital resources are selected according to this policy. However, individual titles and materials within each digital collection cannot be selected specifically by the SP Library due to the nature of the resource.
4. 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.
5. 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.
6. Library patrons may recommend materials for the library to consider to purchase by filling out a [Purchase Request](#) form online.

V. Appendix

1. [ALA Library Bill of Rights](#)
2. [ALA Freedom to Read](#)
3. [ALA Freedom to View](#)
4. [ALA Professional Ethics](#)

VI. Reconsideration Form (Below)

Reconsideration of Library Materials
Sun Prairie Public Library

Your Name: _____ Date: _____

Address: _____ Phone: _____

Email: _____

Author/Artist: _____ Title: _____

Format: Book Film Audio Book Music Game

1. How did you learn of this item?

2. What are your objections to this item? What harm do you feel might result from reading/viewing/listening to this item?

3. Did you read/watch/listen to the entire item? If not, what parts did you read/watch/listen to?

4. Have you read, viewed, heard, or consulted with any professional reviews of the item? If so, please list names of critics and sources of reviews.

5. What do you think are the main ideas of the work or what was the author's/artist's purpose in creating this work?

6. What item with a similar purpose, or an opposing viewpoint, would you suggest in place of this item?

7. If you are not a resident of Sun Prairie or a Sun Prairie Library cardholder, what is your connection to Sun Prairie?

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