

# **West Union Community Library**

## **Collection Development Policy**

### **Statement of Purpose:**

This policy sets broad guidelines for the selection of library materials that correspond to the library's mission and identified roles. It may also be used to inform the public and staff about the principles upon which selections are made. Collection development refers to the decision to add materials to the collection, retain materials already in the collection, and withdraw materials from the collection.

### **Selection Philosophy**

The Board recognizes that the selection and use of library materials are predicated on the library patron's constitutional rights and their freedom from censorship by others. The Library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, the ALA Freedom to View Statement, and the ALA Library Bill of Rights.

All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. The Board supports the library's dissemination of knowledge and information presenting a wide variety of ideas. Full, confidential, and unrestricted access to this information and diverse points of view is essential for patrons to exercise their constitutional rights.

The library does not try to justify or promote any particular points of view. The library makes selection decisions on the merits of materials within the context of established selection criteria, as outlined in this policy. Purchasing materials for the collection does not include endorsement of their contents by the staff of the library or the city of West Union.

The library does not reject, reclassify, relocate, restrict access to, or remove a resource because an individual or a group has found the material objectionable. The library provides access to material that may be controversial to some patrons while also providing a process by which individuals or groups may formally request reconsideration of material.

The library collection is organized, marked and maintained in a non-judgmental, objective manner to help people find the materials they want. The library labels materials only by classification or directional aid. While materials are shelved by recommended age, patrons of any age may use materials in all sections of the library (see ALA Bill of Rights, Article V).

The patron's choice of library materials for personal use is an individual matter. Parents or legal guardians have sole responsibility for their child's reading, viewing, and listening of library materials. Library staff does not act in loco parentis. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

### **Goal of Materials Selection**

The goal of selection is to provide collections within the library's legal service area that meet the informational, educational and recreational needs of the patrons, while reflecting the diversity of viewpoints and backgrounds of the service population. The library conducts this work within the scope of this policy, the collection space and budget.

### **Responsibility for Selection**

Selection of all materials shall be the responsibility of the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The library staff assists the Director in the principles and practices of materials selection. Both the general public and staff members may recommend materials for consideration.

### **Criteria for Selection**

Library staff uses a wide variety of resources, including, but not limited to, professional journals, popular media, publishing trends, patron requests and recommendations, and circulation data to guide selection decisions. Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity.

Library staff also evaluates materials for selection based on the following general criteria:

- Relevance to the present, anticipated, and potential community needs, interests, and desires
- Representation of diverse points of view
- Accuracy of information and content
- Evaluations in professional review media
- Reputation and qualifications of the author, creator, or publisher of the work
- Circulation history of the creator's previous works or similar titles
- The extent to which the item enhances the existing collection
- Current, local, or historical significance
- Technical and/or physical quality of material
- Physical limitations of the building and shelving
- Commercial availability of the material
- Affordability/budgetary availability

### **Collection Maintenance**

The library keeps its collections vital and useful by retaining or replacing essential materials and by removing on a systematic and continuous basis/schedule those works that are worn, outdated, of little historical significance, or no longer in demand. Library materials are evaluated using [CREW: A Weeding Manual for Modern Libraries](#). Items withdrawn from the collection may be sold, discarded, recycled or donated.

## **Donations**

Donated materials shall meet the same selection criteria as purchased materials. Donated materials that are added to the collection become the property of the library. Memorial books or other library materials may be donated in honor of a friend or relative, and at request, can be marked with a special bookplate. The library does not accept responsibility for notifying donors of withdrawal or replacement of memorial items.

## **Concerns Regarding Material**

The reconsideration process is designed to ensure that the selection of library materials was appropriate and in accordance with library policy. Any patron residing in West Union or rural Fayette County who would like reconsideration of a library material will be given the Request for Reconsideration Form included at the end of this policy. The party making the reconsideration request must have read, listened to, or watched the entire material in question. The material in question will remain in the collection and available to patrons during the reconsideration process.

Upon receipt of the reconsideration form, the Library Director will review the form as well as the library material as a whole. After review, and within 10 business days of receipt, a decision will be made by the Library Director and the patron will be informed by written response. A patron whose concerns are not satisfied by the determination of the Library Director may submit a written request to the director for a review of the material by the library board at the next board meeting. The Board shall make a final decision and will reply to the patron in a written response within thirty (30) days of the meeting. Trustees will not revisit additional reconsideration requests on the same material(s)/resource(s) again for a period of 1 year.

Approved 1/25/2000

Approved 12/8/2005

Approved 4/17/2008

Amended 2/14/2013

Reviewed & Approved 10/11/17

Reviewed & Approved 09/14/2022

Reviewed & Approved 12/13/2023

## West Union Community Library Request for Reconsideration of Material Form

The Trustees of West Union Community Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director. This form is to be completed in its entirety.

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Or an organization? \_\_\_\_\_ Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Book (e-book)       Magazine       Digital Resource       Newspaper  
 Movie       Audio Recording       Game       Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_  
\_\_\_\_\_

4. What concerns you about the resource?

\_\_\_\_\_  
\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_  
\_\_\_\_\_

6. What action are you requesting the committee consider?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

*Thank you for completing this form. Please present it to the Library Director*

