

# COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

## **PURPOSE**

The Pewaukee Public Library [Library] strives to maintain a diverse and balanced collection of materials that serves the recreational, educational and informational needs of its community. This policy is a statement of the principles and guidelines adopted by the Board of Trustees and staff at the Library in the selection, acquisition, evaluation and maintenance of all of its library materials. This policy will ensure that consistent principles are used by staff when making collection development and management decisions. Also, this policy is to inform the public of the principles upon which collection development and management decisions are based.

## **GOALS OF COLLECTION DEVELOPMENT AND MANAGEMENT**

Collection development and management is an ongoing process of deciding what materials will be added to the collection, how materials should be organized and cataloged, and evaluating what owned materials should be retained, replaced or deselected. The goal of collection development is to ensure that the collection of materials meets the majority of the cultural, informational, educational and recreational needs of those in the Library's service area. It is also to ensure that the collection is maintained in good physical condition, the size of the collection is appropriate for the building and the community served, and the collections remains current and relevant.

## **INTELLECTUAL FREEDOM**

The Library is committed to protecting intellectual freedom, which the American Library Association defines as "the right of every individual to both seek and receive information from all points of view without restriction as defined by the American Library Association." The Library is further guided by a long line of First Amendment jurisprudence which holds that freedom of speech includes both the dissemination and receipt of information and ideas. The Board of Trustees affirms the American Library Association's Library Bill of Rights and The Freedom to Read Statement in support of acquiring and managing collections. Materials will be carefully selected to ensure that these rights are protected.

## **RESPONSIBILITY FOR THE COLLECTION**

Responsibility for the collection development program, including planning, development, maintenance, budgeting and evaluating the collection is the responsibility of the Library Director. The Library Director will delegate a variety of responsibilities to staff. The Library Director and staff will apply the policies adopted in this policy when making collection development and management decisions.

## **SELECTION CRITERIA**

Due to a variety of limitations, staff are selective in what they purchase and add to the Library's collection. Selection is based on the merits of a work to the needs, interests and demands of the community.

Staff make selection decisions using their professional judgement. To help them in the selection process, staff may consult reviews from professional journals, popular magazines, newspapers, nonprint media, subject bibliographies and recommended lists, publishers' catalogs, staff and user requests and professional websites.

Staff follow these principles when selecting materials:

- Depth of material in a given subject area
- Prominence, authority and/or competence of author, creator or publisher
- Patron interest in a topic, subject area, or author
- Representation of diverse points of view
- Timeliness and currency of information
- Relation to existing collections
- Price, format and ease of use
- Scarcity of information on the subject
- Availability of material elsewhere in the community and library system
- Popular demand, interest or need
- Physical limitations of the library space
- Duplication of materials already in the collection
- Special needs of library patrons for materials in accessible formats

### **PLACEMENT OF MATERIALS**

Placement of materials in the Library is based on appropriate age groupings, format and assigned classifications. Staff are responsible for choosing which collection would be the most appropriate for the material. Age appropriateness of the material is given high consideration and the Library maintains separate collections for children, young adults and adults. All materials are shelved on open shelves, freely and easily accessible to the public.

### **GIFTS AND DONATIONS**

All gifts to the Library are subject to the Library's Gift and Donations Policy.

### **SELF-PUBLISHED BOOKS**

Self-published books are defined as books that are published by the author without the use of a traditional book publisher and/or are published at the expense of the author. Staff may purchase self-published materials to add to the Library's collection. These materials will be required to meet the selection criteria outlined in this policy.

An author may choose to gift their self-published book to the Library but the Library can only accept a gift with the understanding that the donation is also subject to the Library's Gift and Donations Policy. Conditional gifts will not be accepted. Library staff will not review a self-published book and will not provide an author with an evaluation or critique of their published material.

### **USER REQUESTS FOR PURCHASE**

The Library accepts user suggestions, comments and ideas about the collection and its development. High priority will be given to purchase requests from users. A staff member will be assigned to evaluate the request. If an item is to be purchased, it will be required to meet the selection criteria outlined in this policy. If a suggested title does not meet the required standards, staff may choose to forgo the purchase or to substitute a more appropriate title to fill a void in the Library's collection.

### **COLLECTION MAINTENANCE**

The Library's collection is not archival and will be reviewed and revised on an on-going basis. Deselection of materials from the collection is a vital part of successful collection maintenance. Items are regularly removed to keep the collection current, accurate and appealing.

Staff follow these principles when deselecting materials:

- Physical condition
- Publishing date
- Frequency of circulation
- Duplication of content or subject area
- Space limitations
- Availability of newer or more current titles in the subject area
- Accuracy and timeliness of the publication

“Last copy” status is not a consideration. Deselected materials will be disposed of or given to the Friends of the Library.

### **RESPONSIBILITY FOR MINOR’S (17 YEARS OF AGE AND YOUNGER) ACCESS TO LIBRARY MATERIALS**

Library staff does not restrict access to any material by age, and leaves the responsibility for a minor’s use of its materials to each minor’s parent or guardian. Parents and guardians are strongly encouraged to monitor their own child’s reading, viewing and listening, and to be aware of what they check out. The foregoing notwithstanding, the Library respects caregiver and parental autonomy over the welfare of children under their care. Accordingly, if a caregiver or parent desires to restrict their child’s access to certain categories of the Library collection, they may contact the Library administration, which will make reasonable efforts to accommodate their opt-out request(s).

State law and the Library’s Privacy of Library Records and Use Policy govern the information about a minor’s library records that may be given to a parent or guardian.

### **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

The Library recognizes that differences of opinion may arise regarding the suitability or location of a material. Recognizing that a diversity of materials may result in some requests for reconsideration and in order to be responsive to the concerns of the community, the Board of Trustees has adopted a Request for Reconsideration of Library Materials Procedure and Request for Reconsideration of Library Materials Form. The procedure will be followed if a patron would like to make a formal request that an item be removed from the Library or relocated within the Library’s collection. The patron making the request must be a current resident of either the City of Pewaukee or the Village of Pewaukee. The Library will not accept reconsideration requests for materials that have been formally reconsidered by the Board within the past three years. This procedure will ensure that all concerns are handled in a consistent, formal and attentive manner.

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*Adopted by the Board of Trustees: 3/16/2023, Dale Noll, President*