

Effective Date:	Neillsville Public Library Standard Policies & Procedures SECTION 6: COLLECTION POLICY and BOOK CHALLENGES			
Page 1 of 3	Initiated by: (Library Board) Approved by: (Library Board)			
Date of Review & Initials				

A. Objectives

The purpose of the Neillsville Public Library is 1) to promote lifelong learning with carefully selected books and other materials and 2) to aid the individual in the pursuit of education, information, research, pleasure and the creative use of leisure time. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The library acquires a variety of materials that reflect a wide variety of views and interests. The library does not endorse views or opinions presented in the collection, but rather make available various types of expression.

The materials collection development policy is used by the library staff in the selection and weeding of materials and also serves to acquaint the general public with the principles of the collection process.

The *Library Bill of Rights* (see Appendix A), *The Freedom to Read Statement* (see Appendix B) and *The Freedom to View Statement* (see Appendix C) have been endorsed by the Neillsville Public Library Board and are integral parts of this policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Selection Responsibility

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Neillsville Public Library Board. This responsibility may be shared with other members of the library staff. Because the Library Director must be able to answer to the Library Board and the general public for actual selections made, the Library Director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Selection Criteria and Process

The main points considered in the selection of materials are as follows:

- Individual merit of each item (based on artistic, scholarly, and value to humanity)
- Patron requests/anticipated demand.

- Prominence of author, creator, or publisher.
- Copies in other libraries.
- Budget
- Lack of materials in specific subject areas.
- Updated copy/version
- Date of publication
- Replacement for missing/ low quality copies

To discover new materials, RSS feeds are followed that reflect trends in different types of materials. Reviews are taken from sources such as *Booklist*, *Library Journal*, *American Library Association*, *Amazon.com*, *book awards*, and the *New York Times*. Vendors send frequent updates of recent publications, which provide professional insight into the needs of the patrons. Patron suggestions are considered alongside Neillsville library goals and mission. Wisconsin Department of Public Instruction is a valuable resource as it supports literacy and libraries in all of Wisconsin. The library staff uses their professional judgement and experience to evaluate the needs of the library's sub-collections. Lastly, a general Google or Google Scholar search helps pull blogs and other resources for trends in materials acquisition for public libraries. Materials are judged on the work as a whole, not one part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Neillsville Public Library agrees to lend its materials to other libraries through the same interlibrary loan network and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state, such as WISCAT.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the Library Director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or materials are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the selection criteria. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director. The Neillsville Public Library encourages and appreciates gifts and donations.

All monetary gifts indicated for specific library purchases shall be recorded by the library staff and given to the City Clerk's office.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

All nonmonetary gifts MUST be approved by the Library Board, with the exception of books.

Unspecified gifts may be added together to purchase one or more items as determined by the Library Director. On purchases involving unspecified gifts exceeding \$500 Board approval must be obtained.

All donations monetary or otherwise, with the exception of books, are reported by the City Clerk/Treasurer at the Library Board meetings.

F. Weeding

The criteria for weeding is as follows:

- **Condition of items**
- **Frequency of use**
- **Multiple copies in the collection and other libraries.**
- **Budget**
- **Updated copy/version**
- **Date of publication**

Circulation numbers (under 3 times in the last five years), physical condition, successful meeting of the library's current goals, how new or old and item is, number of titles in the specific subject area, and availability across the library system are all considered when evaluating the collection.

Reports are run in Sierra, and Excel is used for sorting and organizing by LC call numbers, authors, or title. The circulation reports show the number of times circulated, when the book was last checked out and returned, and the publication year. Copies are automatically flagged if they've been checked out less than 3 times in the last five years. This doesn't guarantee they will be weeded, but it is a good start as Neillsville library is focused on maintaining a usable collection. Database usage reports information from Wisconsin Valley Library System indicates cost per use of library materials. This is helpful to know if a database being used enough to be worth the cost to use it.

Copies are pulled because of bad condition when a staff member or volunteer comes across a book that needs attention. An alternative but slightly more time consuming is to run a report on books older than a certain year and go and personally check them to determine condition. Books are considered to be in bad condition when they have yellow, tattered, torn, or missing pages. Books with broken bindings or covers will also be removed unless they are able to be repaired. Duplicates are removed when there are various copies already

in the library, or when it is available online. This frees up library space for other titles without losing any access to important information.

In addition, reference books will be checked to see if there are new editions that are in alignment with the current goals and criteria. The weeded materials, if in good condition, will first be offered to other libraries, then put on the cart in the lobby for sale to patrons. In some cases, weeded books will be used in kids and adult DIY book reuse programs or events.

Items weeded are not automatically replaced. Decisions are based on need, demand and budget.

G. Potential Problems or Challenges

The Neillsville Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading/viewing done by children rest with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents. No library materials will be sequestered except to protect it from damage or theft.

H. Challenged Materials.

Although materials are carefully selected, there can arise differences of opinion regarding a specific item. Patrons may request that the item be withdrawn from or restricted within the collection. If this happens, the patron should discuss their concern with a staff member or Library Director. If the discussion is unsatisfactory, the patron should complete the “Statement of Concern About Library Resources” form, which is available for copy from the Policy manual, Appendix H. The issue will be reviewed by the Library Director and the Library Book Committee for consideration. The Book Committee will be comprised of the Library Director, one non-system affiliated community member, and one library board member. The questioned material will be reviewed or read in its entirety by all committee members, and once a decision has been made notification will be sent to the patron, explaining the decision. If the patron is dissatisfied with the resolution, they may appeal to the Library Board. The Board will reconsider the decision based on whether or not the particular title conforms to the Board-approved Collection Development Policy, as outlined in the policy above. The Board may uphold or override the decision of the Director or Book Committee.

