

## ***Poplar Creek Public Library District (PCPLD)***

### ***Collection Development Policy***

#### **Purpose:**

The Collection Development Policy serves to provide guidance to staff for the selection, withdrawal, and the decision not to acquire an item for the collection whether through purchasing or a donation or a depository program. The collection development policy will help inform Poplar Creek Public Library District (PCPLD) patrons about the criteria that is used to add or remove library material from the collection. The collection policy will ensure library material in all formats is provided to PCPLD residents in a consistent manner.

#### **Philosophy**

PCPLD supports the position of the American Library Association (ALA) through the Library Bill of Rights and the Freedom to Read Statement. The Collection Development Policy supports the library goals of Lifelong Learning and to represent different perspectives. The collection is intended to serve the informational and recreational needs of the PCPLD residents.

#### **Responsibility for Selection and Management**

Implementation of the Collection Development Policy, approved by the PCPLD Board of Trustees, is delegated to the Executive Director. The Executive Director may delegate to professional staff who will select and manage library materials based on the interpretation and application of the policy.

#### **Specific Selection Policies:**

- **Format:** As technology changes, PCPLD will consider new formats and retire older formats as demand dictates. PCPLD will continue to provide print, audiovisual and electronic sources.
- **New formats:** As new formats become available, careful research and consideration through reviewed sources, and other libraries' experiences will be given before adding to the library.

#### **Scope of the collection:**

PCPLD will provide both general and special collections to keep current with the community needs. Because PCPLD serves a diverse and changing community with a wide range of ages, educational levels and cultural backgrounds, the library will continue to select library material at different levels that appeal to patron needs and interests. The collection policy seeks to provide an overview that will include audiovisual and electronic formats.

Electronic resources are defined as content which is stored and displayed digitally and accessed via computers and other electronic devices.

### **Material Selection Criteria:**

The selection of material will depend on the quality of the format, currency of the material, favorable reviews from reputable sources such as professional library periodicals, professional trade journals, the reputation of the author and/or publisher, and the price of the title.

Emerging technologies and changing formats will influence certain areas of the collection through expanding review sources, special shelving, storage options and budget constraints. The selection of electronic formats such as databases is based on providing additional research sources for library users.

An effort will be made to purchase materials which represent all facets of the community. The general criteria for selecting print, special formats and electronic sources are listed below.

- Age appropriateness
- Artistic excellence
- Award-winning or “classic” titles
- Contemporary or historical significance
- Coverage
- Current interest
- Educational value
- Hardware and software requirements, Technical Supportability
- Pricing
- Number of Simultaneous Users
- Ownership of Content
- Possible impermanence of the technology
- Relationship of the source to the print collection
- Remote access availability
- User friendly format
- Quality of format and durability

### **Gifts and Donations:**

Gifts and donations and Memorial Funds are accepted with the understanding that the same guidelines of selection and collection management are applied as to those materials acquired by purchase. PCPLD staff make the final decision on all gifts/donations on whether to add to the collection, donate to another organization or discard or sell the material. PCPLD reserves the right to decide the conditions of display, housing and access to materials. Memorials and gifts may be acknowledged with an appropriate bookplate.

## **Retention and Weeding**

Withdrawal of library material will depend on the currency of the material and the durability of each item, as well as whether it has been prematurely damaged. The weeding or withdrawal of library material refers to removing titles from the collection due to inaccuracy, currency, redundancy, condition of the material and low circulation. All collections will be weeded on an as-needed basis as space needs and formats change.

### **Policy for Reconsideration of Materials:**

PCPLD has a responsibility to serve all the residents of the district, by building a collection that represents a range of viewpoints. The choice of selecting library material for reading and viewing is a personal matter; the responsibility of the parents or legal guardians. While a person may decide not to select materials for himself or herself or for his or her children, he/she cannot exercise censorship to restrict access to materials for others.

Patrons who request the reconsideration of library materials will be asked to submit their request in writing by completing and signing the "Statement of Objection to Materials" form.

Upon receipt of a formal written request, a decision will be made regarding the disposition of the material. The Executive Director will communicate the decision and the reasons for it, in writing, to the person who initiated the request for reconsideration. The Executive Director will inform the PCPLD Board of Trustees of the reconsideration and disposition of library materials.

In the event that the person who initiated the request is not satisfied with the decision of the Executive Director, he/she may appeal in a hearing before the PCPLD Board of Trustees by make a written request to the President of the Board. The PCPLD Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Poplar Creek Public Library District. The final decision will rest with the PCPLD Board of Trustees.

Approved July 17, 2014, Amended August 18, 2016, Amended June 15, 2017

