

## **Portage Public Library COLLECTION DEVELOPMENT POLICY**

- I Purpose of Policy
- II Factors Affecting Collection Development
- III Responsibilities for Collection Development
- IV Selection of Library Materials/Criteria for Evaluation
- V Donations and Gift Materials
- VI Weeding and/or Replacement of Library Materials
- VII Reconsideration of Library Materials

### **I Purpose of Policy**

- (A) This policy is used by library staff to select, maintain, and weed materials and to acquaint the public with the principles of collection development.
- (B) Because of the volume of publishing as well as the limitations of budget and space, the library must have a collection development policy with which to meet community interests and needs, in order to fulfill its objectives.

### **II Factors Affecting Collection Development**

- (A) The Portage Public Library is a place where ideas and information are freely shared. A broad range of opinions and viewpoints are represented in its collections. These opinions include but are not limited to diverse groups, cultures, lifestyles and abilities. The library strives to present materials representative of multiple sides of an issue in an unbiased manner.
- (B) The Portage Public Library has served the cultural, recreational, educational, and informational needs of Portage since 1901. During its history, the Library has grown with the community, adding and removing materials in response to the users' needs and the development of new formats.
- (C) Special emphasis is placed on literacy, reading skills and a continuum of learning, integrating emerging technology with traditional library resources and creating sustained relationships within the community, in order to elevate the quality of life for all community members.
- (D) The guiding principle to Portage Public Library's Collection Development Policy is the American Library Association's *The Library Bill of Rights* and *The Freedom to Read Statement*.
  - 1. It makes resources from within the system and throughout the state available to patrons locally. It provides access to extensive collections of technical and historical materials, which encourages the library to concentrate its selection on materials likely to provide the broad, general-interest subject coverage that will meet the interests and needs of the larger segments of the public served.

2. By belonging to these organizations, certain guidelines governing collection development apply to satisfy membership criteria and the cooperative nature of each organization. In addition, the Library supports the individual's rights to have access to ideas and information representing all points of view.

### **III Responsibilities for Collection Development**

- (A) The ultimate responsibility for collection development, as with all library activities, rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees.
- (B) The Director delegates to qualified staff the responsibility to select materials for specific areas with consideration of the staff member's expertise and level of engagement with the public. The Youth Services Librarian generally selects materials for children, birth to age 12 and teens, 13-18 years of age. The Adult Services Librarian selects materials for ages 18 years and beyond.
- (C) Public demand for an author, title or subject is an important criterion. All requests from patrons for specific materials are strongly considered. A balanced collection means suggestions for purchase are subject to the same selection criteria as other materials and resources.
- (D) The Library Director must be able to answer to the Library Board and the public for actual selections made by staff. The Library Director has the authority to reject or select materials contrary to the recommendation of the selector.

### **IV Selection of Library Material: Criteria for Evaluation**

- (A) The selection of library materials involves the following factors and considerations:
  1. The library aims to present information on all subjects at a general interest level. Emphasis is placed upon current materials intended to meet the general interests of the community.
  2. Holdings and availability of other area library resources are considered.
  3. The library's existing collection and its materials budget are weighed against the need for items.
- (B) Some factors influencing selection of an item include, (but are not limited to): factual accuracy and reliability of information, timeliness, current usefulness, significance of the subject, popular interest, professional reviews, permanent value, relevance to the existing collection, qualifications of the author or illustrator, style and readability, reputation of the publisher, arrangement of the material format, physical qualities and price.

### **V Donations and Gift Materials**

- (A) Materials donated to the library are not automatically added to the collection. These items are reviewed according to the selection criteria set forth in this section.

- (B) Donated items accepted by the library may be considered for addition to the library collection. It is the decision of the selector to choose whether to add donated materials, discard them or pass them along to the Friends of the Portage Library. Textbook-style materials, items with a strong odor (smoke, incense, etc...), water and mildew-damaged materials, most magazines, encyclopedia sets and dated reference materials will automatically be passed on.
- (C) A "Certificate of Donation" form, a sample of which is included in the Appendix of this policy, is available upon request of the donor. Library staff will not assign a dollar value to any gift.

## **VI Weeding and/or Replacement of Library Materials**

- (A) Weeding is necessary to maintain a vital, useful, and up-to-date collection. This task takes skill, care, time, and knowledge of the materials. Replacement of materials is necessary to maintain an up-to-date, attractive, and useful collection. The same criteria used for acquisition is used for withdrawal of materials. Replacement of worn materials is dependent upon current demand, usefulness, recent acquisitions and availability.
- (B) Discarded materials may be offered to other libraries or are passed on to the Friends of the Portage Library for resale. Materials unsuitable for transfer or sale are recycled when possible. The library will not accept requests to hold weeded materials for individuals.

## **VII Reconsideration of Library Materials**

- (A) The Portage Public Library recognizes that some materials may be considered controversial by patrons. However, selection of materials will not be made based on approval or disapproval from a patron but solely on the principles stated in this policy. Library materials will not be identified in any way to show approval or disapproval of their content.
- (B) The Library Board believes that censorship is purely an individual matter and declares that while anyone is free to reject materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of other persons to read or use other library materials. The Portage Public Library adheres to and supports *The Library Bill of Rights* and *The Freedom to Read Statement*. (See Appendix.)
- (C) Responsibility for supervising children's use of the library and library materials rests with a parent, legal guardian or caretaker. At no time will the library staff act *in loco parentis*. Selection and location of library materials will not be influenced by the possibility that materials may be accessible to children. Refer to our *Child Safety Policy* and/or *Public Behavior Policy* for more detailed information.
- (D) Patrons requesting that material be withdrawn from the collection may complete a "Request for Reconsideration of Library Materials" form, a sample of which is included in the Appendix of this policy. The Request for Reconsideration will be addressed in writing by the Library Director within ten (10) days. The Library Director will investigate the content of the item in question and may assign a panel of staff members to participate in an evaluation. This will be completed in no more than thirty (30) days of the initial request for reconsideration. The panel's recommendations will

be considered, and the Library Director's final decision will be mailed to the patron. Patrons may appeal the decision of the Library Director to the Portage 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. Their decision will be final.

**Appendix of the Collection Development Policy includes:**

"Request for Reconsideration of Library Materials" form

"Certificate of Donation" form

"Freedom to Read Statement"

"Library Bill of Rights"

*This policy replaces any previous policy regarding collection development.*

Approved by the Portage Public Library Board of Trustees

November 8, 2011

December 8, 2020

September 12, 2023