

## **SECTION IV – Library Materials**

Collection Development Policy (updated and board approved 6/2021)

### Purpose of Policy

The Mission of the Portage County Public Library (PCPL) is to enrich our community by connecting people and offering free and equal opportunity for lifelong learning and enjoyment.

The Collection Development Policy supports the Library in its mission and defines the principles of collection development for Library materials. This policy provides direction for the growth and development of collections and communicates to the public and staff the principles guiding this development.

The collection is intended to offer a choice of format, treatment, and level of difficulty so that most patrons' needs can be met. It is the Library's goal to provide the Portage County community with a collection of Library materials that reflects a wide range of views, expressions, opinions and interests. Specific items acquired for the collection may include those which may be unorthodox, unpopular or controversial in nature. The Library's acquisition of such materials does not constitute endorsement of the material's content.

### Selection Tools

The Portage County Public Library selectors shall use any and all sources to select materials for the Library. This includes, but is not limited to, published recommendations, catalogs, patron requests, media interviews, etc.

### Factors Affecting Collection Development

(A) The Portage County Public Library serves the cultural, recreational, educational, and informational needs of Portage County. 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. These needs may vary from branch to branch.

(B) The Portage County Public Library is a place where ideas and information are freely shared. A broad range of opinions and viewpoints are represented in its collections. The library strives to present materials representative of multiple sides of an issue in an unbiased manner.

(C) The guiding principle to the Portage County Public Library's Collection Development Policy is the American Library Association's The Library Bill of Rights and The Freedom to Read Statement.

(D) Through membership with the South Central Library System (SCLS) and other Interlibrary loan partners, the Portage County Public Library provides access to an extensive collections of materials. This allows 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 local public served. Certain guidelines governing collection development at SCLS may apply to satisfy membership criteria and the cooperative nature of it and other partner organizations.

## Responsibility for Selection

Responsibility for the initial selection of Library resources rests with the Library's professional staff, based on the criteria outlined in this policy.

(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 and teens; the Adult Services Librarian selects fiction materials for ages 18 years and beyond; the Reference Librarian selects materials for the Non-fiction, Reference and Local History areas; the Technical Services Librarian selects adult audio-visual materials; the Branch Librarian selects materials for Almond, Rosholt and Plover locations.

(C) The public is welcome to make recommendations for purchase.

(D) The Library Director must be able to answer to the Library Board of Trustees and the public for actual selections made by staff. The Library Director has the authority to reject or select materials contrary to the recommendations of the selector.

## Selection of Library Materials: 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 at other SCLS libraries and the past checkout history of similar items may be considered in deciding whether to add a format or title to the collection.
3. The library's existing collection and its materials budget are weighed against the community need for items.

## Suggestions for Additions to the Collection

To assure the acquisition of resources desired by Library users, suggestions are always considered for their addition to the collection. Users can request that specific items be purchased by filling out a Request for Purchase form at any Portage County Public Library location or by filling out the form on the Library's webpage. The decision to add an item suggested by the public will be based on the criteria in this policy.

## Digital Collections and Databases

The Portage County Public Library provides access to digital e-books and other materials through the Wisconsin Public Library Consortium's Overdrive collection and through the Library's hoopla collection. While the Library does not have direct influence on adding individual titles to these services, this policy, community needs and available budget will guide decisions in making changes to these and future digital services.

The Portage County Public Library provides access to educational and recreational databases through local development, subscription and the State of Wisconsin. The decision to add local and subscription databases will be selected based on the criteria in this policy.

The Library may also provide a collection of electronic links to subject-focused websites selected by professional staff. The Library follows its materials selection guidelines and criteria in linking to outside sites. Any link from the Library's website to another website is not an endorsement from the Library.

### Local History Collection

The Portage County Public Library maintains a collection of materials highlighting the history and genealogy of county residents. Materials in this collection are only viewable at the Library and are not eligible for checkout. Development of this collection should follow the guidelines of this policy, but focus primarily on materials about Portage County, followed by materials about surrounding counties. Other materials having general local or state historical appeal may also be considered.

### Maintenance of Collection

An up-to-date, attractive, accurate, and useful collection is maintained through a continual process of discarding and replacing materials. Replacement of worn items is dependent upon current demand, usefulness, more recent acquisitions, availability of newer editions, and historical and/or permanent value of particular items.

Professional Library staff members remove materials that are worn, obsolete, unused, old editions or items unnecessarily duplicated. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed, or lost.

Most items removed from the collection are gifted to the PCPL Foundation for resale. Items in the worst condition or otherwise obsolete may be discarded.

### Gifts and Donations

Gifts of materials are accepted on the condition that the Library will determine the need for the gift, based on the criteria for inclusion listed above. The Library reserves the right to not add gift materials to the collection. (See the Gifts and Donations Policy)

### Request for Reconsideration of Materials

Citizens have the right to question materials in the Library collection. The Portage County Public Library will provide opportunity for citizens to express their concerns about specific materials. No materials will be removed while the request for reconsideration process is underway.

## Response to Questioned Library Materials

(A) The Portage County Public Library recognizes that some materials may be controversial and may offend a patron. 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. In addition, some materials written in a different era may reflect norms and depictions from that time and may be considered inappropriate today. Library materials will not be removed solely for outdated phrases or images, or identified in any way to show approval or disapproval of their content.

(B) The Portage County Public Library Board of Trustees believes that censorship is purely an individual matter and declares that while anyone is free to reject materials that they do not approve of, they cannot exercise this right of censorship to restrict the freedom of other persons to read or use other library materials. The Portage County Public Library adheres to and supports The Library Bill of Rights and The Freedom to Read Statement.

(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. (See Unattended Child Policy)

(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 Administration staff or the Library Director within ten (10) business 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 County 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 Board of Trustees. Their decision is final.

## Request for Reconsideration of Library Materials

1. Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_
  2. Title \_\_\_\_\_ DVD/Video \_\_\_\_\_ Recording \_\_\_\_\_
  3. Publisher (if know) \_\_\_\_\_ Audio \_\_\_\_\_ Art Print \_\_\_\_\_
  4. In what section of the library is the material located?  
\_\_\_\_\_ Adult \_\_\_\_\_ Children's
  5. How was the material brought to your attention? \_\_\_\_\_
  6. Did you read, view, or listen to the entire work? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, what parts?  
\_\_\_\_\_
  7. What is your objection to the material? Be specific; cite pages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  8. Is there anything positive about the material? \_\_\_\_\_
  9. What, in your opinion, is the theme of the material? \_\_\_\_\_  
\_\_\_\_\_
  10. Do you know what literary critics and reviewers think of the material?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
  11. What do you feel might be the result of using this material? \_\_\_\_\_  
\_\_\_\_\_
  12. For what age group would you recommend this material? \_\_\_\_\_
  13. What material would you recommend that would convey a valuable picture and perspective of the subject treated? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  14. Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Signed \_\_\_\_\_ Print Name \_\_\_\_\_
- Telephone Number \_\_\_\_\_ Address \_\_\_\_\_
- Organization/Group Represented, if any  
\_\_\_\_\_