



# Edgerton Public Library

101 Albion Street | 608-884-4511 | [www.als.lib.wi.us/epl](http://www.als.lib.wi.us/epl)

## **Collection Management Policy**

The Edgerton Public Library enhances quality of life by providing opportunities for personal growth, learning, and enjoyment to area residents by making available a variety of resources and expert assistance in a welcoming, comfortable facility.

The library's mission statement, adopted by the Library Board of Trustees, is an affirmation of the library's purpose and is the main guiding force in the development of the library's collection.

### **Purpose**

This policy exists to (1) establish guidelines for present and future staff to develop the library collection; (2) inform the public of the principles on which selections are made; (3) provide a means for evaluating the library materials collection; (4) establish responsibilities of library board, staff and the community and define how each member can contribute to collection development appropriately; (5) provide a tool for decision making in budgeting for the library building and library materials.

This policy serves as a primary document that explains to the public why certain materials are in the collection.

### **Intellectual Freedom Statement**

The Edgerton Public Library Board of Trustees affirms the American Library Association's Library Bill of Rights, Freedom to Read Statement, and the Freedom to View Statement as guidelines for materials selection and retention. These statements are appended to this policy document.

### **Responsibility for Selection**

Final responsibility for materials selection rests with the Library Director, who makes final selection decisions. Library staff and the public may recommend titles for purchase.

### **Criteria for Selection**

The library strives to provide materials in a variety of formats including, but not limited to, print, digital, and audio. Special collections include local history materials, an obituary file, and works by local author Sterling North. Local historical materials are kept in a reference area and do not circulate.

The main considerations in selection of materials are: individual merit of each item as verified in standard bibliographies or indexes; popular appeal or demand; suitability of materials for the library's clientele; price, format and ease of use; relation of the work to the existing collection; accuracy of items in rapidly changing subject areas; language other than English as demand

occurs; and budget. One or more of the following criteria are considered when selecting items for the library's collection:

1. Materials will be readable and comprehensible to the library's intended audience, whether adults or children.
2. The library acquires materials that represent different points of view without discrimination by race, natural origin, sex, and political or social views.
3. Materials in the collection reflect the mission and service responses of the library. High interest materials are a selection priority.
4. Collection areas with high turnover rates will be expanded as the budget allows. Collection areas with low turnover rates, except non-circulating reference materials, will be given low priority in purchasing. Turnover refers to the rate of use of an item or collection area.
5. Various formats are in the collection, including print and non-print, in proportion to local demand as expressed by circulation and requests
6. Technical quality in audiovisual materials is a factor in selection and retention. However, community demand for such items takes priority over quality unless the damage is sufficient to make the items unusable.
7. Selections of materials are based on reviews in professional journals, requests from the community, physical inspection of items prior to purchase, reputable catalogs, best seller lists, and donations of materials that are consistent with this policy.
8. Materials are purchased to accommodate special needs such as low vision and hearing impairment as the budget allows. Examples are large print books, captioned video materials and recorded books.
9. Lost and damaged materials are replaced if they are of local interest or demand as expressed by customer requests or current circulation statistics.

### **Interlibrary Loan**

Because of limited budget and space, the library is unable to purchase all materials that are requested. Membership in the SHARE Consortium allows Edgerton Library patrons access to materials from all SHARE member libraries. Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of the Edgerton Library and the SHARE Consortium collections.

In return for utilizing interlibrary loan to satisfy the needs of our users, the Edgerton Public Library agrees to lend its materials to other libraries through the same interlibrary loan network and to have its current holdings listed in the Wiscat database, which is accessible by other libraries throughout the state.

### **Gifts**

The library welcomes monetary donations or gifts for the materials collection in accordance with these guidelines.

1. All books or other materials donations become non-returnable library property;
2. Items donated are consistent with the mission of the library and the criteria for collection development stated in this policy;
3. The donor places no significant limitations on housing, handling or disposition of duplicate, damaged or unwanted items;

4. The library will not appraise the value of donated materials, but if requested it will give an acknowledgment of receipt of the items;
5. The donor understands that gifts may not be added to the library collection and may be sold or disposed of through established procedures.

Gift materials selection will be made by the Library Director if no specific title is requested.

### **Removal of Items from Collection**

An attractive, up-to-date, useful collection is developed through a continual withdrawal and replacement process. Items are removed from the collection on an ongoing basis to make space for newer, more timely or more popular items. Responsibility for weeding decisions rests with the Library Director, with advice from staff.

Criteria for withdrawal are: Lack of use for several years; duplication when demand has lessened; poor condition or appearance; availability of the item in other consortium member libraries; obsolescence; collection balance and subject coverage. Works by local authors and works about the local area are retained when possible.

When materials are removed from the collection, they will be treated by these means: (1) given to the Friends of the Library to sell, (2) donated to another library that can use them, (3) recycled if in poor condition, (4) sold through online or other book merchants if they are considered valuable, or (5) sold to the occasional persons who request them at the time of removal from the collection. Decisions on removal method rest with the Library Director.

### **Controversial Materials and Censorship**

Selection of library materials is based on the individual's right to read and his/her freedom from censorship by others. The library recognizes that some materials are controversial and that any given item may offend some people. 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 and viewing of children rests 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, and no library material will be sequestered except to protect it from damage or theft.

### **Challenged Materials**

Differences of opinion arise about suitable materials. Persons who request that materials be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is part of this policy and is available in the library.

The procedure for requesting withdrawal of materials is:

1. The person who has the objection completes the Statement of Concern.

2. The Library Director considers the objection and decides to retain or remove the book from the library collection.
3. The decision of the Library Director may be appealed to the Library Board. Any appeal must be in writing.
4. In the case of an appeal to the Director's decision, the Library Board will consider the appeal at its next regularly scheduled meeting and make a final decision.

Appendix:

- American Library Association's Library Bill of Rights - <https://www.ala.org/advocacy/intfreedom/librarybill>
- American Library Association's Freedom to Read Statement – <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- American Library Association's Freedom to View Statement – <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>
- Statement of Concern About Library Resources form

Approved by the Edgerton Public Library Board of Trustees  
April 9, 2003; revised August 23, 2005; revised September 14, 2021



4. What do you feel the effect of the material might be?
  
5. For what age group would you recommend this material?
  
  
  
6. In its place, what material of equal or better quality would you recommend?
  
  
  
  
7. What do you want the library to do with this material?
  
  
  
  
8. Additional comments:



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