

Sauk City Public Library Policy

POLICY: Collection Development
AUTHORIZED BY: Board of Trustees
APPROVED DATE: May 7, 2012
DATE OF LAST REVIEW/REVISION:

A. Purpose

The mission of the Sauk City Public Library is to provide all residents of the Sauk Prairie community with equal access to materials, information and ideas. Due to limitations of budget and space, the library must adhere to a policy resulting in a useful, well-rounded collection which meets the needs of the community. This policy both guides the staff in the selection and maintenance of materials and informs the general public of the principles of selection.

In addition to this policy, *The Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Sauk City Public Library Board of Trustees and are integral parts of the development of the library collection.

The materials collection development policy, like all other policies, will be reviewed in a timely manner and revised as the need arises.

B. Materials Collected

In order to provide all residents of the Sauk Prairie community with equal access to materials they consider relevant, the library relies on objective standards when acquiring new materials and removing current material. We strive to develop a collection containing many diverse schools of thoughts and will not actively promote or endorse any particular viewpoint. To this end, the library collection will include works containing unpopular or unorthodox thought.

The library will collect both non-fiction and fiction materials for residents of all ages in order to promote lifelong learning and enrich leisure time. Selection of materials will not be influenced by the possibility that they will come into the possession of children or young adults. Materials will be judged on the basis of the work as a whole and specific parts or passages taken out of context will not preclude the selection of an item.

The library will strive to investigate and collect any format deemed useful to the community as a whole. Availability in multiple formats will not preclude or encourage the selection of any particular item; each item must be selected on its merit alone.

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Materials thought to be of local and regional historical value will be kept in the Wisconsin Room. Rare materials will reside in a locked cabinet and will be made available for in-library use or loan to other libraries under the discretion of the library director or their designee.

Current Formats collected:

- Hardcover Books
- Paperback Books
- Large Print Books
- Board Books
- Electronic Books
- Books on Tape
- Books on CD
- Digital Audio Players
- Downloadable Audio
- Digital Video Discs
- Periodicals
- Microfilm

C. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Sauk City Public Library Board of Trustees.

This responsibility may be delegated to members of the library staff, however, because the director must be available to answer to the library board and the general public for all inclusions made to the collection, they have the authority to reject or select any item contrary to the recommendations of the staff.

D. Criteria for Selection

The main criteria considered in the selection of materials are:

Individual merit of each item

Popular appeal/demand

Suitability of material

Existing library holdings

Budget

Reviews are a major source of information about new materials. The primary source of reviews are contained in library and trade journals including, but not limited to: Publisher's Weekly, Library Journal, Computers in Libraries, Forecast, CCBC and School Library Journal.

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As the library is focused on serving the needs of the community, requests from library patrons will be strongly considered for inclusion to the collection. Books and topics discussed in public forums and popular media will also be strongly considered for inclusion.