

Sauk City Public Library Policy

POLICY: Collection Development

AUTHORIZED BY: Board of Trustees

APPROVED DATE: 5/7/12

DATE OF LAST REVIEW/REVISION: 11/12/18

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.

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.

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Current Formats collected:

- Hardcover Books
- Paperback Books
- Large Print Books
- Board Books
- Electronic Books
- 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, the director has 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.

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.

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E. Browsing Collection

The Library purchases additional copies of high demand materials to meet the needs of Sauk City Library patrons. As specified in the South Central Library System agreement, the Library will purchase at least one copy of in-demand materials to fill holds for patrons in the system. An additional copy may then be purchased for a Browsing Collection only available to local patrons or those patrons who come into the Library. Patrons will not be able to place holds on items in the Browsing Collection, but may reserve copies of titles in the shared catalog.

F. Gifts of Library Materials

The Sauk City Library appreciates donations of new and gently used items including books, audiobooks, music, movies and other library materials.

Upon request, the library will provide a receipt of acknowledgement of the items donated. Value appraisal for tax purposes is the responsibility of the donor; the library cannot provide an estimate of the value for donated items or sign any statement of value.

All donations become the property of the Library which has the authority to make whatever use of the materials it deems appropriate including: addition to the library collection, donation to the Friends of the Sauk City Public Library, transferring to other libraries, donating to charitable organizations, selling of the items, or discarding (if condition warrants).

The Library reserves the right to refuse donations of material items if Library staff determines they are not of use to the Library.

Gift items added to the collection may be withdrawn or removed at any time and the library cannot notify donors of withdrawal or replacement of such items.

G. Challenged Materials

The Sauk City Public Library believes in freedom of information for all and does not practice censorship. Selections for the library are made solely on the merits of the material in relation to the development of a collection that serves the needs and interests of a diverse population.

- The Library holds the choice of reading, listening and viewing materials as a purely individual matter. Patrons are free to reject materials of which they do not approve. Patrons may not exercise censorship to restrict the freedom of others.
- Responsibility for materials selected and read, heard or viewed by children and adolescents rests with their parents or legal guardians. Library selection decisions are not influenced by the possibility that materials may be accessible to minors.
- No items will be sequestered to control access.

The Sauk Public City Library Board of Trustees recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration. A formal process for handling challenges will be followed to assure that challenges are handled in an attentive and consistent manner.

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1. If an individual or group wishes to make a complaint, they may fill out a *Statement of Concern about Library Resources*.
2. The inquiry will be reviewed by the Library Director within 14 days and a letter will be sent to the patron explaining the decision once it has been made.
3. If the individual or group chooses to appeal the Library Director's decision, they may write a letter to the Library Board.
4. The inquiry will be placed on the agenda of the next regular meeting of the Sauk City Public Library Board of Trustees. The Library Board's decision will be final.

This policy supersedes and combines the previous Policy for Handling Materials Complaints/Concerns, Materials Selection Policy, Rental Book Collection Policy, and Browsing Collection Policy.