

Title 5 Material Selection and Collection Development Policy

This policy has been adopted by the Washington District Library to guide selection and collection decisions and to make information about the library collection available to library staff and the community. The Material Selection and Collection Development Policy is approved and endorsed as the official policy of the Washington District Library and the Board of Trustees.

TABLE OF CONTENTS

- A. MISSION**
- B. RESPONSIBILITY FOR SELECTION**
- C. COLLECTION DEVELOPMENT OBJECTIVES**
- D. SELECTION CRITERIA**
- E. GIFTS**
- F. CONTROVERSIAL MATERIALS**
- G. COLLECTION MANAGEMENT**
- H. CREATING A BALANCED COLLECTION**
- I. LIBRARY USER PRIORITIES**
- J. MATERIALS FOCUSED ON CREATING A BALANCED COLLECTION**

A. MISSION

The primary objective is to select material that supports the Library's mission statement: *"Washington District Library will be a pathway to personal enrichment, enjoyment, and lifelong learning."*

B. RESPONSIBILITY FOR SELECTION

Authority and responsibility for selecting library material is delegated to the Library Director by the Library Board of Trustees who may in turn delegate authority to the librarians on staff, but will remain responsible to see that the policy is followed. Any material so selected in accord with this policy shall be held to be selected by the Board of Trustees.

C. COLLECTION DEVELOPMENT OBJECTIVES

The Library seeks to provide, within its financial limitations, a general collection of materials embracing broad areas of knowledge which meet the following collection development objectives:

- provide resources that increase an individual's ability to function effectively as a productive member of society by encouraging lifelong learning.
- provide a broadly based collection that supports recreational reading, viewing and listening.

- provide materials that meet the public’s interests and needs in a timely manner.
- provide materials to children, youth of all ages and adults to encourage and promote continued use of the library
- purchase materials in quantities proportionate to levels of demand.
- practice ongoing collection management using output measures, reports available from the online system, and other data for continuous collection evaluation
- keep current with technological changes which affect the development of the collection.
- maintain a current collection with an emphasis on popular materials, but with enough depth to meet the needs of our community.
- provide honest expression of opinion fairly representative of alternative perspectives on controversial issues of public importance
- provide diverse/ objective resources on controversial issues where an individual can examine issues freely and formulate their own conclusions
- young adult materials that promote or glamorize dangerous or unlawful practices are a cause of concern for parents and the community. Staff should exercise caution in choosing books that might lead teens to harm themselves or others. While it can be useful to reflect on difficult realities like developing identity or abuse in relationship, some dystopian worlds and pathological practices should not be promoted for teens.
- regardless of materials selected for the library collection, parents are ultimately responsible for the books and other items chosen by their children.

D. SELECTION CRITERIA

The selection of materials requires knowledge of: broad subject areas, standard bibliographies, selection tools and review sources, the present status of the collection, and the wants and needs of the community. Reviews in professionally recognized periodicals, standard bibliographies, booklists by recognized authorities (including bestseller lists), surveys of the community and the advice of competent people in specific subject areas with a balance of viewpoints may be used to gain that knowledge.

Selection criteria and purchasing levels vary by area, but in general all materials are selected based on the following guidelines:

- The extent to which the selection adds balance to its area of the collection
- Patron recommendations/requests
- Inter-library loan requests, repeated and unfilled
- Relevance to community interests
- Current patron interest/popularity
- Reviews by critics and staff
- Attention given to an item by reviewers and general news media
- Professional judgment
- Award winners
- Artistic/ literary quality

- Significance and permanent value to existing collection
- Budget/cost
- Suitability and quality of format, content, reading level, scope, style
- Accuracy/ presents sound and factual data
- Suitability of subject/style for intended audience
- Current or historical significance
- Reputation and significance of author and/or illustrator

E. GIFTS

Washington District Library accepts and welcomes gifts of materials and funds for the purchase of materials. Unrestricted monetary gifts permit the most flexible use for enriching the collection. However funds are welcomed for the purchase of specific items consistent with the Selection Criteria as well as for the acquisition of materials recommended by the library staff. The Library accepts restricted funds only if the material to be purchased has been jointly approved by the donor and the Library.

In order to be added to the Library's collections, gift materials must meet the same criteria as purchased material. It is explicitly understood that such factors as duplication, lack of community interest, outdated knowledge, processing cost, inadequate housing or other factors may prevent the addition of gifts to the collection or their permanent retention, and that, if the Library cannot use them, it may dispose of the gifts in any appropriate manner. The Library makes the final decision on the use, display, housing, access, withdrawal, or other disposition of all gifts.

The Library does not appraise gifts, but will, upon request, provide a written acknowledgement of a gift.

If funds are given for the purchase of materials in memory of someone, the Library is willing to work with the donor to find materials that reflect the person honored. A memorial gift plate will be placed in the books and they will be integrated into the general collection.

F. CONTROVERSIAL MATERIALS

The library will acquire materials on a wide and diverse range of viewpoints and ideas, providing opportunities for patrons to exercise their freedom to read.

Because of the varying views held by members of the community, some may find certain items offensive. Inclusion of a controversial item in the collection does not constitute library endorsement or approval of an expressed opinion. Nor will access to these materials be restricted. Free access by patrons will be provided except for any special rule the Board may adopt for minors. Parents or legal guardians are responsible for their child's reading, viewing, or listening. Only the parents, not the library, may decide what is appropriate for their child.

The best method for a library to encourage continuous self-education and informed citizenship is to provide the tools which encourage their growth. Realizing that a democracy cannot operate in a vacuum, we do not avoid the controversial, but we try to adequately present all sides of an issue. However, we cannot purchase, nor should we be obligated to purchase all materials on every subject; we apply the normal selection criteria to materials in each area and select those most applicable to identified needs.

If any title in the collection is criticized or questioned by individuals, organizations or librarians within the Washington District Library, the form, "Request for Reconsideration of a Library Materials" may be filled out. Written requests for reconsideration will be evaluated by members of the library staff in light of the Selection Criteria and final determinations will rest with the Library Board of Trustees. A letter of explanation will be sent to the person or organization concerned.

G. COLLECTION MANAGEMENT

Decisions to purchase materials for the collection are based on the selection criteria contained in this document. Collection management weighs current holdings and new selections to achieve appropriate balance for a well rounded collection.

Systematic evaluation and weeding of the collection is required of every selector in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. Weeding/ active reevaluation is primary method of maintaining currency and value of the items in the existing collection. Materials are considered for withdrawal based on the following criteria, no one of which need be controlling:

- Does not meet the needs/interests of the community
- Two or more requests by patrons; to remove an item for this reason requires approval by the board
- Outdated material, including older editions which are often superseded by newer edition or better item on the subject
- Duplicates
- Unnecessary items
- Worn or damaged copies
- Frequency of circulation - for works of historical or literary significance, this criteria should not be the sole basis for a removal.
- Misleading or inaccurate information (to remove an item for this reason requires approval of the Board.)
- No literary or scientific merit

Statistical tools such as circulation reports - both general and those on specific portions of the collection, fill rates, and reference fill rates, should be used to determine how the collection is being used and how it should change to answer patron needs.

H. CREATING A BALANCED COLLECTION

Focus on overall collection development seeks, over time, to strengthen sections until the collection approaches an ideal balance. That balance for leisure reading should include a fair representation of each category or section regularly sought by readers of fiction and nonfiction. Not every author, title, or series can be included, but the library strives to offer something for those interested in most categories. The library will solicit input from the community at least every five years to create a balanced collection.

I. Library User Priorities

In an attempt to categorize areas of library users' needs, the Washington District Library has listed three purchasing priority categories, which incorporate a total of 5 needs.

Higher Priority

Leisure time reading for all ages

Middle Priority

Basic information queries/referrals

Persons pursuing self-improvement and self directed education

Lower Priority

Student supplementary educational needs at the K-12 or college level

Student preparation for GED, college and professional tests

J. Materials focused on creating a balanced collection

FICTION

Adult Fiction-

Popular Authors

Classics

Best sellers

Series- (If a series is selected, the beginning 2-3 titles will be purchased. Other titles in the series will be added based on popularity of the series.)

Award winners

General Fiction to include romances, historical fiction, fantasy, alternative history, chick lit (women's issues), adventure, thrillers, espionage, inspirational

Genre collections in Mystery, Science Fiction, Westerns

Large Print collection which includes a broad base of offerings based on popularity of titles and subjects

Hardback and paperback

Young Adult Fiction-

Popular Authors

Graphic Novels/ Manga

Award winners

Series (as defined above)

Children's Fiction-

Picture books on diverse topics
Beginner readers
Beginner chapter books
Titles for readers through grade 8
Award Winners
Classics
Popular Authors
Series (as defined above)
Hardback and paperback

NONFICTION

Adult Nonfiction-

000's-

Encyclopedias
Computer information and instruction on computer hardware and operating software for computers in common use

100's-

Works of major philosophers
Topics on *important* ethical issues
Psychology materials of use for lifelong learning and student research
Self help materials

200's-

Information on major world religions
Doctrines of major religions
Bible tools such as concordances, indexes
Inspirational books
Classic mythology works and writers

300's-

Information on historical and current issues of political and social nature
Career information of current interest
Business information on finance, legal issues
Testing guides for professionals and college
Wedding planning information

400's-

Language information on foreign languages
English language information on grammar, etymology, usage

500's-

Math information on math basics, algebra, geometry
Science information on major fields of study
Plant and animal guides

600's-

Medical information for most common illnesses, diseases, problems

- Automobile repair for older vehicles
- Small engine repair guides
- Gardening information
- Information on standard pets, including care and training
- Food information on nutrition, dieting and cookbooks
- Basic home decorating information
- Child rearing guides
- Job searching assistance, including resume writing and interviewing
- Business information on management and starting/operating a business
- Basic building construction information for the do-it-yourselfer
- 700's-
 - Art information, including history, various styles, how to do various mediums
 - Non-professional home construction and planning
 - Antiques and collectibles guides and pricing information
 - Crafts how-to's including those of popular interest
 - History of music, movies and theater
 - Sports and games information, including basic background and rules
- 800's-
 - Literature including overviews on poetry and plays
- 900's-
 - World cultures overview
 - Travel information including guides of major countries and all parts of the USA
 - World and United States history materials
 - Local and Illinois History
- Biographies-
 - Autobiographies and biographies of major historical persons, current popular celebrities, persons of current or past significant influence

HISTORICAL COLLECTION

Maintaining records of local history through phone directories, high school yearbooks, cemetery records, plat books and other published documents

CHILDREN'S NON FICTION

- 000's-
 - Mysteries of the world
 - Children's almanacs
 - Basic information on technology
- 100's-
 - Encyclopedias

- 200's-
Information on major world religions
Classic mythology works and writers
- 300's-
Fairy tales and folk tales representing most major countries and traditional American ones
Information on historical and current issues of political and social nature
Career information of current interest
- 400's-
Language information on foreign languages
English language information on grammar, etymology, usage
- 500's-
Math information on math basics
Science information on major fields of study
Plant and animal information and guides
- 600's-
Information on domestic animals and standard pets, including care and training
Food information on nutrition, dieting and cookbooks
- 700's-
Art information, including history
Crafts how-to's including those of popular interest
Sports and games information, including basic background and rules
- 800's-
Literature including poetry, riddles/jokes and plays of general interest
- 900's-
World and United States history materials
Current information on states of the US and major countries
- Biographies-
Autobiographies and biographies of major historical persons, current popular celebrities, persons of current or past significant influence

MAGAZINES

- Popular titles for men, women and children
- Informational types including those on consumer information, finance, world news, medicine and cooking
- Travel titles
- Educational titles for children on various topics such as science, preschool activities

NON-PRINT MATERIALS

- Books on CD and downloadable audio/ e-books
- Adult and Children's Fiction

- Popular titles
- Adult Nonfiction
 - Popular titles
 - Topics of current interest
 - Instructional materials on language, cooking, etc

Music on CD

- Popular artists, both current and past
- General representation of various types, including classical music, jazz, blues
- Children's artists containing a diverse representation of music for various ages

DVDs (applies for both adult and children's)

- Popular titles-Movies
- Topics of current interest
- Instructional materials on topics such as language, cooking, sports, childrearing, exercise
- Informational on travel, science, history

Microfilm

- Past issues of local newspapers

An ideal balance is always a subjective judgment, and a work in progress. Librarians will look for ways to open a conversation with readers to gain their insights. The library will offer opportunities for readers to highlight books that are especially enjoyable or helpful, so that similar ones might be found. Librarians will also welcome recommendations for particularly good titles that would help fill out a section.