

Collection Development Policy (adopted 011022)

Mission:

The Wornstaff Memorial Public Library will treat each visitor with kindness and courtesy, furnish a safe, welcoming environment for all, be fiscally responsible, provide internet connectivity, stimulate imagination and foster community with engaging programming and library materials.

A. Objectives

The purpose of the Wornstaff Memorial Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because no library budget or building is large enough to permit the purchase of every worthy resource, this policy guides the staff in the most effective use of the Library's financial resources to meet the present and anticipated needs of the community.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Wornstaff Memorial Public Library supports the Library Bill of Rights of the American Library Association as stated in attached Appendix A, subject to all other policies of the Library. The Library shall furnish materials for loan and provide resources in its facilities, and offer access to databases and the internet.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. 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 Wornstaff Memorial Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Selection of Resources

The addition of material to the Library does not constitute or imply agreement with or approval of its content, but assures that a variety of differing points of view are represented.

The principles upon which the Library material is evaluated include the following criteria:

1. Resources are selected to fill the needs of both actual and potential users, within the constraints of space, availability of funds, and perceived needs of the primary service area of the Library.

2. Each resource is evaluated according to its value to the collection and the audience for whom it is intended.

3. Each resource is evaluated according to professional standards for type and format which could include any of these criteria: accuracy; scope; timeliness; readability or technical quality; social significance or relevancy; literary or recreational value; authority of the author or source; relationship to other materials or resources in its field or format; clarity and effectiveness of its presentation; comprehensiveness; accessibility; ease of use; appropriateness of format.

A resource which does not meet the physical standards for its type may still be selected if it presents a point of view not otherwise represented in the collection or if community interest justifies purchase or access. Resources of current interest, which may be of temporary value, are selected if timeliness gives them relevance. Resources of potential future value, for which immediate interest is small, are selected for their lasting importance.

4. A resource is evaluated as a whole, not on the basis of a particular section or sections.

5. Resources representing different viewpoints on controversial issues will be acquired or made available, including those which may have unpopular or unorthodox positions. The Library recognizes the importance of making available a variety of viewpoints, realizing that a resource which might offend one person may be considered meaningful by another.

6. A resource will not be selected, or excluded from selection, solely for the reason of the race, color, religion, gender, sexual preference, national origin, disability, age, ancestry, or other characteristic of the author or source.

7. A resource will not be excluded from selection solely because of its frankness of expression, unorthodox language, nontraditional theme, or unusual presentation.

8. The availability of a resource in the Library or the accessibility of a resource through interlibrary loan does affect the selection process and is especially important when evaluating specialized resources within the context of the collective needs of the community.

9. One area where resources will be selected regardless of selection criteria is the Village of Ashley and Oxford Township local history. The Library will strive toward comprehensiveness in this area.

D. Format

When the same item is available in several formats, selection is based on the formats most suitable for the subject, the ease of use by the patron most likely to use the item, the availability, and level of usage by the community. When available and appropriate, a format which better serves the visually handicapped or hearing-impaired is considered. A non-print format is an option for retention of an item which is fragile, would easily deteriorate, or would consume a large amount of space. Electronic access is an option for resources which are high priced or high maintenance or not readily available in another format.

E. Duplication

The Library does not necessarily attempt to duplicate titles or items in sufficient quantity to meet the assigned informational demands of local institutions, schools and colleges, or non-institutional reading groups. Wornstaff Memorial Public Library belongs to the COOL Consortium that provides materials for use by our Library users. WMPL, along with the other public library systems across the state, receives access to a wide variety of databases.

F. Patron Recommendations

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria.

G. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be placed in the collection or disposed of as the Library determines appropriate. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book.

If a donor requests a specific title or item as a memorial gift, it can only be accepted if the item would be purchased as part of the regular selection process. Book selection will be made by the director if no specific book is requested. The Wornstaff Memorial Public Library encourages and appreciates gifts and donations.

Permanent or temporary memorials will be established at the Library at the discretion of the Board of Trustees. Memorials will always include book plates. Record and acknowledgement of the endowment and memorial purchases will be maintained by Library staff.

The Library does not provide evaluations of donated items for tax purposes, though it can provide an acknowledgment of receipt of the items if requested by the donor.

H. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Staff may utilize the Texas State Library and Archive Commission CREW: A Weeding Manual for Modern Libraries to aid in the deselection process.

G. Potential Problems or Challenges

The Wornstaff Memorial Public Library recognizes that some materials are controversial and that any given item may offend some patrons. 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 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.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a " Request for Reconsideration of Library Materials Form " (Appendix B) which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Wornstaff Memorial Public Library Board of Trustees.

The following is the procedure for the challenged material:

1. The individual will be offered the opportunity to complete the form.
2. The Director will review the request, formulate a recommendation, notify the individual in writing within 14 days, and send a copy to the Board of Trustees.
3. If the individual wishes to appeal the recommendation, a written appeal must be made to the Board of Trustees within 30 days.
4. The appeal will be added to the agenda of the next regularly scheduled meeting of the Board of Trustees.
5. A final determination will be made in writing to the individual within 30 days of the Board meeting.
6. The challenged material will remain in the collection until a determination is made on whether a change will be made.

Appendix A Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996

Appendix B
Request for Reconsideration of Library Materials Form

Title of item/Library program _____

Author _____

Request initiated by _____

Address _____ Phone _____

City _____ State _____ Zip code _____

1. Did you read or view the entire work? _____ What parts did you read or view?

2. To what in the work do you object? (Be specific; cite pages, sections etc.)

3. What do you believe is the theme of this work?

4. In your opinion, is there anything good about this work?

5. What do you feel might be the result of reading or viewing this work?

6. What would you like the library to do about this material?

___ Do not allow my child to check the material(s) out

___ Take it to the Library Board for reconsideration

___ Withdraw it from the collection

7. Which title would you suggest as a substitute? _____

Any other comments

Signature _____ Date _____