

4. Collection Development Policy

Public use and demand are the primary determining factors in the development of the collection and the direction it will take. The collection will reflect popular interests with high-demand adult and youth materials.

Selection Policy

The public's interests and the community's informational, educational, and entertainment needs are determining factors in the selection of materials for the library collection. The library's collection, purchases, and maintenance decisions will reflect the concepts laid out in the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to Watch statements. In keeping with the ideal of intellectual freedom, selection will reflect diverse and opposing points of view. Materials are evaluated on the basis of the content of the entire work and the item's value to maintaining a balanced collection. Statistical data that reflect usage will impact budget allocations and selection decisions.

Selection Criteria

All materials, whether purchased or donated are subject to the following criteria however, an item need not meet all of the criteria in order to be selected:

- o Public demand (current and anticipated), interest or need.
- o Accurate and authoritative information.
- o Currency of information.
- o Cost and availability.
- o Historical or cultural significance to Albany or Wisconsin.
- o Critical reviews or publicity.
- o Professional or literary reputation of the author, publisher or producer.
- o Duplication of content in other formats.
- o Format appropriate for public use.
- o Contemporary significance or permanent value.
- o Availability of material elsewhere in the system.
- o Value of item to existing collection.
- o Space and budgetary limits.

Criteria for Withdrawal

Library staff considers the following criteria in choosing materials for withdrawal:

- o Worn or badly damaged materials.
- o Frequency of use.
- o Superseded editions or obsolete items and formats.
- o Availability of other titles on the subject.
- o Local interest / Historical Significance.
- o Importance to Albertson Memorial Public Library's core collections.
- o Availability online or elsewhere.
- o Classic or basic work in the field.

Responsibility for Selection

The ultimate responsibility for selection of Library materials, whether purchased or donated, rests with the library director who operates within the framework of the policies determined by the Albertson Memorial Library Board of Trustees. The other members of the library staff and the public are encouraged to make suggestions, however, because the director must be available to answer to the library board and the general public for the actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff or patrons.

Gifts and Donations

Monetary gifts are always welcome and will be used at the discretion of the library board of trustees.

Donated items may be accepted and added to the collection based on the same criteria as purchased material.

Books or items that we cannot use may not be accepted, as they present a disposal problem.

Potential Problems or Challenges

The Albertson Memorial 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 material may come into the possession of children.

Library material 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

Although materials are carefully selected, there can arise differences of opinion regarding the suitability of materials. Patrons requesting that material be withdrawn may do so in writing and submit it to the library director for review. The objection must be signed and dated. The Library Director will review such objection within two weeks of its receipt and respond to the patron with a decision as to the suitability of the material for the library collection. If the decision of the Library Director is not satisfactory to the patron, the patron may request that the item be placed on the agenda for the next regularly scheduled board meeting. The board will then review such item and decide upon its suitability. The decision of the Library Board will be considered final concerning whether the item is disposed of or kept in the library collection.

ALA Documentation

The Albertson Memorial Library fully subscribes to the following ALA documents.

1. The Library Bill of Rights
2. The Freedom to Read
3. The Freedom to View

Approved 6/7/2022

Challenged Material Form

Date: _____

Name of person making challenge: _____

Title of Item being challenged: _____

Have you read the entire book, or watched the entire DVD? Yes / No

Reason for challenge:

What would you like to see happen?

(Staff Use) Reviewed: _____