



Collection Development Policy

Adopted January 27, 2015

Revised July 22, 2025

Purpose:

- Guide Library staff in their selection of materials for a diverse collection reflective of major viewpoints on a variety of subjects
- Guide staff in appropriate management of the collections
- Inform the public of the principles used for selecting and deselecting Library materials

Library materials include items in print, non-print, and electronic format. Guidelines for the implementation of this policy are contained in the Collection Development Plan.

As with all other facets of services and programs, the Lawrenceburg Public Library District (LPLD) Collection Development Plan and Policy are based on and support the mission, vision, and values of the organization.

Children and Access to Adult Materials

Librarians are trained to group materials according to the appropriate age group and reading level. Every effort is made to place materials in the appropriate collection. However, parents should understand that materials from the adult and the young adult collections may be available to children. These materials could contain mature language, images, themes, and may depict adult situations. **AS A RESULT, THE LIBRARY MAINTAINS THAT IT IS THE SOLE RESPONSIBILITY OF THE PARENTS, GUARDIANS, OR CAREGIVERS TO MONITOR WHAT CONTENT AND/OR MATERIALS THEIR CHILDREN ACCESS OR BORROW FROM THE LIBRARY.**

Collection Development Responsibility

The Board of Trustees vests authority and responsibility for selection and management of Library resources with the Library Director. The Director may delegate selection and management activities among trained Library staff who discharge their obligations consistent with policy and established procedures.

While all LPLD's physical holdings have been selected according to this policy, the library does belong to consortiums and/or subscription services to expand our digital offerings. eBooks, Digital Audiobooks, and Streaming Video resources are not necessarily selected by LPLD librarians, but the membership in purchasing consortiums and subscription services for digital materials allows us to offer our patrons materials that would otherwise be cost prohibitive for the Library.

Collection Accessibility

- All materials will be available to the public in circulating or non-circulating collections.
- Requirements for responsible use may be applied to the use of certain materials and/or equipment.
- At the discretion of LPLD, extra labels and/or special shelving of materials may be used for some collections to enhance organization and access.
- Library materials representing a wide range of interests and reading levels are selected to meet the needs of a wide range of patrons. The responsibility for choosing from within this range of materials rests with the user. Parents/Guardians are responsible for supervising their children's use of Library materials.

- Multiple copies of titles may be obtained to meet demands within a reasonable period of time.

Principles of Collection Development

Collection development is a dynamic activity, reflecting and responding to the changing needs of the community. The collection is intended to support the following Library functions:

- **Reference**
 - Provide timely, accurate, and useful information for the community of users.
- **Emergent Literacy & School Readiness**
 - Encourage children to develop an interest in reading and learning together with their families from birth.
 - Develop children's skills to help assure their readiness for a successful school experience.
- **Lifelong Learning**
 - Provide resources for all ages in support of learning needs during both formal and self-directed study. In general, textbooks will only be purchased when they constitute the best available source of information for fulfilling a collection need.
- **Recreational Interest**
 - Provide popular materials to meet a wide range of tastes and interests and to reflect the diversity of the community.
- **Historical Repository**
 - Maintain a collection of materials that record the history and development of the areas within the Library District and other appropriate environs.

Selection Criteria

Although requests are both welcomed and encouraged, and popularity is considered in the development of the collection, selection is made based on materials as a whole and on the value of an individual item to the collection. While not all requests can be fulfilled, any items unable to be purchased may be available to LPLD residents via Interlibrary Loan.

In addition to the principles outlined in the section above, the following criteria are considered in selection, regardless of format or whether the materials are a purchase or gift, electronic or print.

- **Material Must Be Relevant:**
 - Timely or relevant for contemporary society
 - Represent various contemporary points of view reflecting current conditions, trends, and controversies
 - Interpret, document, or illuminate the past
 - Provide information on a particular subject
 - Foster a knowledge of self and an understanding of others
 - Enable the individual to acquire knowledge for decision making
 - Satisfy community interest in a subject
 - Fulfill current or anticipated demand
 - Feature a local author or subject

- Have reference or research value
- **Material Must Have Merit:**
 - Advance the individual's capacity for understanding the world in which they live
 - Stimulate aesthetic appreciation and imagination
 - Be noted for literary or artistic quality
 - Contribute to the enjoyment of life
 - Be recognized as a classic in its genre
 - Have gained attention from critics and reviewers
 - Have received awards or honors
 - Reflect the competence and positive reputation of the author, director, illustrator, creator, producer, performer, and/or publisher
- **Materials Must Have Substantial Form and Content:**
 - Accurate
 - Readable or understandable
 - Suitable for the intended audience
 - Included in bibliographies or recommended lists
 - Contribute to a collection of classics or contemporary works
- **Other General Considerations Include:**
 - Availability of shelf space
 - Availability of material
 - Relationship to existing materials in collection
 - Relative importance in comparison to other materials available on the subject
 - Price in relation to total budget and other collection needs
 - Practical usefulness
 - Degree of community interest

Although the same criteria are used generally throughout the Library system, special collections, such as the Genealogy and Local History Collection may use additional criteria when appropriate.

Donations and Memorials

Donations and memorials are subject to the same criteria as other materials and in accordance with the LPLD Gift Policy. Donated materials become the property of the Library, with location of materials and ultimate disposal at the discretion of the Library Director or the Director's designee without notification to the donor.

Collection Maintenance

LPLD strives to maintain a collection that meets the needs of the community of users. Ongoing evaluation is necessary to maintain quality, relevancy, accuracy, and currency. The Library Director or the Director's designee will withdraw and dispose of materials that are outdated or no longer useful in accordance with best practices, procedures, and the LPLD Collection Development Policy.

Reconsideration of Materials

LPLD considers all materials selected in accordance with this policy to be constitutionally protected under the First Amendment to the United States Constitution. If a person residing or owning property within the Lawrenceburg Public Library District boundaries claims that a particular item is not constitutionally protected, the burden of proof rests with the patron. Whenever a patron objects to the presence or absence of any Library material, the complaint will be given hearing and consideration. Any patron complaints made to staff will be referred to the "Request for Reconsideration of Library Materials" form. Completed forms will be given to the Library Director who will then meet with the appropriate staff to evaluate the material in question and consider the merits of the reconsideration request. A decision will be made regarding whether to add, move, withdraw, or leave in place any materials questioned. Any decision will be communicated in writing and will be mailed within ten business days. Responses will only be mailed to addresses within Library District Boundaries, and any form given without a proper address will not receive a response.

Materials subject to complaint shall not be removed from use and/or circulation and will remain available to patrons until a final ruling is made.