



Lawrenceburg Public Library District

## COLLECTION DEVELOPMENT POLICY

Reviewed and approved January 27, 2015

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 and
- Inform the public of the principles used for selecting 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 service 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 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 and block movies with mature ratings from being checked out on a minor's card. However, parents should understand that books and other materials from the adult and the young adult collections are readily available to children. Many of these materials contain mature language, images, and themes or depict adult situations. **AS A RESULT, THE LIBRARY MAINTAINS THAT IT IS THE SOLE RESPONSIBILITY OF PARENTS, GUARDIANS, OR CARE GIVERS TO MONITOR WHAT CONTENT AND/OR MATERIALS THEIR CHILDREN ACCESS OR BORROW FROM THE LIBRARY.** As such, library staff will not prohibit minors from accessing such materials and will only block mature movies from being checked out on their card.

### 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 the obligations consistent with policy and established procedures.

### Collection Accessibility

1. All materials will be available to the public in circulating or non-circulating collections.
2. Requirements for responsible use may be applied to the use of certain materials and/or equipment.



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3. At the discretion of LPLD, extra labels and/or special shelving of materials may be used for some collections to enhance organization and access.
4. 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 this range of materials rests with the user. Parent/Guardians are responsible for supervising their children's use of Library materials.
5. Multiple copies of titles may be obtained to meet demands within a reasonable time period.

### **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:

- 1) **Reference:**  
Provide timely, accurate useful information for the community of users.
- 2) **Emergent literacy & School Readiness:**
  - a. Encourage children from birth and their families to develop an interest in reading and learning together
  - b. Foster children's skills and development to assist their readiness for a successful school experience
- 3) **Life-long learning:**  
Provide resources for all ages in support of learning needs during both formal and self-directed study. In general, textbooks will be purchased only when they constitute the best available source of information for fulfilling a collection need.
- 4) **Recreational Interest:**  
Provide popular materials to meet a wide range of tastes and interests and to reflect the diversity of the community.
- 5) **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 collections. In addition to the principles, the following criteria are considered in selection, regardless of format or whether the material is a purchase or a gift, electronic or print.

1. Material must be relevant:
  - timely or relevant for contemporary society



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- 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
2. Material must have merit:
- advance the individual's capacity for understanding the world in which s/he lives
  - 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 the attention of 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
3. Material 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 or be suitable and durable in format
4. Other general considerations include:
- availability of shelf space
  - availability of material
  - relationship to existing materials in collection
  - relative importance in comparison with other materials available on the subject
  - price in relation to total budget and other collection needs
  - practical usefulness
  - degree of community interest
  - in the case of films, the inclusion of public performance rights



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Although generally the same criteria is used 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. On-going evaluation is necessary to maintain quality, relevancy, accuracy and currency. The Library Director or designees will withdraw and dispose of materials that are outdated or no longer useful in accordance with best practices procedures and the LPLD Collection Plan.

### **Challenges to the Collection**

The LPLD considers all materials selected in accordance with this policy to be constitutionally protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with the patron. LPLD recognizes the right of individuals to comment on or to question materials in the Library collection. Whenever a patron objects to the presence or absence of any Library material, the complaint will be given hearing and consideration. All complaints to staff members will be referred to the Youth Services Manager, Reference Librarian or Branch Manager who will discuss the matter with the complainant. If not satisfied, the patron will be given a "Request for Reconsideration of Library Materials" form to complete. This completed form 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 completed request form. These staff will consider whether the material meets the selection criteria outlined in this policy. A decision will be made regarding whether or not to add, move, or withdraw the material within a reasonable amount of time, with written reasons for the decision conveyed to the patron. If the patron is dissatisfied with the Director's decision or the written reply, he or she may appeal the decision to the Board at a regularly scheduled Board meeting. The Board, after receiving public testimony from the patron, other interested parties, and from the Director, will decide whether or not Library policies have been followed and whether to add or withdraw the material in question.

Materials subject to complaint shall not be removed from use and circulation pending final action. Material under court consideration will remain available to patrons until a final ruling is made.



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## Request for reconsideration of Library Materials

10-2014

Date: \_\_\_\_\_

Title _____	Author _____
Material Type:	<input type="checkbox"/> Book <input type="checkbox"/> Music <input type="checkbox"/> Graphic Novel <input type="checkbox"/> Magazine <input type="checkbox"/> DVD

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Do you represent: Yourself? \_\_\_\_\_ An organization (name) \_\_\_\_\_

Other(identify) \_\_\_\_\_

1. To what in the work do you object? (Please be specific. If more room is needed, use the back of this page)
2. Did you read/view the entire work? If not, what parts concerned you?
3. What do you believe is the theme of this work?
4. What do you feel might be the result of reading/viewing this work?
5. Have you located any judgments of this work by literary critics? If so, what is that opinion?
6. Would you recommend another work that would present an alternative viewpoint of the subject?
7. What would you like your library to do in response?