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## Collection Management Policy

### Purpose of Policy

This policy is used for the development and management of the collections of the Mount Horeb Public Library. It serves as a guide for the public about Library service as it pertains to the collections, and to inform the public about the principles upon which selection decisions are made. This policy is used by Library staff to select, maintain, and deselect materials. This policy does not replace the judgment of library professionals. The stated goals and objectives will assist them in their selection of available materials.

Mount Horeb Public Library's primary collection objectives are to acquire, organize and make available print and media materials that inform, educate, entertain and enrich people of all ages. Collections include popular and in-demand materials as well as items with enduring value. The collection is not archival, and it is maintained to meet current needs.

"The library provides an environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections." (American Library Association, ala.org)

### Factors Affecting Collection Development

- The Mount Horeb Public Library participates in the Dane County Library Service, the South Central Library System, and the LINKcat shared automated library catalog. Membership in these organizations benefits the Library in the following ways:
  - The Library's participation makes resources from throughout the state available to patrons locally. The holdings of LINK member libraries are available to Mount Horeb patrons via online catalog access and an extensive delivery system.
  - This shared system is accomplished by the encouragement of participating libraries to diversify their purchasing patterns. This approach to selection should result in fewer system-wide copies of marginal titles and an increase in the total number of titles available to patrons served by automated libraries.

### Responsibility

The professional staff of the Library (selectors) are responsible for the selection of library materials and resources. Other members of the staff and the public may recommend materials for consideration. All suggestions are to be considered in accordance with the selection criteria described in this policy. The Director delegates to professional staff members the authority to interpret the policy in day-to-day decisions regarding the development of the collection and the subsequent selection of library materials and resources. Ultimate responsibility for collection development rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. Unusual problems are referred to the Director for resolution. The Director has the authority to reject or select items contrary to staff recommendations.

The exceptions are digital materials, which are provided through a state wide buying pool, to which Mount Horeb Public Library contributes funds. These materials include audio, video, and electronic books, and are selected for Overdrive through the Wisconsin Public Library Consortium. The Library has no direct control over this selection, other than to recommend titles for license. Selection Committee and WPLC Collection Development Policy can be found here: <https://www.wplc.info/governance/selection>. Additionally, the Library subscribes to Hoopla and items in this collection

are selected by Midwest Tape. As the digital landscape changes, staff may have more ability to select materials and, if so, will follow the guidelines detailed in this policy.

### **Evaluation and Selection Criteria of Library Materials**

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable. Any or all of these factors are used when selecting materials to build a well-rounded collection with many viewpoints to meet community needs, but the primary consideration is public demand.

- public demand, interest or need,
- contemporary significance, popular interest or permanent value
- attention of critics and reviewers
- prominence, authority and/or competence of author, creator or publisher
- timeliness of material
- relation to existing collections
- statement of challenging, original, or alternative point of view
- authenticity of historical, regional or social setting
- accessibility for multiple users of electronic formats
- Suitability of physical form for library use

### **Formats**

- New formats shall be considered for the collection when local requests indicate a significant portion of the Mount Horeb community has the interest and the necessary technology to make use of the format. Availability of items in the format, cost per item and the Library's ability to process and house the items also will be factors in determining when a new format will be collected. Similar considerations will influence deletion of a format from the collection.

### **Patron Request**

The Library welcomes suggestions for titles to add to our collection. We have created these guidelines to answer some frequently asked questions from local or self-published authors:

- Our primary goal is to add materials that will appeal to a broad audience or have local significance.
- A positive review in a major review journal (such as *Kirkus Reviews*, *Booklist*, or *Library Journal*) is the best way to bring a title to our attention.
- Due to time constraints and the volume of inquiries we receive, we are unable to meet with individual authors, or to notify authors of our decision. If we add your book to the collection, it will appear in our library catalog within two months.
  - An author may donate one copy of their book to the library. All donations become the property of the library. We will review the book and, if it meets our selection criteria, we will add it to the collection. If the item does not meet our selection criteria, we will donate it to the Friends of the Library Book Sale.

Items not available through the shared on-line catalog, LINKcat, may be considered for purchase if a Librarian determines there is merit in acquiring the item for the collection versus requesting it through Worldcat, a wide network of materials available for interlibrary loan.

- Textbooks will not be considered a viable purchase option.
- Purchase requests can be made on the Mount Horeb Public Library website: [www.mhpl.org/forms/purchase.html](http://www.mhpl.org/forms/purchase.html) and at any service desk in the Library.

### **Gifted and Donated Materials**

- The Mount Horeb Public Library Board of Trustees welcomes and encourages gifts in support of the Library. The goal is to accept gifts that fit the Library's mission and are consistent with the Library's service goals.

- For more information about donating materials to the Mount Horeb Public Library, please see the Gift Policy: <https://www.mhpl.org/files/pages-policies/donations.pdf> and the Gift Acceptance Form: <https://www.mhpl.org/sites/www.mhpl.org/files/images/Policies/GiftAcceptanceForm%2C%202020.pdf>.

### **Collection Maintenance**

- Weeding
  - Items are withdrawn from the collection through systematic review by Library staff. This process is done to keep the collection responsive to patron needs, to ensure its vitality and usefulness to the community, and to make room for newer materials.
  - Selection of materials for weeding is based on many criteria, including:
    - Materials with condition issues
    - Materials which are inaccurate, which have been superseded, or which are no longer considered timely
    - Materials which have had little recent use
    - Additional copies of materials which are no longer in demand
    - Materials which are no longer suitable for the collection
    - Materials in areas with limited space availability
  - Withdrawn materials in good condition may be sold through the Friends of the Library to the benefit the Library. No materials are held for or given to individuals.

### **Reconsideration of Library Materials**

- The 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 set forth in this policy.
- Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect it from injury or theft.
- Responsibility for reading and the use of the Library by children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.
- Requests to remove materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials is asked to complete and sign the [Request for Reconsideration Form](#).
  - The patron will be given a copy of the Mount Horeb Public Library Collection Management Policy and a copy of the Request for Reconsideration of Library Material form.
- The patron may request an appointment with the Library Director to discuss the matter.
  - If the patron wants to pursue the reconsideration, the completed reconsideration form must be submitted. The appropriate selector will review the item with staff and will make a recommendation to the Library Director within six weeks of receiving the initial request.
  - The Library Director will make a decision within three weeks of receiving the staff recommendation and communicate that decision via a written letter or email.
  - The patron may appeal the Library Director’s decision to the Library Board at the next regularly scheduled Library Board Meeting after receiving the Library Director’s reply. The Board will evaluate the decision based on whether or not the particular title conforms to the Board-approved Collection Management Policy, as outlined in the “Criteria for Evaluation.”
- Library materials will be neither removed from circulation nor moved to a different collection during the process of reconsideration.

Approved:

This policy replaces any previous policy regarding collection development.

Created: October 2009;

Approved: by the Library Board on December 16, 2009

Updated: by the Library Board on January 27, 2022