

# Syracuse-Turkey Creek Township Public Library

## Collection Development Policy

### Introduction

The purpose of the Syracuse Turkey Creek Township Public Library collection development policy is to guide librarians and inform the public about the principles by which selections are made for all print, recorded, and digital purchases of the library.

The Board of Trustees of the Syracuse-Turkey Creek Township Public Library recognizes the diverse nature of the county and the varied backgrounds and needs of all citizens. This collection development policy reflects the intention to provide materials for all library patrons in the Town of Syracuse and Turkey Creek Township based upon the values of information, education, and entertainment. This includes the fullest practicable provision of materials presenting many points of view as pertaining to local, national, and international issues.

It is the goal of the library to have ready access to informational resources with sufficient scope, depth, relevance, and accuracy in a variety of useful formats for the purpose of providing information, education and instruction, cultural experience and growth, and meaningful recreation to the library's public.

The term "library materials" as they occur in this policy, have the widest possible meaning. Every form of permanent record is to be included, whether print or audio; bound or unbound; photographed or otherwise reproduced on tapes, discs and pictures in the form of photographs, paintings, drawings, etc.

"Selection" refers to the decision that must be made either to add a given title to the collection or withdraw one already in the collection.

The library recognizes that some works are controversial and that any given item may offend someone. Selections will not be made on the basis of any assumed approval or disapproval, but solely on the merit of the work as it relates to the library's purpose and as it serves the needs and interests of the community as a whole.

Library materials will not be marked or identified to show approval or disapproval of the contents, and nothing will be sequestered except for the express purpose of protecting it from mutilation or theft.

### Responsibility

Ultimate responsibility for collection development rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. The Director may delegate the authority to staff members to make materials selections. Thus, the responsibility for collection development and selection of purchases lies with the professional staff of the library.

### Criteria

Based upon professional reviewing sources whenever possible, the library considers the following criteria to be of particular importance in selecting materials:

- Public Demand and/or interest (including patron requests)
- Timeliness and/or significance of the subject
- Contribution to a balanced collection
- Support of the Library's mission and strategic plan
- Quality of writing, design, illustration, or production
- Community relevance
- Availability of the item through the Evergreen Consortium or through inter-library loan
- Reviews from professionally recognized sources

## **Access and Availability**

### **Minors (under the age of 18)**

Responsibility for the use of library materials by children and teens rests with their parents or legal guardians. Parents may limit access of their children to library materials through requests placed on their cards, such as restricting the ability to check out R-rated materials.

### **Print and Non-Print Resources**

The library will not attempt to support comprehensive or research level collections. Most selection will be for the purpose of supporting study, popular, or basic levels of collection within the limitations of the library's budget.

The library acknowledges a particular interest in the history of the area and in the works of local authors and artists. The library will maintain an Indiana history collection in-house and by partnering with the Syracuse-Wawasee Historical Museum.

The Library shall maintain a reference collection, in the form of print and electronic resources. The Library will choose databases to supplement print and audio-visual collections that will enhance or act as an alternative to the physical collection in the library.

A collection of print periodicals shall be maintained. The current issue will be reserved for in-house use. Issues from the current year, in addition to one prior year of issues will be available for circulation.

The Library shall purchase subscriptions to local, regional, and national newspapers as budget, space, and need allows.

The Library will provide access to electronic materials such as e-books, and other electronically provided materials.

The Library will provide Inter-Library Loan access to its patrons through the Evergreen Consortium or other loan services such as Statewide Remote Circulation Service (SRCS).

### **Controversial and/or Challenged Materials**

The Library recognizes that some materials may be considered controversial or offensive to some patrons. Selections will be made on the merits of the work, its relationship to the collection, the need to serve the interests of readers, and in keeping with the mission of the Library. Materials are evaluated as complete works and not on the basis of a particular passage. A work will not be excluded from the library's collection solely because the content may be controversial.

The Library Board of Trustees believes that censorship is up to the individual. While any library user may reject for themselves library materials of which they do not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to use these materials.

If a title in the collection is questioned by individuals or organizations, steps to address the issue will be followed:

- a.) A *Request for Reconsideration of Materials Form* will be provided for the patron.
- b.) The Library Director shall meet personally with the patron making the challenge.
- c.) If the matter is still unresolved, the *Request for Reconsideration of Materials Form* shall be presented to the Library Board.
- d.) Upon receipt of this form, the Library Board shall review the complaint.
- e.) The Board of Trustees assess the material, gather information, and make a decision on the challenged material, following the guidelines for selection in this policy and notify the complainant in writing within 7 days of the decision.

- f.) Challenged materials shall remain in normal use pending the decision of the committee.
- g.) The same material may not be re-challenged for a period of 12 months from the date of the final decision.

## **Gifts**

The Library welcomes the donation of books and other materials from individuals and organizations, reserving the right to accept or decline specific items. Materials accepted must meet the same selection criteria as purchased items. The Library reserves the right to dispose of unneeded or unwanted gifts through any legitimate means, including, but not limited to, used book sales, donations to other non-profit organizations, or recycling.

Monetary donations and memorial contributions will be expended in an appropriate subject area if requested by the donor. Memorial plates will be included in the memorial volumes. The library will furnish appropriate acknowledgment for donations upon request, either in the form of a receipt for cash, or a letter for materials. The library will not appraise or establish a value for the worth of donated material.

The Library reserves the right to reject specific formats of materials for donation. These may include:

- Textbooks and/or curriculum materials
- Out of date formats including, but not limited to, VHS tapes, cassette tapes, or vinyl records
- Magazines, sets of encyclopedias, or other outdated reference books
- Moldy, foul-smelling, or materials that are damaged by water or fire

## **Collection Evaluation**

In order to make the best use of funds available and to provide materials adequate to support interests of the Library patrons, the collection will be evaluated on an ongoing basis. The Library Director and professional staff will determine the scope, depth, and quality of the collection using a variety of measures including, but not limited to:

- Circulation and use statistics
- Availability through the Evergreen Consortium or inter-library loan
- Physical space available
- Physical condition

Based on this evaluation, the collection will be upgraded as funds allow.

## **Deselection Policy**

The Library Director and/or staff, who shall exercise the same professional judgement and authority as for selection, shall remove materials from the collection. Criteria for removal include:

- a. Outdated or inaccurate information
- b. Material that is superseded by a newer edition that contains substantive additional information
- c. Material is no longer used, and is not expected to ever be needed in the foreseeable future
- d. Duplicates are no longer needed in quantity
- e. The physical state of the material (If the item is damaged but still valuable, it may be replaced, if still available or if the item is irreplaceable, the copy may be archived for preservation.)

Materials that have been deselected shall be disposed of in the same manner as unused gifts.