



WESTFIELD WASHINGTON PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

INTRODUCTION

This policy is intended to serve as a guide for library staff in building and maintaining a collection to meet the needs of the community of Westfield Washington Township, Hamilton County, Indiana. Collection development includes the selection, acquisition, and removal of all print, non-print and electronic resources. The Westfield Washington Public Library will support free speech principles as guaranteed by the First Amendment and be guided by the principles of the American Library Association's Library Bill of Rights and the Freedom to Read statement.

MISSION STATEMENT

The Westfield Washington Public Library will strive, in partnership with local organizations, to provide quality services, materials and facilities that fulfill the educational, informational, technological, cultural and recreational needs of the entire community.

RESPONSIBILITY

The selection and management of all print, non-print, and electronic materials is delegated to the Director of the Westfield Washington Public Library. Actual selection and management activities are the responsibility of library professionals.

SCOPE

The scope of the collection is intended to meet the cultural, educational, informational and recreational needs of all residents of Westfield Washington Township by offering a choice of level of difficulty, format and treatment within current budget guidelines and constraints. The library staff encourages the use of interlibrary cooperation to better serve the needs of its patrons by expanding available resources. The emphasis is on acquiring materials of wide-ranging interest and varying complexity for the general public. The collection is reviewed and revised on an on-going basis to meet the evolving needs of this community.

SELECTION CRITERIA & TOOLS

The following selection criteria are not ranked in any particular order:

- A. Popular demand and requests
- B. Favorable reviews from professional library resources
- C. Accuracy of information
- D. Budget
- E. Individual merit of each item
- F. Availability of material
- G. Relationship of existing materials in collection
- H. Balance of diverse points of view
- I. Core collection enhancement

WEEDING, DISCARDING AND REPLACEMENT OF MATERIALS

In order to maintain a vital collection which meets the needs of our community, the examination of materials is an ongoing process. Weeding will be done with the same care and thought as selection. An item may be considered for discard when it is: obsolete or contains inaccurate information, is worn in appearance, is damaged beyond repair, no longer circulates, or is a multiple copy. Withdrawn materials are donated to the Friends of the Westfield Library. Materials chosen for withdrawal may be replaced if they are still in print and are of continuing value to the collection.

FORMAT

Formats include print, audiovisual, non-print and multimedia materials. Library staff monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection. Choice of new formats will be based on customer demand, community trends, new product development and positive critical reviews.

INTERLIBRARY LOAN

The Westfield Washington Public Library cannot purchase all materials. Interlibrary loan is used for items that are requested, but will not be purchased, due to limited budget, space, availability or being beyond the scope of the library's collection.

DONATIONS

The library accepts gifts of materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. The library retains the authority to accept or reject gifts and to make all decisions as to their use, housing and final disposition. Materials not added to the collection will be donated to the Friends of the Westfield Library, with all profits benefiting the Westfield Washington Public Library. A receipt for tax purposes is available upon request. By law, library staff are not allowed to assess a "fair market" value to the donation. Donations not accepted include: magazines, damaged items, outdated technical or medical books, or items which are damp or smell of mold or mildew.

GIFTS

Memorial gifts of materials or money are gladly accepted with suitable recognition placed in the item if requested. Specific memorial books can be ordered for the library on request of a patron if the request meets the established selection criteria. The Westfield Washington Public Library encourages and appreciates gifts.

CHALLENGED MATERIALS

The Westfield Washington Public Library staff 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.

Patrons requesting that material be withdrawn from or restricted within the collection should first be given a "Statement of Concern About Library Resources" form to fill out. This will then be forwarded to the appropriate department manager. Upon request the department manager will contact the patron. The form is then given to the Library Director. If the patron is still unsatisfied the Library Director may take the request before the library board.

ELECTRONIC RESOURCES /INTERNET

The criteria and tools used to select printed materials also apply to the selection of electronic resources that include, but are not limited to, online services, online commercial databases and resources on the Internet. A link to a website from WWPL does not imply endorsement of the contents of that site or of a particular point-of-view.

Internet access is provided to the Westfield Washington Public Library through the Westfield Washington School System. Due to the nature of this connection some sites may be filtered. Links to other sites are selected in a broad range of areas representing a variety of viewpoints. Broken links and outdated and/or inaccurate material should be brought to the attention of the Westfield Washington Public Library webmaster.

Adopted by the WWPL Board on 5/13/09