



Antigo Public Library  
617 Clermont Street  
Antigo, WI 54409

715-623-3724  
[www.antigopl.org](http://www.antigopl.org)

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## **Policy: Collection Development**

**Approved: Oct 23, 2018**

### **Purpose**

The purpose of this policy is to guide librarians and to inform the public about the principles upon which decisions regarding collection development are made. In general, the library aims to select and acquire a useful and well-rounded collection of materials to meet the needs of the community.

### **Policy**

The term “materials” refer to physical books, audio recording, films, periodicals and electronic books. The Antigo Public Library subscribes to the selection principles contained in the Library Bill of Rights and the Freedom to Read Statement as published by the American Library Association and guaranteed by the First and Fourteenth Amendments to the Constitution of the United States.

The ultimate responsibility for selection of library materials rests with the Director, who operates within the framework of the policies and guidelines determined by the Antigo Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the Director must be available to answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any item.

The library will not regulate what patrons check out in keeping with the Antigo Public Library’s Access to Materials Policy. Certain titles may deal with what parents deem to be themes too adult for their minor child’s maturity level. In such cases, the parent should help guide the choices made by their child.

### Methods of Material Selection- All Collections

- Various sources of information about available materials, in addition to the knowledge and judgment of the staff or public request will be used in the selection process. The sources include professionally recognized periodicals, standard bibliographies, booklists and the advice of competent people in specific subject areas.
- Care will be exercised when selecting from publishers catalogs, sales representatives, standing order plans or leasing agreements where such plans sidestep what is normally considered good selection procedure.

### Criteria for Selection-Adult materials



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To build collections of merit and significance materials must be measured by objectives guidelines, all acquisitions, whether purchased or donated are considered in terms of the following standards, an item need not meet all standards.

- Suitability of physical form for library use
- Relevance to community interest and needs
- Relation to existing collection
- Opinions of critics, reviewers, teachers, library staff members and Antigo Library Patrons. ~~public~~
- Availability of materials in the subject area
- Budgetary and space considerations
- Relation to other materials and existing area of coverage ~~in order~~ to maintain a well-balanced collection that provides multiple viewpoints.
- Current usefulness or permanent value
- Public demand
- Text books are generally only considered if there is substantial public interest or if it is the best book on a particular subject
- Criteria for selection includes literary and artistic work, suitability of content and vocabulary to the age of the intended reader, and the contribution of the book to the balance of the total collection.
- Factual reading should be clearly stated, accurate and up-to date.

#### Responsibility for selection of Branch Libraries

Each Branch will receive a monthly rotating collection selected from the main library's collection. The rotating collection shall be broadly based including fiction, non-fiction, in both print and nonprint formats. The collection will contain adult, young adult and children's materials.

#### Bias

Processing and shelving of materials shall in no way reflect a value judgment of the materials. There will be no labeling of any item to indicate its point of view or bias.

#### Controversial material

The collection must contain the various positions expressed on important, complicated, or controversial questions, including unpopular or unorthodox positions. It provides a resource where the individual can examine issues freely and make their own decisions. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection at serving the interest of the readers.



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Responsibility for the materials viewed by minors rest with their parent or legal guardians. Selection of adult material will not be limited by the possibility that the material may inadvertently come in to the possession of minors.

Although materials are carefully selected, differences of opinions may arise regarding suitable material. Patrons requesting that material be withdrawn from or restricted within the collection may fill out a "Statement of Concern About Library Resources" form which is available in the Library.

The form should be given to the Director for review and he/she will write a response stating why the item was selected to the patron. If the patron is not satisfied with the Director's response then the inquiry will be placed on the agenda of the next regular Library Board meeting.

The form is attached to this policy.

#### Duplication

Depending upon demand, duplicate materials may be purchased.

#### Replacement

A replacement means an item purchased to take the place of another item previously in the collection of which the last copy has been withdrawn.

It is the library's policy not to automatically replace all books withdrawn because of loss, age, or damage. Need for replacement in each case is judged by two factors:

- Existence of adequate coverage in the item's field by similar material
- Demand for specific title

#### Specialized Materials

Specialized materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these materials.

#### Gifts and memorials

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or outdated information the Director can dispose of them as they see fit. The same criteria of selection and withdrawal which are applied to purchase and weed materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable book plates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by this



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policy. It is desirable for gifts of or for specific titles to be offered after consultation with Director. Book selection will be made by the Director if no specific book is requested. The Antigo Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt for the items if requested by the donor.

### Weeding

The purpose of weeding is to evaluate the collection in conjunction with the selection of new and replacement materials. An active and continuous weeding program is essential in order to keep the collection viable.

### Criteria for weeding materials

- A. Physical condition
- B. Obsolescence of information or presentation
- C. Replacement by later edition or version
- D. Excess number of duplicate copies
- E. Lack of storage space or materials
- F. Insufficient use

## **Antigo Public Library**

### **Statement of Concern About Library Resources**

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Resources on which you are commenting

\_\_\_\_\_ Book                      \_\_\_\_\_ DVD/Blu ray

\_\_\_\_\_ Magazine                \_\_\_\_\_ Content of Library Program

\_\_\_\_\_ Newspaper                \_\_\_\_\_ Other



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What department was the material in? \_\_\_\_\_ Adult \_\_\_\_\_ YA \_\_\_\_\_ Children's

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

**Please answer the following:**

What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To what do you object? Please be as specific as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you read or listened or viewed the entire content? If not, what parts?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you feel the effect of the material might be?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For what age group would you recommend this material?



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In its place, what material of equal or better quality would you recommend?

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What would you like the library to do with this material?

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Additional comments:

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