

Collection Development Policy
Frances Banta Waggoner Community Library

I. Purpose of Policy

- To further the stated mission of the library.
- To guide librarians in the selection of materials.
- To inform the public about the principles upon which selections are made.

II. Mission Statement

The Frances Banta Waggoner Community Library provides a comfortable space with free and equal access to books, media, technology, resources and services to meet the informational, educational, recreational and creative needs to support the pursuit of life-long learning for the residents of Dewitt and the surrounding area.

III. General Collection Development Principles

The Frances Banta Waggoner Community Library is a public forum; a place where ideas and information are freely communicated, where a broad spectrum of opinion and a variety of viewpoints is presented in its collections, displays, programs and services and where all of these reflect both majority and minority cultures, the work of men and women, respect for young and old and the various lifestyles and abilities and diverse aspects of our society. The library strives to present materials representing all sides of an issue in a neutral, unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of the particular point of view.

The library supports the Library Bill of Rights, Freedom to Read and Freedom to View statements by the American Library Association. (see Appendix)

IV. Responsibility For Collection Development

The responsibility for materials selection and the development of the library collection rests with the Director, who works under the authority of the policies determined by the Board of Trustees. Library staff may be involved in the selection process under the Director's supervision. The library welcomes patron requests. Requests will be subject to guidelines outlined in this policy.

V. General Principles For Selection

These general criteria are taken into account for all materials selected for the library. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria.

1. Popular appeal of current community interest
2. Quality of production
3. Relationship to materials already in the collections
4. Permanent value, such as a classic work in a given area, a basic reference source, a record of times depicted, etc.
5. Intended audience
6. Price, accuracy and timeliness of materials.
7. Materials are selected from reviews, availability lists, vendor catalogs, bibliographies and local experts. The main selection guides used are Library Journal, Booklist, Voya and School Library Journal.

VI. Selection of Specific Materials

Adult Fiction: The fiction collection is intended to meet the needs and interest of readers with widely differing tastes, interests, and reading levels. A wide variety of contemporary fiction is purchased including experimental mystery, science fiction, fantasy, romance and western titles. Interests and requests of library users are generally followed. Multiple copies of popular titles or authors are provided. A paperback collection based on popular demand is maintained.

Adult Nonfiction: The library maintains a collection of general interest nonfiction titles to provide for the informational and browsing interest of library users. Special criteria includes: suitability of intended audience and ease of use—index, bibliography, illustrations, etc.

Periodicals: These are added to the collection based on need and demand. Some periodicals are selected for professional use by the library staff. Some are selected with reference in mind. The library usually keeps periodical titles for 1 year. A complete list of library's holding is kept at the library and reviewed annually by the Director and staff. The State Library is providing EbscoHost, an online electronic database, which in most cases has full text available.

Newspapers: News coverage is provided by subscriptions to local, state, and national papers as indicated by patron interest.

Multimedia Materials: Multimedia materials for all ages are part of the library's collection and are added in a manner consistent with patron demand and budget constraints (see Video Policy). The library does not collect these materials specifically for school or classroom use.

Large Print Books: Large print books are available.

Microfilms: Microfilm is purchased of the DeWitt Observer when they become available.

Local History: The collection and preservation of local history material is generally confined to the printed word. The library does not attempt to include artifacts as part of the collection, however the DeWitt Historical Society has many artifacts available.

Reference Collection: The reference collections major function is to provide the public with accurate, up-to-date, readily accessible information on a wide variety of topics. Encyclopedias, dictionaries, directories, indexes and bibliographic tools are purchased. Some Reference materials may be purchased in electronic formats which should include ease of use, licensing restrictions, technical support and hardware and software requirements as additional criteria. Interlibrary Loans are available upon request.

Children's Collection: This collection provides books and other materials to meet the recreational, educational and cultural need of children from infancy through the age of 12. Special criteria includes: appropriate reading and interest level, appeal of author, genre and series for children, inclusion of material on recommended reading lists, relationship of illustrations to the text, appeal of the story and illustrations to children, and durability of format.

Young Adult Material: Young adult materials are intended to provide education and recreational materials to serve patrons between the ages of 12-18 (Middle and High School age). Popular series, mysteries, science fiction, romance, adventure stories and other fiction and nonfiction written especially for young adults are chosen using general selection criteria.

The library does not attempt to assume the rightful role of parents in monitoring controlling of curtailing the reading and viewing of library material of children. Parents should be interested and involved in the reading of their children. Selection of materials for the library collection is not restricted by the possibility that minors may obtain material their parents consider inappropriate. Children have access to the entire collection.

A continuous weeding program represents a conscientious effort to keep collections balanced, up-to-date, and suited to the current needs and interests of the community. Weeding should be thorough and consistent. Materials are weeded when they are no longer suitable, in poor physical condition, when they are no longer used, or when they are out of date. The State library requires libraries to weed 3% (based on the average of 3 years) of their collection annually to receive state funding.

VII. Requests For Reconsideration

Because of the rich diversity of human experience and opinion, it is inevitable that some materials in the library's collection will be objectionable to some people in the community. The library, however, in a very real sense belongs to the whole community - the minority as well as the majority. It has a responsibility to serve that community in all its variety. That responsibility includes providing for the needs and interest that may offend a few or even a great many people.

A great effort is made to provide a balanced collection. The library attempts to represent all sides of controversial issues. In no case does the library take an official stand on any public question. The function of the library is to provide information, not to advocate specific points of view.

The library welcomes comments and criticisms of its collections. However, no citizen in a democracy has a right to prevent another from reading a specific book by demanding its removal from the library's shelves.

Anyone wishing to make a formal complaint may do so by filling out the form "Citizen's Request for Reconsideration of a Book." The form will be considered by the Library Board and its decision will be final (See Appendix)

VIII. Discarding and Donated Materials

All discarded and donated materials will be saved for the Friends bi-yearly book sales.

IX. Provision For Updating The Policy

The library is a growing and dynamic public agency, and the policies and priorities for collection development must be responsive to the changing needs of the patrons. This policy statement will be reviewed regularly by the Library Board and Director. With the approval of the Library board, this policy statement may be revised as needed.

Final adoption 12/7/93	Revised Mission Statement 12/2/03
Revision adopted 6/4/96	Added Request for Reconsideration 3/7/06
Revision adopted 6/1/99	Revised 8/4/09
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