

# Verona Public Library Collection Management Policy

## **I. Introduction**

- a. This policy was developed to serve as a guide for the library's selectors in regards to collection development, management, and material selection. It defines what comprises the collection, specifies what types of materials are included, and explains the basis for making collection management decisions. The policy also serves to inform the public about the library's collection and the principles that govern the selection process.
- b. The goals and objectives stated in this policy are designed to assist library professionals in the selection process rather than replace their judgement.
- c. The library will continuously work to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which will be considered during all aspects of collection management.
- d. The following statements and policies have been adopted by the Library and are used as guidelines for the development of the Library collections. The Library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View," presented under VII. Appendix.

## **II. Library Mission Statement**

The mission of the Library is to enrich lives and build community by providing opportunities to discover, connect, learn, and enjoy.

## **III. Collection Development Policy**

- a. The Library's collection is reviewed in an ongoing basis to meet current needs with the exception of certain areas of the collection outlined in the following policy. This policy works to support the library's goals as outlined below:
  1. Provide popular materials
  2. Promote lifelong learning
  3. Support diversity, equity, inclusion, and accessibility
  4. Provide a space for community gathering
- b. Selection of library materials and resources is the responsibility of the professional staff of the Verona Public Library. Other staff members and the public may recommend materials for consideration. Final responsibility rests with the Director. The Director, who operates within the framework of this policy as approved by the Library Board of Trustees, delegates the authority to interpret the policy in day-to-day decisions to professional staff members. The Director retains the authority to reject or select any item contrary to the recommendations of the staff.
- c. Guidelines
  1. The selection of any material or resource does not constitute an endorsement
  2. The library recognizes that many materials and resources can be controversial
  3. Selection decisions are guided by the merits of the work, collection needs, and interests of a diverse community.
  4. Selection decisions are not influenced by the possibility that material may be accessible to children. Responsibility for children's use of library materials and resources lies with their parents, legal guardians, or caretakers.

5. The library selects materials of varying complexity and format because it serves a public that includes a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials for purchase, they consider the needs of the entire community.
  6. The library may select materials that are to be used in the library only.
  7. Library materials will not be marked or identified to show approval or disapproval of the contents and nothing will be sequestered except to protect it from theft or damage.
- d. Criteria for Selection
1. Each type of material must be considered in terms of its own merits and its intended audience. A single standard does not apply to all acquisition decisions; therefore, some material may be chosen to fulfill recreational needs of the community, while others may be selected because of their artistic merit, scholarship, or value to humanity.
  2. Library materials that experience high demand, may or may not meet the general and specific criteria contained in this policy. Volume and nature of patron requests is a serious consideration for selectors. Additionally as the community's social and intellectual climate changes, materials not originally recommended for purchase can become of interest. Such materials will be reevaluated as the need arises.
  3. Acquisition guidelines are objective in order to build a reputable collection. Selectors evaluate both purchased and donated acquisitions by examining professional reviews (ex. Library Journal) and by adhering to the standards listed in this policy.
  4. As a member of the South Central Library System (SCLS), the library provides materials and services to residents throughout the system who have library cards.
  5. Materials donated to the library are not automatically added to the collection. These items are reviewed according to the selection criteria. The Library may add works produced by authors, printer, or publishers with Verona connections that meet the purpose and objectives of this policy.

#### **IV. Maintenance of Library Materials**

- a. Most library materials are processed in such a way as to ensure their maximum use under normal circumstances.
- b. Damaged but still usable materials are mended according to an established set of procedures.

#### **V. Weeding of Library Materials**

- a. Weeding is a positive and necessary function that enhances the collection's usefulness and appearance. Weeding can reduce the space a collection occupies to make room for better suited materials in addition to decreasing the time required to maintain it.
- b. Criteria to consider when weeding materials:
  1. Relevancy and accuracy of information
  2. Low circulation statistics
  3. Availability of improved or newer editions
  4. Material no longer in demand in the community
  5. Condition and appearance
  6. Space availability
  7. Outdated or harmful representations of groups of people
- c. Replacement of materials that are withdrawn is not automatic. The following criteria are considered when determining the need for replacement:
  1. Number of copies in SCLS libraries
  2. Existence of adequate coverage of the subject

3. Demand for the specific title or for material in that subject area
  4. Existence of a newer format as a replacement
- d. Withdrawn materials may be donated to the Friends of the Library for resale, donated to another local organization, or offered to other libraries. Materials unsuitable for transfer or sale are discarded or recycled. The library will not accept requests to hold weeded materials for individuals, with the exception of batches of frequently discarded newspapers. Donated items not added to the library collection may be disposed of or sold to benefit the library.

## **VI. Reconsideration of Library Materials**

- a. The Verona Public Library recognizes that at any given time some materials may be deemed inappropriate or offensive by patrons. Selection of materials are based on the principles stated in this policy. Materials will not be identified to show approval or disapproval. No materials will be sequestered except to protect it from damage or theft.
- b. The Library Board believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves books and other materials that they do not approve of, they cannot exercise this right of censorship to other persons to read or use other library materials. The Verona Public Library adheres to and supports the Library Bill of Rights and the Freedom to Read Statement. (See Appendix.)
- c. Responsibility for supervising children's use of the library and library materials rests with parents or legal guardians. At no time will the library staff act *in loco parentis*. Selection of library material will not be inhibited by the possibility that materials may come into the possession of children.
- d. Patrons requesting that an item be moved or withdrawn from the Verona Public Library collection must complete a "Request for Reconsideration of Library Materials" form, a sample of which is included in the Appendix of this policy. Patrons must reside in a South Central Library System county to have their request considered and only one request per patron will be considered at a time. The request for reconsideration will be acknowledged in writing by the Library Director within (10) ten days. The Library Director will assign a panel of staff members to evaluate the item in question. This will be completed in no more than (30) thirty business days of the initial request for reconsideration. The panel's recommendations will be considered, and the Library Director's final decision will be mailed to the patron. Once a title has been considered, it will not be reviewed again for a period of 2 years.
- e. Patrons may appeal the decision of the Library Director to the Verona Public Library Board of Trustees. An appeal must be made in writing and delivered to the Library Director. Upon receipt of the written appeal, discussion of the appeal will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. Their decision will be final.

## **VII. Appendix of the Collection Development Policy includes:**

- "Request for Reconsideration of Library Materials" form
- "Certificate of Donation" form
- "Freedom to Read Statement"
- "Freedom to View"
- "Library Bill of Rights"

This policy replaces any previous policy regarding collection development.

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