

## Hortonville Public Library

### Materials Selection & Weeding Policy

#### **Mission Statement**

The Hortonville Public Library strives to foster literacy and provide a welcoming environment that encourages all patrons to use library resources and facilities. In an effort to build collections of merit and significance, all materials are considered in terms of established standards. Items having widespread demand may or may not meet the general criteria contained in this policy. However, demand is a valid factor in item selection and it shall be considered an important factor in cases such as best-seller lists for which there is persistent local demand. As the social and intellectual climate of the community changes, materials may be evaluated and/or purchased to reflect local interest.

This materials selection and weeding policy, like all other policies, will be reviewed and/or revised on a regular basis.

#### **Intellectual Freedom Statement**

In recognition of the importance of an informed people in a democracy, the Hortonville Public Library adheres to the American Library Association (ALA) Library Bill of Rights and the Freedom to Read. Therefore, the library collects a wide range of materials, ideas, forms of expression, and points of view.

#### **Designation of Responsibility for Materials Selection**

The ultimate responsibility for selection of library materials rests within the library director who operates within the framework of the policies determined by the Hortonville Public Library Board of Trustees. Selection recommendations 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 select or deny any item contrary to the recommendations of the staff.

#### **Criteria for Selection**

The Hortonville Public Library maintains a collection of items in a variety of mediums and genres to support the literary, informational, and cultural needs of the community it serves. Purchases for the collection are based in part on the interests of patrons, determined through monitoring and responding to patron requests and holds levels. Purchases are also determined through careful consideration of new items which may contribute to the intellectual and entertainment value of the collection. The increasing volume of publishing, as well as the limitations of budget and space, may determine the frequency and breadth of library materials purchasing.

The library director and staff shall consider the following criteria in making collection development decisions:

- Individual merit of each item, including presentation of the material, quality of the writing, and factual content.
- Popular appeal and demand or entertainment value.
- Anticipated lasting value or historical significance.
- Authoritative quality of the author and the subject.
- Holdings of other libraries, budgetary constraints, and the existing collection.
- Date of publication.
- Physical format -- audio, video, large print, paperback, hardcover.
- Critical reviews and recommendations based on examination of materials.
- Needs and desires specific to the community of Hortonville.

### **Acquisition of New Materials by Area**

- Children's, Juvenile, and Young Adult Books: Materials for children and young adults are intended to support recreational reading, encourage and facilitate reading skills, supplement educational needs, stimulate and widen interests, and lead to recognition and appreciation of literature. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. Materials are chosen based on patron requests, holds levels, and consideration of professional reviews and popularity.
- Adult Books: Materials for adults are intended to support recreational reading, stimulate and widen interests and worldviews, provide valuable information, promote lifelong learning, and increase recognition and appreciation of literature. Materials are chosen based on patron requests, holds levels, and consideration of professional reviews and popularity.
- Audiovisual Materials: Audiovisual materials, including movies, music, and audiobooks, have a high cultural value for their entertainment and accessibility. Materials are chosen based on patron requests, holds levels, and consideration of professional reviews and popularity.
- Periodicals: Periodicals are a source of highly accessible and constantly updated information. The library recognizes the value of this genre to maintain up-to-date information on topics that are more accessible to patrons in an abbreviated format as opposed to an entire book on the subject.

### **Interlibrary Loan**

Due to the limit of budget and space, the Hortonville Public Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain materials from other libraries whose materials are beyond the scope of this library's collections.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Hortonville Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

### **Donations and Gifts**

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 due to duplication, condition, or dated information the director may dispose of them through established and recognized procedures, which may include offering materials to other institutions and/or selling items. The same criteria of selection applied to purchased materials is also applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Hortonville Public Library appreciates all 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 of the items if requested by the donor.

### **Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### **Reconsideration of Materials**

The Hortonville Public Library recognizes that any given item may be deemed controversial by a member of the community. 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. Responsibility for the items read by minors rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

When a library patron requests that an item be removed from the collection, the library director will inform the patron of the collection development policy and the criteria for acquisitions. The following points will be made in discussion with the patron:

- The collection includes a range of opinions.
- The library supports the ALA Library Bill of Rights and the Freedom to Read Statement.
- If the patron wishes to make a formal complaint, the librarian will provide a form to be completed. Only formal written requests will be granted reconsideration.

If a formal request for reconsideration is presented:

- All material will remain in the collection pending review.
- The Library Director and a staff member will review the material.
- The Director will then make a recommendation to the Library Board who will then render a decision on the material in question at their next meeting.
- The patron will be notified of the Library Board's decision within one week of their final verdict.

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