

Collection Development Policy

Adopted: 04/14/1992

Revised: 3/12/2020

Last Reviewed: 6/12/2025

Responsibility for Collection Development: The Library Board recognizes the pluralistic nature of this community and the varied backgrounds and needs of all citizens, regardless of race, creed, or political persuasion. The Board declares, as a matter of material selection policy, that the responsibility for the selection of all library materials rests with the Library Director.

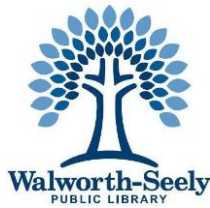
Selection Criteria

The selection criteria for all subject and age levels are as follows. Acceptable items do not need to meet all of the following criteria:

- Accuracy of information
- Appearance in material selection aids
- Appropriateness to the interest and skills of the intended users
- Authoritativeness
- Availability of material elsewhere in OWWL
- Comprehensiveness in breadth and scope
- Formats for materials that are current
- Importance in comparison with other materials on the subject
- Importance of subject matter to the collection
- Objectivity
- Permanent or timely value
- Popular demand
- Price
- Quality of writing or visual art
- Readability
- Social significance

Formats: Various formats will be represented.

- Periodicals and Newspapers: Periodicals will be acquired through gifts and subscriptions. The needs of the general reader and patron use will guide this selection.



- DVD and Blu-Ray: There will be a juvenile and an adult collection. The focus of the juvenile collection will consist of those that are entertaining as well as educational for children and families. The adult collection will focus on popular and classic films. Instructional videos and DVDs will be purchased as demand warrants.
- Music CDs: Music CDs will be purchased that reflect various musical tastes.
- Reference Collection: The library will maintain a reference collection that supplements the online resources that are available to patrons. The Central Library's reference collection and bibliographic tools will be used for in-depth, comprehensive reference service.
- Professional Collection: A small professional collection of non-circulating materials will be maintained for the library staff and Board. The public will have limited access to this collection. Approval for borrowing will be given by the Library Director.

Gifts/Donations:

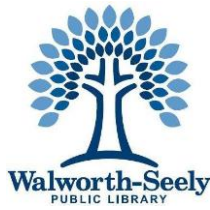
Gifts for the collection are welcome, with the donor's agreement and understanding of the following policies and conditions:

- Gifts are accepted, used, loaned, displayed, donated, traded, sold or otherwise disposed of at the sole discretion of the Library.
- Donated items will not be returned to the donor, and the Library will not accept anything that is not an outright gift.
- Every effort will be made to abide by agreements made with respect to gifts. However, because of circumstances such as ordinary wear, theft, mutilation, obsolescence and changing Library needs, no guarantee is made that any gift will be permanently displayed or kept by the Library.

Receipt given by the Library to donor is limited to a general acknowledgment of gift(s) received. Assignment of value for income tax or other purposes is the responsibility of the donor. The Library does not appraise materials for donors, nor endorse appraisals provided by donors. It is recommended that the donor make a list of any item(s) donated.

The Library reserves the right to refuse any gift, and to accept or discard any goods or materials sent unsolicited to the Library. A gift will be judged based on its suitability to the purposes and needs of the Library, the laws and regulations that govern its ownership, the Library's ability to cover insurance and maintenance costs associated with it, whether it is in acceptable physical condition and can be used in accordance with the wishes of the donor.

Please refer to the Library's Gifts and Donations Policy for more information.



Books and Other Materials

Copies of guidelines are available at the Circulation Desk. Evaluation and disposition of gift materials is the responsibility of staff and volunteers authorized by the Library Director. Gifts to be considered for the Library collection are evaluated according to the Library's materials selection policies. Acceptance of donated books and other materials in no way guarantees their inclusion in the Library's collection. Most gifts are used in Friends of the Walworth-Seely Public Library book sales to benefit the Library, and some are discarded.

Memorial or Honor Books:

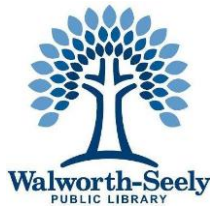
The library encourages gifts of money for the purchase of memorial or honor books. The donor may specify a certain book or subject area, or the choice will be left to the Library Director. A gift plate will be placed in the book, and an acknowledgement will be sent to the donor and the family of the commemorated. These materials will be inter-filed with other material on the same subject, and subject to the same criteria as the rest of the collection.

Reconsideration:

This library's collection will represent all sides of controversial issues of public importance as far as budget, space, and availability of materials will allow. Materials will be judged on the whole, not on selected segments. In its selection of materials, this library subscribes to ALA's Library Bill of Rights, the Freedom to Read and View Statements, and the Intellectual Freedom Statement.

The Library acknowledges that many books are controversial, and that any given item may offend some patrons. However, this Board believes that selection is a purely individual matter, and declares that, while anyone is free to reject for themselves, materials of which they do not approve, they cannot restrict the freedom of selection to read by others. Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Once selected, library materials are not identified in any manner that would prejudice a reader.

A patron wishing reconsideration of library materials should complete the "Request for Reconsideration" form. In light of the patron's request, the Director will ask two staff members to evaluate the material using published reviews, if available, and the previously mentioned criteria. Recommendations will then be made to the Library Director, who will then make a decision concerning the material. The process will result in maintaining the current status, a change in shelving location or reading level, or removal. The Director will notify the patron originating the reconsideration request of the decision. If patron is not satisfied with the action taken, they may appeal to the Library Board.



Weeding:

Weeding, or de-accessioning, is an essential part of collection development and maintenance. Weeding will be the responsibility of the Library Director. Material no longer of value to the collection will be eliminated. Criteria for withdrawal are:

- Worn or damaged condition
- Materials no longer in demand
- Duplicates no longer needed
- Outdated or inaccurate information
- Availability of more current material
- Frequency of circulation
- Ability of materials elsewhere in the System
- Inappropriateness—does not meet selection criteria
- Format is no longer in demand

Replacement of withdrawn items will not be automatic. Most of the weeded items will be deeded to the Friends of Walworth-Seely Public Library for the book sale.

The most recent edition of “The Crew Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Libraries” will be used for reference in the weeding process.