

# Correctionville Public Library Collection Development Policy

The Correctionville Library Board of Trustees has adopted the following Collection Development Policy to guide our librarian and to inform the public about the principles upon which our collections are developed and maintained.

Ultimate responsibility for the direction, purpose, and scope of collection development rest with the Correctionville Public Library Board with the librarian being responsible for the day-to-day administration of the policy. The process is guided through all its stages by the expertise and judgment of our librarian who will apply professional knowledge, patron input, experience and this policy in making decisions, and will in turn delegate to the assistant librarian and volunteers. The Correctionville Public Library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining, and providing access to a collection of material(both print and non-print) and electronic resources that address the interests and needs of the members of our community. New materials for our collection will be selected by our librarian and will meet both current and long-term needs and will inform, educate, entertain or enrich patrons of all ages.

Since no library can possibly acquire all print and non-print materials, the Correctionville Public Library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge. Within the framework of these broad objectives, selection is based on community demographics and areas of interest. Number of items purchased for each area of our collection will be determined by usage.

The Correctionville Public Library supports individual rights to access ideas and information from all points of view, and welcomes and solicits patron suggestions, comments and ideas about our collection and its development. We strive to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty.

Including materials in our collection does not constitute endorsement of their contents. The library recognizes that any given item may offend some patrons, but because the library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

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## Collection Placement

Our library uses the Dewey decimal classification, which divides material by subject. Fiction material are placed in the area assigned to them under Adult, Young Adult, Juvenile, Elementary, and are on the shelves in alphabetical order of author's last name. We also have material formats other than print material which include audio books, DVDs, videocassettes, computer games, microfilm, and other forms of games. The Correctionville Public Library subscribes to EBSCO Information Service, an online reference service which gives access to journals, magazines, newsprint, and many research materials. Our library subscribes to Bridges, which provides digital access both written and audio books, which can be downloaded to various digital devices.

## Objectives

This policy serves several purposes:

- Guides our librarian in making decisions about the selection, management, and preservation of library materials, and in allocating library budget.
- Informs the public of the principles that govern collection development.
- Constitutes a public declaration of the library's commitment to the principles of free access to ideas and information, and to providing collections that reflect a variety of viewpoints.
- Provide materials that meet patron's interest and needs, in a timely manner.
- Provide material for preschool and grade school children to encourage and promote continued use of the library.

The Correctionville Public Library meets the needs of its community with collections that emphasize:

- Early literacy and other initiatives for young children.
- Lifelong learning for adults.
- Recreational reading, listening, and viewing for all ages.
- General research, but especially in areas of local or regional interest, or subjects in high demand.
- Particular or specific needs of users.

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## Gifts

### Materials

The library will accept gifts of books, pamphlets, periodicals, videos, and other materials and items with the understanding that the same principles of selection, which are applied to new purchases, are applied to gifts. Some items may not be added to the collection and may be sold or otherwise disposed. Gift items are permanently given and may not be returned.

### Monetary

Unrestricted gifts of money, lands, or property will be accepted by the Library Board to be used at their discretion. Plants, trees, or shrubbery and gifts or bequests with specific restriction attached, will be referred to the Library Board with recommendations from the Library Director for acceptance or rejection. Funds are placed in Trust accounts by the city. The library is grateful for cash donations because programming and services are enhanced by gifts such as these.

### Appraisals

The library cannot be responsible for cash appraisals of gifts.

### Unsolicited and free materials posting

Government notices and activities and events for the general public are posted. The library will not post sale items or job listings.

## Collection Maintenance

To ensure our collection is up-to-date and relevant to the community's needs, the usefulness of materials previously added to the collection will be re-evaluated on a regular basis. These factors are to be considered in the weeding process; usage based on the frequency of circulation, literary merit, the physical condition of the material, space, and the cost of replacement. Locally significant materials and genealogy reference items are not held to these standards and are generally retained. Withdrawn materials may be sold, recycled, or discarded.