



Elmwood Public Library Collection Development Policy

Adopted: March 20, 2023

Revised: June 21, 2023

A. Purpose

Elmwood Public Library ("the library") supports and connects Elmwood community members by providing free and open access to information, materials, and services that contribute to lifelong learning and enjoyment for people of all ages and backgrounds.

The library strives to build a collection of materials of popular and current interest as well as enduring value. The basis of selection shall be inclusivity. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a collection development policy. This policy is used by the library staff in the selection, withdrawal, and reconsideration of materials. It also serves to acquaint the general public with the principles of selection.

The responsibility for this policy governing the inclusion of materials in the library collection rests solely with the Library Board of Trustees.

B. Selection

The actual task of selection has been delegated to the Library Director who chooses materials for residents and taxpayers of all ages, backgrounds, and opinions. The Library Director uses a variety of resources to select materials for the collection such as professional journals and reviews, material demand levels, and requests from patrons. When evaluating items for selection, consideration will be given to but not be limited by the following criteria:

- Is the item in popular demand?
- Is the item relevant?
- Does the item contribute to a useful, balanced, and diverse library collection?
- Is the item's information current/up to date?
- Is the item's information grounded in good scholarship?
- Is the format suitable for the collection and for community needs?
- Does the item's purchase fit into the library's budget?

The collection should reflect the diversity of people and experiences worldwide. The collection should also contain the various positions expressed on important or controversial questions, including unpopular or controversial beliefs or views. This provides an arena for individuals to freely examine issues and make independent decisions. Selection of a given item for the library's collections should not be interpreted as an endorsement of a particular viewpoint.

The Library's primary, but not exclusive, sources of reviews are Booklist, ALA recommended lists, area newspapers, the New York Times Best Sellers/Review of Books, book seller reviews and other library journals. The lack of a review or an unfavorable review shall not be the sole reason for not selecting a title which meets other selection criteria. The library also depends heavily, but not exclusively, upon library user demand for materials when making purchasing decisions.



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C. Intellectual Freedom

The library and the Library Board of Trustees uphold the democratic right of all Americans to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to privately read, listen, and view the full range of published thoughts and ideas. The Library Board of Trustees considers reading, listening, and viewing to be individual, private matters. The Library Board of Trustees believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (*in loco parentis*).

The Library and the Library Board of Trustees adhere to the principles stated in the Library Bill of Rights (Appendix B) as well as the Freedom to Read Statement and Freedom to View Statement published by the American Library Association (Appendices C, D).

The Library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

D. Constitutional Protection

The Library Board of Trustees considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Wisconsin State Constitution. If a court having jurisdiction over the library decides that any material in the collection is not constitutionally protected, such material will be removed. Material under court consideration will remain available to patrons until a final court ruling is made after all appeals are exhausted.

E. Gifts & Donations:

The library is willing to accept donations of new or gently used current novels and non-fiction books, children's books, audiobooks, and DVDs. Please note that we do not accept donations of outdated informational books, textbooks or encyclopedias, books with torn pages or missing covers, magazines, newspapers, CDs, or VHS tapes. Monetary memorial donations are appreciated and used with the request of donors. The Director must deem donated items needed and/or appropriate for the collection per this collection development policy. If any donated items are deemed not suitable, they will be added to the library's book sale.



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F. Withdrawal

A current, attractive, and useful collection is maintained through a process of continual withdrawal and replacement called weeding. Items may be withdrawn based on these criteria: lack of item demand, item condition, current relevance or accuracy, usefulness, publishing date, availability of newer or more valid materials, and space limitations.

Withdrawn materials will be disposed of responsibly through the library's relationships with reselling and recycling vendors. Some items may be donated to local book sales. This ongoing process is authorized by the Board of Trustees and is the responsibility of the Library Director.

G. Reconsideration of Materials

Although materials are carefully selected, there can arise differences of opinion regarding a materials' suitability. The library will challenge the censorship of any materials in an effort to provide complete and accurate information on all sides of an issue and to foster intellectual freedom.

Parents and legal guardians always have the right and the responsibility to educate their minor children about the books and other materials that may be best for them. No other adult should make those decisions for other parents' or guardians' children.

Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

H. Procedure for Requesting Material Review/Reconsideration

Library users with a concern about a material owned by the Library should:

1. Complete a "Request for Material Review" form (appendix A)
2. Submit the completed form to the Library Director in the supplied envelope
3. Attend public library board meetings

Library Response:

- The Library Director reviews the request and presents findings to the Library Board of Trustees.
- Alternately, the Director may request that Library Board President appoint an ad hoc committee comprised of three (3) Library Board of Trustees; none of whom posed the challenge, is related to the challenger, or is affiliated with the organization bringing the challenge; to review the request with the director and to present findings to the full Library Board of Trustees.
- In all cases, materials are to be judged based on the entire work, not on selected excerpts.
- The individual requesting material review will be notified of meeting dates.



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- The library item under review shall remain in place and accessible throughout the the process.
- One copy of the final report from the Library Board of Trustees shall be given to the petitioner, one copy to the Library Director, and one copy shall remain in the Library Board of Trustees' official records. The decision of the Library Board of Trustees will be final.
- Requests to reconsider materials, which have previously undergone the reconsideration process, will not be reevaluated unless more than 60 months (five years) have passed since completion of the last review.