

## **Collection Development Policy**

The Library Board affirms the rights of individuals to have free and open access to ideas and information through its materials collection. The Board of Trustees has adopted the American Library Association's Library Bill of Rights as a basic tenet governing the selection of materials for the Wauwatosa Public Library and endorses the American Library Association's Freedom to Read Statement.

### **Materials Selection**

While final responsibility for the basic policies governing materials selection rests with the Library Board, the actual selection of materials is delegated to the Library Director. The Library Director, in turn, delegates to staff members the authority to interpret and apply the selection policy when making decisions. Staff members selecting materials are expected to keep in mind the Mission Statement, the limitations of the budget and this policy.

### **Guidelines for Materials Selection**

The library selects and purchases materials for the library collection to meet the informational, educational and recreational needs of its library users as designated in the Library's Mission Statement.

Wauwatosa Library users encompass a wide range of ages, educational and cultural backgrounds, interests, sensory preferences and reading skills, therefore, the library recognizes the importance of developing a broad and balanced collection including materials of varying complexity and formats.

Responsibility for children's use of library materials rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to children.

The library recognizes the purposes and resources of other libraries in the Milwaukee County metropolitan area and will not needlessly duplicate materials. Wauwatosa Public Library's participation in the Milwaukee County Federated Library System assures access to a range and depth of information well beyond the holdings of the Wauwatosa Public Library collection.

The Wauwatosa Public Library acknowledges a particular interest in local history and will add to its collection, works produced by authors, printers or publishers with local connections that meet the purpose and objectives of this policy.

## **Selection Criteria**

Accuracy of information

Appropriateness for the intended audience

Date and timeliness

Favorable review by individuals with expertise in the subject

Local or regional interest and significance

Need for collection depth, breadth and variety

Public need and popular demand

Quality of production and cost

Relation of work to the existing collection

Serious literary, artistic, political, scientific or historical value

Unique quality of the work

## **Materials Collected**

Art prints

Entertainment and educational video materials

Fiction and nonfiction in various formats

Local history materials

Microforms

Online databases

Periodicals and newspapers in various formats

Sound recordings of music in various formats

State documents sent to partial depositories in various formats

## **Selection Aids**

Book Links (American Library Association)

Booklist

Bulletin of the Center for Children's Books

CCBC Choices (Cooperative Children's Book Center)

Chicago Tribune Books

Core Collection series (H. W. Wilson)

Library Journal

Milwaukee Journal Sentinel

New York Times Book Review

Publishers Weekly

School Library Journal

Annual lists (ALA Notable Children's Books, New York Times 100 Notable Books, etc.)

Specialized journals and websites (reviewing materials not normally covered in standard review sources)

## **Requests for Reconsideration of Library Materials**

The Library will reconsider any item in its collection upon receiving a completed **Request for Reconsideration of Library Materials** form from a resident of Wauwatosa. The Library will not accept requests for reconsideration from nonresidents. In every case, the library patron registering the complaint or concern will receive a reply from the Library Director. A library patron may appeal the decision of the Library Director regarding a request for reconsideration to the Library Board of Trustees. The procedure for such an appeal is as follows:

The patron must deliver a written notice of appeal to the President of the Board and the Library Director. Mailed notices addressed to the Wauwatosa Library will be deemed delivered on the date of their U. S. mail postmark.

The patron's appeal will be heard at the first regularly scheduled meeting of the Board which is not less than 15 days after the delivery of the above written notice. The President of Board will appoint a committee consisting of three members of the Board to review all the facts and information relating to the appeal. The committee will meet for that purpose not later than 15 days thereafter and recommend a decision regarding the

appeal to the Board at the next regularly scheduled meeting. The Board will make a decision regarding the appeal at the next regularly scheduled meeting and the President will communicate the decision to the library patron. The Board's decision regarding the appeal will be final.

### **Evaluation, Withdrawal and Replacement of Materials**

As materials selection is continuous, so is the evaluation, withdrawal and replacement of materials.

#### **Guidelines for withdrawal**

Lack of library user demand and usage

Lost materials

Outdated or inaccurate information

Poor physical condition

Space considerations

Materials which have been lost or discarded because of wear are not automatically replaced, however, every effort will be made to replace needed materials if they are still available and cost permits.

### **Donations of Materials to the Library Collection**

The Library gratefully accepts donations to the library collection with the understanding that the same guidelines of selection are applied to donations as to materials acquired by purchase. The library reserves the right to dispose of donated items that do not meet the collection development guidelines and selection criteria. Donated materials not added to the collection will not be returned to the donor.

The library will not accept donated materials which are not outright gifts, nor donations in lieu of payment for lost or damaged materials.

The appraisal of donated items to the library for tax purposes is the responsibility of the donor. The library will limit its assistance to the donor to providing, upon request, a statement describing the donated materials.

## **Disposal of Library Materials**

Library materials and donations not added to the Library collection are disposed of in the following manner:

- Materials which are of value to city employees in the performance of their duties will be offered to city departments.
- Specialized materials which should remain available locally but not in the Wauwatosa Library, will be offered to libraries in the Milwaukee County Federated Library System or to local school libraries.
- Items not disposed of in either of the above ways, will be sold to the public. To insure impartiality, the staff of the Library will not give advance information to anyone about specific materials which will be sold, nor hold any particular item for an individual or group.
- All unsold materials will be offered to other non-profit agencies or discarded.

Adopted by the Board of Trustees January 18, 2017