



Collection Development Policy

The Board of Trustees of the Wauwatoso Public Library (WPL) has adopted the following collection development policy to guide librarians and to inform the public of the principles upon which collection development and management decisions are based.

Collection development is the ongoing process of assessing the materials available for purchase or licensing and making decisions on their inclusion and retention.

The values and mission statement of WPL guide the selection of materials as it does the development of services and the allocation of resources.

Values

Literacy and Learning

We provide a multitude of collections and educational opportunities in a variety of formats.

User Experience

We are responsive to the community and will continuously strive to provide excellent service to help community members meet their needs.

Innovation

We empower staff to explore and create new and better ways to improve services to the public.

Collaboration

We facilitate collaborations with others to explore new possibilities to serve the community and provide spaces and platforms for people and organizations to connect with each other.

Exploration

We develop services, programs, and resources that are reflective of the community and the world at large to provide opportunities for people to learn about new ideas and perspectives.

Intellectual Freedom

We are a democratic institution that supports free access to a professionally developed collection of materials and fosters the free exchange of ideas.

Mission

The Wauwatosa Public Library strengthens our community and enriches lives by providing equitable access to information, encouraging reading and lifelong discovery, and providing welcoming spaces to connect and create.

The following statements and policies have been adopted by WPL and are used as guidelines for the development of the Library collections. The Library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read," "Freedom to View," and "Code of Ethics."

Objectives

The objectives of WPL are to collect, organize, and make easily available the materials housed within WPL. WPL staff are guided by a sense of responsibility to the community in order to meet the above stated goals. WPL staff members selecting library materials and resources are expected to keep the overall objectives in mind when applying their professional knowledge and experience in making selection decisions.

Responsibility for selection

The professional staff of the WPL (the selectors) is responsible for the selection of library materials and resources chosen to fulfill the above objectives. Other staff members and the public may recommend materials for consideration. Final responsibility rests with the Director who operates within the framework of this policy as approved by the Library Board of Trustees. The Director delegates to professional staff members the authority to interpret the policy in day-to-day decisions regarding the development of the collection and the subsequent selection of library materials and resources.

The exceptions are digital materials which are provided through a state or system wide buying pool to which WPL contributes funds. These materials include audio, video and electronic books, and are selected through the Wisconsin Public Library Consortium or the system's appropriate committee. The WPL has no direct control over this selection, other than to recommend titles. Relevant selection committee and collection development policies are set through the appropriate organizations.

Guidelines for selection

The selection of any material or resource does not constitute an endorsement.

- Selection decisions are guided by the merits of the work, collection needs and interests of a diverse community.
- Selection decisions are not influenced by the possibility that material may be accessible to children. WPL does not restrict access to any material by age, and leaves the responsibility for children's use of its materials to each child's parent or legal guardian.
- WPL acknowledges a particular interest in local, county, and state history and government. WPL will add to its collection works produced by authors, printers, or publishers with local connections that meet the purpose and objectives of this policy.
- WPL selects materials of varying complexity and format because it serves a public embracing a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials for purchase, they consider the special needs of the community.
- WPL recognizes that materials and resources may be controversial.

Criteria for selection

- The selectors must consider each type of material in terms of its own merits and the audience for whom it is intended. No single standard can apply to all acquisition decisions. Some material may be selected primarily for artistic merit or scholarship, while others may be chosen to satisfy the recreational and entertainment needs for the community.
- To build a collection of merit and significance, selectors acquire materials according to objective guidelines. They evaluate acquisitions, whether purchased or donated to the library, primarily by examining reviews in one or more of the professional library review media and checking against the criteria listed below.
- WPL uses a website and social media in order to meet the information needs of patrons. Professional librarians use the general criteria outlined in this policy when linking to external content.
- WPL is a member of the Milwaukee County Federated Library System and, as such, provides access to materials from other libraries to our patrons.
- Selectors will consider the availability of material at other local and regional libraries when making selection decisions.

General Criteria

- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Present and potential relevance to community needs
- Importance as a document of the times
- Relation to the existing collection and to other material on the subject
- Reputation and significance of the author, illustrator or publisher
- Attention of critics, reviewers and the public
- Cost

Content Criteria

- Authority
- Comprehensiveness and depth of treatment
- Objectivity
- Consideration of the work as a whole
- Clarity, accuracy, and logic of presentation
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Of lasting value

Evaluation and Withdrawal of Materials

An attractive, up-to-date, currently useful collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the library collection after careful consideration of these factors:

- Physical condition
- Currency
- Lack of use
- Superseded by a new edition or better work on the same subject
- Space needs

Although every effort will be made to replace needed materials which are withdrawn, WPL takes the position that it is better to have no information on a subject than to have materials which are inaccurate or in poor physical condition.

Materials withdrawn from the collection may be sold or disposed of by other means. Individual items that are being withdrawn will not be saved for specific individuals.

Request for Reconsideration

WPL will reconsider any item in its collection upon receiving a completed Request for Reconsideration of Library Materials form from a resident of Wauwatosa. The form is available at the library and on WPL's website. WPL will not accept requests for reconsideration from nonresidents. WPL will not accept reconsideration requests for materials that have been reconsidered within the past three years.

WPL will take the following steps in response to a Request for Reconsideration:

1. The Library Director will notify the patron in writing within one week of WPL receiving the completed Request for Reconsideration of Library Materials form, confirming that their request has been received.
2. The Library Director will appoint a staff committee to review the Request for Reconsideration and the item.
3. The committee will make a recommendation to the Library Director within one month of WPL receiving the completed Request for Reconsideration of Library Materials form.
4. The Library Director will review the committee's recommendation and make a decision on the item. The patron will be informed of the decision in writing within one week of the Library Director receiving the committee's recommendation.
5. The patron may appeal the Library Director's decision to the Library Board within one month of the Director's decision.
6. For the duration of the reconsideration process, the item in question will remain in the library collection and will be treated the same as other library material.

*Adopted by the Board of Trustees of the Wauwatosa Public Library on January 18, 2017.
Revised by the Board of Trustees of the Wauwatosa Public Library on July 21, 2021;
May 17, 2023.*



Wauwatosa Public Library Request for Reconsideration of Library Material

Material

Type of Material: _____
(Book, magazine, film, etc.)

Title: _____

Author: _____

Contact Information

Name: _____

Address: _____

Phone number: _____ Email address: _____

Details

Have you read the Wauwatosa Public Library's Collection Development Policy? Yes No

Did you read, hear, or see the entire work? Yes No

Describe briefly what you perceive to be the problem with the material.

To what in the material do you object? (Please be specific, cite pages, film sequence, etc.)

Describe how the material is inconsistent with Wauwatosa Public Library's Collection Development Policy.

What would you like the library to do about this material?

For staff use Received by: _____ Date: _____