

Collection Development Policy

Date of Last Revision: 7-2024

The Wabeno Public Library uses a patron-driven collection development model. Primary authority for selection rests in the hands of the Library Director. The Library seeks to build a strong collection that meets the needs of the members of this diverse community.

Selection Principles

Suggestions from the general public are encouraged and are evaluated by the staff based on the goals, principles, and standards contained within this policy, as well as any procedure for collection development laid out by the Library Director.

The Library will give highest priority to those materials most needed by our patrons, focusing on circulating materials for our diverse community in a variety of formats. New formats of materials will be integrated into the collection as the patron demand increases.

The Library has adopted the American Library Association's Library Bill of Rights, Interpretations of the Library Bill of Rights, and the Freedom to Read Statement, as well as the Freedom to View Statement endorsed by the American Library Association. These documents are both adhered to and supported by the Wabeno Public Library. The content of these documents is to be understood as part of this and all other related policies and procedures.

Parents and/or guardians of children under the age of 18 have primary responsibility over determining the appropriateness of any given material. Not all materials contained within the Library can be considered age-appropriate for all users. The Library will not be responsible for determining the appropriateness of any material a child with their own library card chooses to view or check out, and does not adapt selection based on potential access to all materials.

Selection Standards

- Artistic and/or scholarly merit of material
- Popular demand for or interest in subject
- Requests for particular materials
- Timeliness of content
- Relevancy of material to the library's users
- Importance of material in relation to existing collection
- Accessibility of material by library users
- Historical value of material

- Physical quality of material (packaging, binding, etc.)
- Availability of material through vendors
- Cost of material

Collection Maintenance

The collection is reviewed and revised on an on-going basis to meet contemporary needs. The level of use of an item in the present will take priority over the possibility that someone may use it someday. Materials containing outdated or superseded information will be removed from the collection. Current relevance and demand will be the determining factor in how long materials are kept.

The collection is neither archival nor research oriented; the Library supplements the collection by borrowing from other libraries as necessary to meet patron demands.

Criteria for weeding materials may include:

- Physical condition beyond repair
- Obsolescence of information or presentation
- Replacement by later edition or version
- Excess number of duplicate copies
- Lack of storage space for materials
- Insufficient use

Interlibrary Loan

Due to budget and space limitations, the Wabeno Public Library cannot provide all materials that are requested. Therefore, interlibrary loan will be used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Wabeno Public Library agrees to lend its materials to other libraries through the same network, and to make an effort to have its current holding listed in a tool that is accessible by other libraries throughout the state.

Donations

The Wabeno Public Library is grateful for the ongoing support of the community it serves and welcomes donations.

Individuals and groups may give monetary donations to the Wabeno Public Library. Donors are welcome to recommend subject areas, but in order to maintain the integrity of the collection, the Library Director will choose materials. The Library Director will choose specific titles in accordance with the Collection Development Policy and the needs of the Library.

All donations of materials will be given to the Library Director, who will consider the donations as additions to the library collection. Many of the same standards will be applied to donations as are applicable for purchased materials stated above.

Outdated, yellowed, damaged, or musty items will not be accepted. The Wabeno Public Library does not accept the following items:

- Magazines
- Condensed books
- Video Cassettes (VHS/BETA Format)
- Cassettes (spoken word/music)
- Textbooks
- Any Annual Publication older than 5 years
- Phonograph Records
- Encyclopedias

Once items are donated, books and non-print materials become the property of the Wabeno Public Library. The Wabeno Public Library reserves the right to use and dispose of the donated items in a manner most beneficial to the Library. Common dispositions of items include:

- Addition to the collection
- Disposition through the annual Library Book Sale
- Gifts to other libraries
- Contributions to local charitable organizations
- Made available for recycling

Donations are gratefully accepted with the provision that they may be relinquished as best meets the needs of the library. The Wabeno Public Library is unable to appraise donations for purposes of income tax reductions. Such appraisals are the responsibility of the donor. The Wabeno Public Library will acknowledge receipt of materials when requested by the donor.