

Title: Collection Development Policy Chapter: Collection Development Approved By: Library Board of Trustees	Document Type: Policy Document Number: 12.01 Original Effective Date: 5/22/2014 Date of Last Revision: 5/22/2014
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Collection Development Policy

Purpose

The Mead Public Library Collection Development Policy provides a framework for the growth and development of collections in support of the Library's mission to "provide quality services, resources and lifelong learning opportunities to meet the needs and interests of its diverse community."

The Mead Public Library selects materials and develops collections in a variety of formats to provide Sheboygan residents with a range of informational, recreational, and educational resources. The library will acquire materials reflecting the full diversity of points of view on topics of interest to the public. The collection is developed to meet the needs and interests of Sheboygan residents and as a resource for the Monarch Library System.

Policy

- I. Objective: to select, organize, preserve, and make freely available materials that help individuals and groups in the community to:
 - pursue continuing education
 - develop creative capacities
 - become more engaged members of the community
 - understand their cultural heritage and that of others
 - develop and enhance occupational skills
 - use leisure time creatively and enjoyably
 - obtain needed information
- II. To achieve these ends, the library provides materials and services to residents of all ages. It seeks to direct and stimulate life-long learning by offering a carefully selected collection of materials and professional guidance in their use. General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.
 - public demand, interest or need,
 - contemporary significance, popular interest or permanent value
 - attention of critics and reviewers
 - prominence, authority and/or competence of author, creator or publisher
 - timeliness of material
 - relation to existing collections
 - statement of challenging, original, or alternative point of view

- authenticity of historical, regional or social setting
 - accessibility for multiple users of electronic formats
- III. In its selection of materials, the Mead Public Library endorses the Library Bill of Rights and the Freedom to Read Statement, as adopted by the American Library Association.
- IV. Responsibility for the initial selection of library resources rests with the Library's professional staff, based on the criteria cited above. Designated staff are responsible for specific areas of the collection, under the overall direction of the Public Services Manager. The responsibility for selection ultimately rests with the Library Director operating within the framework of policies determined by the Board of the Mead Public Library.
- V. The library will not promote specific beliefs or views, but will provide enough suitable material to enable the public to make informed decisions.
- VI. Materials judged to be of lasting value will be added to the collection. Those materials meeting present and anticipated user interests may also be provided. Materials listed in standard public library indices will generally be acquired. In most cases, the Library will not purchase self-published materials.
- VII. Selection of materials may be influenced by many factors, including but not limited to the following:
- budgetary considerations
 - physical limitations of the library building
 - suitability of the format and construction
 - availability of specialized materials in other local libraries
 - availability of material through interlibrary loan
 - the need for added materials in particular subject areas
 - the special needs of library patrons for materials in accessible formats
- VIII. The library welcomes the donation and gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them as it sees fit. but does not necessarily accept all donations. Donations will be evaluated using the same criteria as those applied to purchased materials, with consideration to the significant resources required to process and maintain donations, including cataloging, processing, preserving and providing access to donated materials. Donations become the property of the library and are subject to its policies and procedures.
- IX. Professional library staff regularly review items in the collection to ensure that they continue to meet customers' needs. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand and budget.

- X. Plans and procedures for the development of specific collections may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of the specific collection. All such plans shall be in compliance with and responsive to the philosophy of this policy. Some materials may be placed in collections according to age appropriateness.
- XI. The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for area residents.

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