

Newburgh Chandler Public Library

Collection Development Policy

Purpose

This policy intends to standardize decision making for Library Staff to assist in selecting resources, evaluating the collection, and maintaining the collection's currency, relevancy, and usefulness to the community. It also serves to guide staff in using the library's financial resources effectively in order to fulfill the present and evolving needs of the population. Should the collection come into question with the public or governing authorities, this will serve to explain the motivation behind the selection decisions.

Selection Criteria

Library staff utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles, identifying quantities for purchase, and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide availability, physical space limitations, acquisition procedures and available budgets are all factors taken into consideration. Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Highest selection priority is given to those materials in all formats having the broadest appeal.

Patron use is the most powerful influence on the Library's collection. Circulation, patron purchase requests and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items.

Library staff use their training, subject knowledge and the selection criteria to identify collection goals and priorities for Library departments and branches. The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected. Certain materials are selected to address local community needs; branch materials, therefore, are not necessarily duplicated in the Bell Road Library collection.

- Content
 - Accuracy of the information
 - Comprehensiveness
 - Enduring significance or interest
 - Integrity
 - Purpose
 - Quality
 - Representation of controversial or diverse points of view
- Cost in relation to use and/or enhancement to the collection
- Critical reviews
- Current and anticipated appeal
- Format

Additional format criteria are considered when selecting digital content, including: accessibility, ease of use, equipment, training and technology requirements, license agreement requirements and vendor support, unique content

- Local interest
- Relation to the existing collection

- Relation to other resources in the community
- Significance of the author/creator or publisher
- Suitability of the subject and style for intended audience
- Support of library programs and initiatives
- Timeliness

Selection Sources

Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and customer requests and recommendations. The Library strongly encourages patron input, and all patron requests and recommendations are subject to the selection criteria outlined above.

Donation Policy

The Library welcomes gift materials donated by the public. The Library is not mandated to retain any gift. Donated items will be included in the collection based on the same criteria as purchased items.

Gifts are a valuable source of enriching the Library's service and collection. The Library encourages public support of the Library by accepting donations, memorials, and gifts in accordance with the following guidelines:

- Donations of monetary gifts are encouraged. Monetary gifts for purchase of specific books or materials will be accepted when the requested purchase is in accordance with the standard criteria and policy of the Library.
- Donations of physical materials will be added to the collection only if they meet the same criteria required for purchased materials. Whenever a gift is no longer needed, it will be disposed of in the same manner as purchased materials.
- Receipts for donated materials are given to the donor upon request. The receipt shall be given for the number and types of items received. No monetary value will be placed upon gift items by the library; the donor will accept this responsibility.

Collection Maintenance

An up to date, attractive and useful circulating collection is maintained by retaining or replacing essential materials and removing, on a systematic and continuous basis, those works that are outdated, in poor condition, of little historical significance or no longer in demand.

Professional Library staff regularly review items in the collection to ensure that they continue to meet patrons' 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.

The Library strives to provide its community with a relevant, current, diverse, and dynamic collection that speaks to its needs. To complete this task, Library Staff continually review, evaluate and possibly discard materials not meeting our selection standards. Weeding is an effort to provide a responsive collection and not an outdated archive for our patrons. The selection and de-selection of materials is largely based on user demand and the guiding principles of our mission statement. Items that do not meet the goals of the Library or that are no longer of use or interest to the Library's patrons will be de-selected or weeded from the collection.

A de-selection program is necessary for a healthy library for the following reasons:

- To save space
- To improve access; an organized, stream-lined approach makes materials easier to find for patrons and Librarians
- To save money; it eliminates the costs of maintaining unused materials
- To make room for new materials
- To make the library more aesthetically pleasing, increasing patron traffic
- To enhance the collection for reputability and currency

Withdrawn materials are disposed through organizations which include the Friends of the Library or other appropriate non-profit agencies such as nursing homes or local detention centers.

History Collection

The local History and Genealogy Collection is a special collection of materials located in the Downtown Newburgh History Room and the Chandler History Room. This collection documents the history of Newburgh and Chandler, Indiana, and Warrick County along with secondary sources on the history of the surrounding regions pertaining to the movement into Warrick County. The local History Collection makes these resources available and useful to the community, researchers, organizations, and institutions while preserving the materials and designating them for history room use.

Scope of the Collection

The local History and Genealogy Collection focuses on material about the history of the local communities of Newburgh, Chandler and Warrick County and its citizens using various formats including but not limited by: print, audio-visual, digital material, maps, photographs, books by local authors, and artwork. The library endeavors to preserve and protect the material through careful handling and processing but does not have specialized climate-controlled areas for archiving very delicate items.

Acquisition of Material

Published material is added to the collection by donations and by purchase according to its relevance to the local History Collection. The library reserves sole discretion in all decisions regarding what materials will be accepted and held in its collection. All material will follow the library's collection development policies in regards to suitability and cost to process, preserve and house material. The donating agency or individual is responsible for determining the legal status and value of any and all documents donated to the local History Collection, including appraisals if necessary.

A signed Deed of Gift (attached) by the donor/representative is required to transfer ownership of materials to the Local History and Genealogy Collection.

Collection Analysis

A bi-yearly review of the collection will be done by each department that will include a collection analysis and goals for the future of the collection.

Reconsideration of Materials

The Library acknowledges that occasional objections to materials will be made. Each request is taken seriously; the decision will be based solely upon whether the material is appropriately selected or rejected under the Collection Development Policy.

Materials being reviewed will not be removed or added during the review process.

The presence of material in the Library does not indicate an endorsement of its contents by the Library Board of Trustees, staff or funding agencies.

To ensure intellectual freedom for our patrons, the Library Board of Trustees and library personnel support the First Amendment of the Constitution of the United States and the American Library Association's "Library Bill of Rights".

Procedures for reconsideration of materials:

1. Any patron's concerns about materials in the Library shall be referred to the Library Director who shall attempt to resolve the concern informally.
2. If an informal resolution is not possible, the patron shall be invited to complete and return a signed reconsideration request form (attached)
 - a. The patron must be a current Library cardholder and be at least 18 years old
 - b. Separate forms shall be completed for each topic or item to be considered
 - c. In the absence of a fully completed form there is no complaint and no action shall be taken
 - d. Reconsideration will not occur if the material has been reconsidered in the last three years.
3. Materials review committee will shall consist of two (2) board members appointed by the President of the Newburgh Chandler Public Library Board, the Adult Services Librarian, the Teen Services Librarian, the Chandler Branch Manager and the Children's Services Librarian.
4. Each committee member shall review the material(s) or topic(s) in question and make an individual assessment. Committee members shall follow the "Instructions to the Review Committee" and any other information which may be provided in the review packet. The committee shall complete the review in a reasonable length of time.
5. The Library Director shall arrange a meeting of the committee members to discuss the concern(s). The committee shall submit a written report, including its recommendation in the form of a resolution, to the Library Board of Trustees.
6. The resolution will be on the agenda for the next regularly scheduled meeting at which the Board of Trustees shall vote to adopt or not to adopt the committee report in accordance with Robert's Rules of order. The Chair of the Board of Trustees shall inform the citizen in writing of the Board's decision. The Board's decision is final.

Instructions to the Review Committee

- Committee members shall study the information provided in the review packet. The packet shall include the Library's "Collection Development Policy" and any other pertinent material which may aid in making a decision.
- Committee members shall examine the material being reviewed in its entirety. Passages or parts should not be taken out of context. Each committee member shall consider the merits and the faults of the material based solely upon whether the material is appropriately selected under the Collection Development Policy and the patron's action request to make an individual assessment.
- The Committee Chair shall arrange a meeting of the committee to discuss the concern(s). The committee shall submit a written report, including its recommendation in the form of a resolution, to the Library Board of Trustees. A minority report may be submitted.

RECONSIDERATION REQUEST FORM

By completing this form, your request will be considered according to established procedures. Thank you for providing the needed information.

NAME _____

(Must have a current library card and be at least 18 years old)

ADDRESS _____

PHONE _____

EMAIL _____

MATERIAL FOR COMMENT: Title _____ (One item per request)
Author _____

Format other than print? _____

COMMENTS ON THE MATERIALS (PLEASE BE SPECIFIC)

(Please use other side for additional comments.)

WHAT ACTION ARE YOU REQUESTING THE LIBRARY TO CONSIDER?

Have you read the library's Collection Development Policy? _____

Have you discussed the policy with the Library Director? _____

Have you read, listened to, or viewed the entire content of the material? _____

Have you read any professional critic's reviews of this material? _____

Please cite the source or attach a copy.

SIGNATURE _____

DATE _____

Deed of Gift

Newburgh Chandler Public Library System

4111 Lakeshore Dr; PO Box 850

Newburgh, IN 47629-0850

Name:

Address:

Phone Number:

Date:

I own the personal property described below and desire to give said personal property to the Newburgh Chandler Public Library System's History Collection. I do hereby irrevocably and unconditionally give and transfer to the Newburgh Chandler Public Library all right, title and interest, including all copyright, trademark and related interests, in and to the following described property.

The items listed below are left in the custody of the Library to be considered as an unconditional donation. The Library reserves the right to keep, lend or otherwise dispose of the donated material.

Items and Description:

I am aware that the Library may choose not to add this gift to the History Collection. In the event the items are not added, would you like to be notified so that you may pick up the materials?

(Note: if notified and materials are not picked up within 90 days, they will be disposed of by the Library.)

Donor Signature:

Date:

Received by: