

Cadott Community Library Collection Development Policy

A. Objectives

The purpose of the Cadott Community Library is to provide all individuals in the community with carefully selected books and other materials to aid in the pursuit of education, information, research, pleasure, and creativity. Because of the fast pace of publishing, as well as limitations of budget and space, the library must have a selection policy which meets community interests and needs. This policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and *The Freedom to Read Statement* have been endorsed by the Cadott Community Library Board of Trustees and are integral parts of the policy.

The collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for the Collection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Cadott Community Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to recommendations of the staff.

C. Criteria for Selection

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand
- Audience for material
- Existing library holdings
- Budget
- Community relevance
- Diversity of viewpoint

Reviews are a major source of information about new materials. Primary sources for reviews include: Booklist, Library Journal, New York Times Book Review, and Kirkus Reviews. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is,

therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

The Sierra and Decision Center software offer insight to popular and High Demand items for Cadott and MORE patrons. The director will strive to purchase items with 3 or more local holds to ensure that the holds are filled quickly in action with Local Holds Priority.

The library welcomes suggestions for purchase from patrons. Serious consideration will be given to any patron suggestions when requests meet collection objectives. If the library is unable to purchase the suggested material, the patron request may be met through interlibrary loan or electronic means.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is 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 Cadott Community Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout Wisconsin.

E. Gifts and Donations

The library accepts the gift and donation of books and materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as they see fit. Items not deemed acceptable for circulation are donated in turn to the Friends of the Library for their book sale. The same criteria for selection of purchased materials, are applied to gifts and donations. Donations, if accepted for circulation, may be discarded or removed from circulation by the director, following the guidelines outlined in the Withdrawal of Materials. Full criteria for donated materials can be found in the Donation Policy.

Memorial gifts of books or money are accepted. Bookplates can be placed in or on the donated material, by request. Specific memorial materials can be ordered for the library on request of a patron, if the request meets criteria established by the Board. It is desirable for gifts of specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific material is requested. The Cadott Community Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

F. Withdrawal of Materials

An up-to-date, attractive, and useful collection is maintained through continuous review, evaluation, and weeding (the CREW method). The ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials are donated to the Friends of the Library for their book sale fundraising efforts, or disposed of as the director sees fit.

A weeding list can be curated to find materials which have not circulated in 36 months. After this basic starting point, the library director will follow MUSTIE Criteria:

- M: Misleading, factually inaccurate
- U: Ugly, worn beyond mending or rebinding.
- S: Superseded by a new edition or by a better book on the subject
- T: Trivial; no discernible literary or scientific value
- I: Irrelevant to the needs and interest of the community the library serves
- E: Elsewhere; material is easily obtainable through other means, such as interlibrary loan, or digital resources.

G. Access

The Cadott Community Library believes in offering a wide choice of materials representing all points of view. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading, listening and viewing of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession or viewing of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be isolated except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, there can be differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Reconsideration of Library Materials" form, available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Cadott Community Library Board of Trustees. The library board will take final action basing its decision on the collection development policy as well as *The Freedom to Read Statement* and *The Library Bill of Rights*.

Approved by the Cadott Library Board: September 12th, 2016. (Updated: January 13, 2020)