

## **Indian Lake Library Collection Policy**

The Town of Indian Lake Public Library collects materials in a variety of formats to provide information, education, and recreation in accordance with the needs of the community served.

The Board of Trustees is responsible for the collection development policies and budget for the Library.

The Library Director makes the day-to-day decisions to collect various materials in accordance with an established policy and budget.

### **Selection Criteria:**

The Town of Indian Lake Public Library selects material to collect that has both long range permanence such as classic literary works, and short-term significance, such as best sellers and medical information, in the interest of the community.

General selection guidelines relate to the material's appropriateness, its importance, the relationship to the existing collection, the objective of the material, and the authority of the author.

The Library will attempt to collect materials that will be used by a wide range of persons, and a wide range of ages, reading abilities, educational and cultural backgrounds.

The Library has an obligation to collect materials that provide information on the entire spectrum of knowledge, cultures, experience, and opinion and to make available titles which allow library users to expand and cultivate their knowledge of our world.

The Library Board of Trustees includes as part of its collection development policies the American Library Association's "**Library Bill of Rights**", "**Freedom to Read Statement**", "**Freedom to View Statement**" and "**Free Access to Libraries for Minors**".

The Library rejects any censorship of materials that meet the collection development criteria.

### **Challenges to Material Selection:**

In the event that material is challenged, the person with the complaint will be asked to supply the Library Director with a signed, specific complaint in writing including the author, title, publisher, and reasons for any objection. A challenge form will be given to a patron upon request, or can be downloaded from the Library's website and mailed to the Library, or dropped off in person.

The objection will be given consideration and if necessary, submitted to the Board of Trustees prior to its monthly meeting for consideration and for preparation of a written response.

The response, specifically, will state that the material will either remain in the collection, remain in the collection with specific restrictions imposed, or be discarded from the collection.

The Board's decision shall be final.

### **Removal of Materials from Collection:**

Material may be removed from the Library collection, based on the judgment of the Library Director, taking into consideration the item's accuracy and timeliness of content, as well as its condition and use. If the item is physically worn out, damaged, or contains now considered inaccurate, outdated information, it is withdrawn. However, if a classic title, with recent borrows, a new copy may be purchased if available. If an item has not circulated in 10 years or more it also can be considered for removal.

When an item has been deemed eligible for removal, the following process takes place:

- The Library Staff scans the title record to see if the item is widely available through the inter-library loan. If so, it is typically withdrawn because it can be ordered for a patron upon request. If the library owns the only system-wide copy, the item may be retained if its circulation is still high enough to justify its shelf space.
- If a book is withdrawn, it is first offered to the Friends of the Indian Lake Library to sell. They evaluate every title and if they don't feel it will sell due to condition or popularity, the item is disposed of, or placed in the Little Free Libraries, or upcycled for Library program projects.

### **Material Donations:**

Gifts of materials are welcomed. All gifts are accepted with the understanding that if it is inappropriate to the Library collection, it will be donated to the Friends of the Library for their book sale, disposed of, or donated to other interested parties.

Donations must be free from mildew, dust, stains, insects, and rodent evidence. If Library Staff are available to inspect items when donated, the above conditions will be looked for and if deemed unsuitable, the items will be rejected.

The following items will not be accepted as donations by the Library or the Friends of the Library:

- Encyclopedias and Reader's Digest collections
- Medical texts, general textbooks, and computer manuals
- VHS cassettes and audio cassettes
- Books in poor condition (see previous paragraph)