

The overall collection development objective of the West Bend Public Library is to meet the educational and recreational reading, viewing and listening needs of all segments of the community. Collection Development refers to the decision to add materials to the collection, retain materials already in the collection, withdraw materials from the collection and choosing materials for library programs, promotions and professional development. The library will provide materials which help to meet this objective. The library staff strives to offer the widest possible range of subjects and views in varying formats and reading levels, within budget and space restraints, and in consideration of current holdings and demands.

As the foundation of its collection development policy, the board of Trustees adopts and declares that it will adhere to and support:

- A. The Library Bill of Rights
- B. The Freedom to Read statement adopted by ALA

1. Selection Guidelines

- A. The Library's mission statement and chosen roles for service
- B. Cost to acquire and/or maintain the material
- C. Selection is based on the merits of a work in relation to the needs and interests of our community
- D. Popular demand is considered an important factor in materials selection particularly concerning books on bestseller lists for which there is persistent local demand
- E. It is not possible for library staff to review personally the large number of materials published, therefore, selection tools will be utilized by library staff when purchasing materials
- F. Every effort will be made to represent all points of view. The function of the library is to provide information, not advocate a specific point of view
- G. Patron requests and suggestions will be carefully considered within the parameters of this policy.
- H. Censorship is purely an individual matter. While an individual or group is free to reject material, no one shall restrict access to the rest of the community.
- I. Selection of materials is not restricted by the possibility that children may obtain materials their parents consider inappropriate. Additionally, materials are shelved by recommended age but patrons of any age may use materials in all sections of the library.
- J. Responsibility for collection development lies with librarians who apply professional knowledge, experience and the criteria of this policy to making selection decisions for the library
- K. Formats for all ages may include, but not limited to, fiction and non-fiction print materials, e-books, magazines and newspapers, DVDs, audiobooks and electronic resources.

2. Collection Maintenance

- A. To ensure that the library's collection remains up-to-date and relevant to the community's needs, it is the responsibility of the selectors to reevaluate, on a regular basis, the usefulness of materials held in the collection
- B. Selectors will remove materials from the collection as they become out-of-date, badly worn, damaged or are no longer being used. Space, cost of replacement, and appearance of the collection are also factors. Locally significant materials are not held to these standards and are generally retained.
- C. Material withdrawn from the West Bend Public Library may be sold in the library book sale or recycled

3. Gifts and Donations

- A. Gifts are vital to the establishment and growth of the Library. The Library retains unconditional ownership of any accepted gift. Any gift considered by the library for inclusion into the Library's collection must meet the same selection criteria as purchased materials. The Library further reserves the right to decline gifts and to decide when a gift added to the collection will be withdrawn.
- B. Donations may include library materials and monetary gifts. Monetary gifts are extremely useful in supplementing the Library's budget. Gifts given may be used at the discretion of library administration for programs and services currently in greatest need or may be designated by the donor for specific purposes within the library's programming, collection, and services criteria. Gifts are tax deductible but Library staff may not set fair market or appraisal values for donated materials. Receipts are available upon request.
- C. Materials may be donated only in formats that are also available in the library. Donations of magazine subscriptions, designated by the donor or the choice of the library are also accepted.
- D. Materials that will not be accepted include:
 - Moldy/musty, with strong odor or water damage
 - Dirty (greasy, food stained, insect infested, etc.)
 - Marked by pen, pencil, crayons or highlighters
 - Physically damaged (examples: broken bindings, loose or torn pages)
 - Textbooks or medical books
 - Condensed Books
 - Nonfiction titles over 5 years old
 - VHS tapes, cassette tapes or music CDs
 - Materials withdrawn from other libraries
 - Single or back issues of magazines

4. Reconsideration of Materials Procedure

A. The Library Board recognizes that the diversity of the collection may offend some patrons that will result in complaints or attempts at censorship. Therefore, the following procedure has been developed to hear those complaints:

- The individual or group wishing to protest the presence of an item in the collection will contact the Director in writing. The Director, upon receiving the complaint, will send a written response to the complainant within ten (10) days of receipt, referring to the collection development policy.
- If the complainant wishes to carry his/her objection further, in an effort to eliminate certain items, a **Reconsideration of Library Materials Request Form** will be provided by the library to be filled out and signed. The party making the complaint must be eligible for a West Bend Public Library card and have read, listen to, or watched the entire material in question.
- The written complaint and Reconsideration form will be taken to the Library Board of Trustees at their regularly scheduled meeting. The complainant may appear before the board if desired. The Board will reply within thirty (30) days in a written response. No item shall be removed from the library collection without a court order if the Board of Trustees and Director deem it appropriate for the collection. If the decision taken by the Board of Trustees is to refuse the reconsideration request, the complainant may then direct their appeal to the district court system.
- It is the West Bend Public Library's wish to discuss the complaint with the individual and solve the matter without formal procedures.

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