

COLLECTION DEVELOPMENT POLICY

INTRODUCTION

This Collection Development Policy sets forth the objectives of the Library's material selection process. A policy stating the goals and background of the Library collection, along with guidelines for selection and maintenance of the collection, is needed to provide the structure for meeting our commitment to provide an excellent collection.

PURPOSE

The purpose of this Policy is to guide present and future selectors in developing the collection to meet the needs of the West Allis community, as well as to explain collection building principles and processes to staff and to the public. The Policy also outlines responsibilities of persons involved in selection and provides procedures for special contingencies.

MISSION STATEMENT

~~The West Allis Public Library is committed to providing the members of its community with access to materials, quality services, and technology that can inspire lifelong learning and enrich their personal and professional lives.~~

We are committed to:

- *Providing a welcoming environment for all*
- *Offering equal access to Library services*
- *Promoting personal and professional growth*
- *Building and maintaining community partnerships*
- *Inspiring lifelong learning*

VISION STATEMENT

Fostering an Educated, Engaged, Enriched Community

CUSTOMER SERVICE MISSION STATEMENT

The West Allis Public Library will be the center for the community to gain access to current information, knowledge, cultural, recreational and educational resources in a convenient, pleasant, welcoming environment. The Library will provide services utilizing the highest quality of technology with a

professional, respectful, helpful, people-oriented staff intent on making a visit to the Library one of the best experiences of the day.

RESPONSIBILITY FOR SELECTION

The Library Board adopts, and authorizes the Library Director to administer, this Collection Development Policy. The Director designates staff who are qualified by reason of education, training and experience to develop selection and acquisition procedures and to make selection and withdrawal decisions. Because the Director must be able to answer to the Board and the general public for selections made by staff, he/she has the authority to reject or select any items contrary to the recommendations of the staff. The Director allocates the materials budget annually.

The exceptions are digital materials, which are provided through a state wide buying pool, to which the West Allis Public Library contributes funds. These materials include audio, video and electronic books, and are selected through the Wisconsin Public Library Consortium (WPLC). There are also additional funds allocated which provides access to online magazines. The West Allis Public Library has no direct control over this selection, other than to recommend titles for license. Selection Committee and WPLC Collection Development Policy can be found at: <https://www.wplc.info/sites/wplc.info/files/WPLC%20Collection%20Development%20Policy%20Revised%202021.pdf>

MATERIALS SELECTION

In adopting this Collection Development Policy, it is the goal of the Library Board to make books, periodicals, electronic resources and audio-visual materials available that:

- A. Facilitate self-education of all people in the community.
- B. Enrich and further the subjects on which individuals are undertaking formal education.
- C. Meet the informational needs of all.
- D. Support the educational, civic and cultural activities of individuals and organizations in the community.
- E. Encourage recreational reading and constructive use of leisure time.

New acquisitions will be tested by the following standards:

1. Reliability of information
2. Timeliness and permanent value

3. Literary style and readability
4. Popular interest
5. Existing subject matter in the collection
6. Integrity and reputation of author and publisher
7. Availability elsewhere in the library system but with a clear understanding of purchasing for the needs of citizens of West Allis
8. Format
9. Balance in subject matter covering a wide area of topics

Resources used in selection include, but are not limited to, professional journals, publisher's promotional materials, bestseller lists, and reviews from reputable sources. Purchase suggestions from library patrons are welcome and given serious consideration.

It is the Library's goal to provide a diverse West Allis community with materials that reflect a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be considered unorthodox or even controversial in nature by some. The Library's acquisition of such items does not necessarily constitute endorsement of their content, but rather makes available its expression.

Responsibility for reading and the use of the Library by children rests with their parents or legal guardians. At no time will library staff act in loco parentis.

Selection of Library materials will not be inhibited by the possibility that they may come into possession of children. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

Patrons requesting that an item be removed, relocated, labeled and/or restricted from the collection may complete and submit a Reconsideration of Library Materials form (see below).

Textbooks are considered the responsibility of the schools. They will be considered only when they provide the best or only information on a topic.

GIFTS

Gifts to the Library are judged by the same standards that are applied to new acquisitions. If they are not added to the Library collection, several options exist based upon need and gift condition:

- They are sold and can be made available for purchase at the monthly Friends of the Library book sales
- Can be used as prize incentives for library program events

- Donated to third party recipients such as homeless shelters, prisons, etc.
- If gifts are deemed to be in very poor condition the item(s) may be discarded

COLLECTION MAINTENANCE

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.

REQUEST FOR RECONSIDERATION OF MATERIALS

The Library welcomes citizens' expressions of opinion concerning materials. Requests to add or remove materials will be considered within the context of the guidelines and standards set forth in this Policy. Anyone who wishes to request that a specific item be reconsidered for inclusion in or removal from the collection of materials is asked to complete and sign the Request for Reconsideration Form, available at the information desk. The form will be forwarded to the appropriate staff member. The questioned material will be reviewed, in its entirety, and once a decision has been made regarding the addition, retention or removal of the material, a letter will be sent to the person, explaining the decision. If the person indicates dissatisfaction with the resolution, he/she may appeal to the Library Board. The Board will reconsider the decision based on whether or not the particular title conforms to guidelines and standards stated in this Board-approved Collection Development Policy.

The library board is solely responsible for determining which items are maintained at the library and no individual has a right or privilege to have any item added or removed. To assist the library board in its duties, any inhabitant of West Allis may request that a specific item be reconsidered for inclusion in or removal from the collection of materials by submitting a completed Request for Reconsideration Form, available at the information desk and on the WAPL's website. The library board or its designee shall review submitted requests within the context of the guidelines and standards set forth in this Policy and decide whether to add or remove the item.

Library Board Approval

June 26, 2013

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