

POLICY

Category: Collections

Number: C.01

Title: **Collection Development Policy**

Effective Date: Decembere 12, 2020

Authorized By: CFL Board of Trustees

Last Revision or Review: June 1, 2019

References: American Library Association (ALA) Statements on Intellectual Freedom

The Collection Development Policy establishes the guiding principles and practices in the acquisition and retention of print and non-print library materials for the Cudahy Family Library's collections. The American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View statements (A.1, A.3, and A.4), along with the Library's Vision and Mission statements (A.5), are the foundation of our collection development. The policy also takes into consideration the needs and interests of the community, the facility's capacity for storage and preservation, the financial resources of the Library, the Library's existing collections, popular demand for library materials, the suitability of the format to library purposes, and the availalbity of library materials in the Milwaukee County Federated Library System (MCFLS).

Ultimate responsibility for the Library's collections rests with the Library Director, who oversees the Library's ongoing collection development and supervises the selection, purchase and withdrawal of Library materials. Professional staff members participate in collection development with the heads of the Adult and Youth Departments responsible for the collections in their respective areas. Maximum effort shall be directed toward maintaining a standard of excellence in the collections for all segments of the community, striking a balance between public demand and diversity of material. The Library Director and staff shall be free to use their professional judgment in the selection, retention, and withdrawal of materials, using this Library Board policy as a guide in their decisions.

Library materials in this policy refer to every form of permanent record in a variety of formats, whether printed or audio, bound or unbound, photographed or otherwise reproduced on tapes or discs, electronic or digitalized. Formats include but are not limited to books, paperbacks, periodicals, newspapers, sound recordings, visual recordings, software, and online services.

Selection and Retention of Library Materials

Library materials are selected and retained on the basis of cultural, educational, informational, and recreational value. Materials will be chosen that will build well-rounded collections which include a variety of viewpoints and opinions. Materials are evaluated as complete works and not on the basis of a particular passage or passages. The staff will use professional tools in the selection of materials including published reviews in journals, magazines, and subject bibliographies; lists of recommended titles; websites; publishers' catalogs, preview packages from publishers, and patron suggestions.

Library materials are to be selected and retained in accordance with one or more of the following criteria:

- Popular interest or demand
- Contemporary significance, timeliness or permanent value
- Accuracy of material
- Scope and authority of the subject matter
- Local history and genealogical materials
- Reputation and/or authority of the author, editor, or illustrator
- Literary merit, awards, critical acclaim
- Relationship to the existing collection and to the other materials on the subject
- Price and availability
- Format and arrangement, physical durability
- Scarcity of information on the subject
- Age appropriate for the specific collection

Criteria for selection of electronic media also include:

- Ease of use of the product
- Availability of the information to multiple users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of space to house and store the information or equipment

The Library will purchase multiple copies of high-demand materials when warranted. The Library will purchase textbooks when they are the best or only source on a subject deemed of interest to library users. The Library can not acquire basic curriculum support for local area schools or colleges, but will acquire some supplemental study materials for students. Materials related to the history of Cudahy and the Patrick Cudahy family are always considered for the Kathryn Quentin Eaton Local History Collection (see Local History Collection, C.03).

Library patrons are welcome to submit requests for the purchase of new library materials at the service desks or online on the MCFLS catalog, the *County Cat*. The professional staff will review the requests for new materials and purchase the items deemed appropriate for inclusion in the collection. A patron request for purchase will not automatically be ordered; the requests must meet the same criteria as other selections.

Gifts of library materials are gratefully accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Collection Development Policy (see *Gift Policy*, C.02).

Reconsideration of Library Materials

The Library recognizes that some materials may be controversial and that any given item may offend someone. Selections will not be made on the basis of any assumed approval or disapproval, but solely on the merit of the work as it relates to the Library's mission and as it serves the needs and interests of the community as a whole. The responsibility of the use of library materials by patrons under the age of 18 rests with their parents or legal guardians. Selection of materials will not be limited by the possibility that it may come into the possession of minors.

Comments from library patrons regarding the Library's collections are welcome at any time. Individuals wishing to submit a complaint about an item or a request to remove an item from a collection must follow the requirements of the Library's *Challenged Materials / Services Policy*, A.09.

Withdrawal of Library Materials

Collections require continuous evaluation to remain current, reliable, in good condition, and well used. Systematic weeding of the collections will be done on a rotational basis established by the staff responsible for the specific collections. Materials no longer useful to the Library's collections will be withdrawn.

The following general criteria will be used to select materials for withdrawal from the collection:

- Outdated material with little or no permanent value
- Rarely used material with little or no permanent value
- Misleading or factually inaccurate material
- Materials worn beyond mending or repair
- Material superseded by a new edition
- Unneeded duplicates

Materials weeded from the collections and withdrawn will be donated to the Friends of Cudahy Library (FOCL) or recycled.