Collection Development Policy approved Feb. 1, 2016

The Shelby County Public Library is a community resource committed to promoting life-long learning and facilitating discovery.

The ultimate responsibility for materials selection rests with the Library Director who operates within the policies determined by the Board of Trustees. The Library Director delegates the responsibilities for specific subject areas and formats regarding the evaluation, acquisition, retention and withdrawal of materials.

Format

Materials are purchased in the most appropriate format for library use. Formats include print, audiovisual, digital and multi-media materials. The library recognizes the place of non-print formats in the collection as legitimate education and recreational resources for the community it serves. The library monitors the development of new formats and within budgetary and technical limitations, adds these to the collection. Choice of new formats will be based on patron demand, community trends, new product development, and positive critical reviews.

Material Selection

The Shelby County Public Library selects library materials which:

Criteria

The following criteria are considered in the selection of factual materials:

- Accuracy and authoritativeness
- Clarity and readability
- Importance of subject matter to the collection and availability of the material elsewhere
- Timeliness or permanence of the work
- Cost
- Literary quality
- Potential usefulness

Criteria considered in selecting fictional works are:

- Artistic expression
- Originally and imagination
- Honesty and integrity
- Sustained interest
- Depth of characterization
- Cost
- Potential amount of circulation
Since materials will seldom meet all the above qualification, the librarian or delegated personnel, as executor of the Library Board’s policies, will be responsible for weighing strong and weak points and base decision on resources that include but are not limited to professional and trade journals, publishers’ catalogs, and reviews by reputable sources. Purchase suggestions from patrons are also an important source. If suggested items are not purchased, patrons are directed to other sources including Evergreen Indiana and Interlibrary Loan.

Controversial materials will not be labeled in any way as to particular philosophies outlined. Since the Library cannot limit its selection to items suitable only for children or adolescents but must consider its adult audience, some items may be deeded by parents as inappropriate material for their children. However, since parent’s feelings different and children of the same age differ greatly in levels of maturity, the Library, while attempting to guide youth, will not act as judge of items of items a child is mature enough to borrow. This responsibility must remain with the parents. The acceptability of a work will be judged on the merits of the work alone and not on the basis of the personal history or political affiliations of the author. A special effort will be made to improve the existing collection of books and other materials concerning Indiana and specifically Shelby County and nearby local histories.

**Weeding**

Weeding is a continual process and necessary component of collection development. It is a subjective activity, and cannot be dictated by a mechanical formula or based solely on circulation statistics. Weeding may include replacing materials, updating editions or discarding items. We also check the *Fiction Catalog* and *Public Library Core Collection: Nonfiction* in the adult services area. Criteria for weeding an item include:

- Physical condition
- Accuracy
- Age
- Timeliness
- Relevance
- Literary merit
- Publication date
- Additional copies
- Other materials on the same topic in the collection
- Space
- Integrity of a series or completeness of works by an author
- Author
- Local interest/local historical significance
- Inconsistency with current selection criteria
- Circulation statistics; if materials haven’t circulated in over ten years unless it is deemed worthy of keeping in circulation
Reconsideration of Materials

The library serves a pluralistic community and library materials that are acceptable to one patron may not be acceptable to another. The Library Board of Trustees believes that individuals may reject for themselves library materials which they do not approve, however individuals do not have the right to restrict the freedom of others to use those materials. Nevertheless, the library permits patrons in its service area to request that materials be reviewed for reconsideration.

A form is provided for patron wishing to request that the library staff reconsider a specific work currently in the collection. The patron may complete the form and submit it to the director. The director will review the title and write a letter of response to the patron within a month. If the patron has further concerns after receiving the letter, the patron can send a letter to the library board to be read at next regular meeting. All complaints about library materials are viewed in the context of the collection development policy.

Gifts

The Shelby County Public Library gratefully accepts gifts and donations with the following conditions:

Books and materials:
The Library accepts gifts of books, DVD/Blue-ray movies, magazines and compact disc sound recordings but reserves the right to evaluate and dispose of them in accordance with the same criteria applied to purchased materials. Generally, items will be selected for the Library’s collections if they are in good condition and likely to be in demand or fill in gaps in the collection. Materials may be disposed of without notifying the donor if later examination indicates that the library cannot use them.

The Library retains the right to determine where donated items with be utilized.

Donated materials that are not added to the collection are disposed of at the discretion of the Library. The majority of those materials are given to the Friends of the Library for their book sales, or sent to a third-party reseller. Materials that are determined to be of an unusable condition are recycled.

Any materials donated to the library legally and physically become the permanent property of the Library. Records of family and local history also become the permanent property of the Library. Files may be digitized and included in an online database.

We cannot accept the following items as donations:

- Items which have been stored in damp conditions or basements
• Items which have a strong odor to them
• Reader’s Digest condensed books
• Encyclopedias, travel guides, technical books or textbooks greater than 5 years old
• Newspapers
• Magazines greater than 3 years old
• Illegal copies of materials
The Library will not appraise donated books for tax purposes. The Library will provide (upon request) a receipt for tax purposes of the donor with a space for the donor’s estimated value of the materials.

Memorials gifts:
Individuals or groups may wish to make donations to the Shelby County Public Library in memory of a friend or relative. Memorial gifts are acknowledged as follows:
• An acknowledgement is mailed to the donor
• Notification is mailed to the designated family member or friend of the deceased informing them a donation has been made and who made it.
• Donor plates are attached to the materials purchased with the gift when appropriate.

Memorial donations are used to purchase books, audio books, movies or to fund programs, depending on the wishes of the donor. The purchase of specifically identified titles with gift funds cannot be guaranteed. However, donors are encouraged to recommend subject areas.