

General Collection Management Policy

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Policy Purpose

The West Liberty Public Library is committed to providing the best collection to support the information and leisure needs of the citizens of West Liberty and surrounding communities. This policy aims to guide the librarians in selecting materials and inform the public of collection management principles.

Collection management and development is the ongoing process of assessing materials available for purchase or licensing and making decisions on inclusion and retention. Responsibility for collection management lies with the Library Director and appointed selectors. These selectors apply professional knowledge, experience, and this policy in making decisions.

Collection Guidelines

- Materials selected for the collection will meet the needs of our residents of all ages and abilities for information, education, culture, and recreation. The Library strives to offer the broadest possible range of subjects and views in various formats, treatments, and difficulty levels. Other considerations include cost, space limitations, availability from approved vendors, current holdings, and demand.
- Collections are broad, current, and popular, not archival or comprehensive.
- Collection management will support the priorities identified in the Library's strategic plan.
- The Library subscribes to the principles embodied in the Library Bill of Rights and its interpretations, Freedom to Read, and Freedom to View statements adopted by the American Library Association.
- Including materials in the collection does not constitute an endorsement of their contents by the Library. The Library recognizes that any given item may offend some patrons. However, because it follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.
- The Library welcomes suggestions and comments from the public. Selectors will evaluate patron suggestions for purchase per this policy and collection development plans.
- The Library considers the privacy policies of vendors when purchasing and licensing digital content.

Access to Materials

Library materials are categorized and labeled using a variation on BISAC for browsing convenience and the ease of locating items. Materials will not be isolated from the public except to protect them from damage or theft. Some in-house collections are purchased for staff professional development or programming support.

Access to Library materials will not be restricted based on age except for particular circulating equipment and kits. Circulating equipment may require parent/guardian permission for checkout to patrons under 18 due to high replacement costs.

Collection Policies

The Library participates in programs designed to provide patrons access to materials not owned, such as interlibrary loans, reciprocal borrowing agreements, and access to Internet resources. These services are offered free of charge.

Collection Maintenance

The collection is reevaluated regularly to ensure that the materials are up-to-date and relevant to the community's needs.

Materials will be withdrawn if they are out-of-date, worn, damaged, duplicated, or no longer being used. Space, the cost of replacement, and the appearance of the collection are also factors. Locally significant materials may be retained. Withdrawn materials may be placed in outreach collections, offered to other libraries, offered to the Friends Foundation for sale, recycled, or discarded.

Library materials selection is the responsibility of the Library Director and other qualified staff members. The final authority for the library collection rests with the Library Director and the Library Board of Trustees. West Liberty Public Library welcomes the input of our patrons. Suggestions for materials may be given to any library staff member either verbally or in written form.

Criteria for Selection

The Library Director and professional staff use knowledge and expertise along with the following criteria to select materials for the collection:

- Relevance to the interests and needs of the community
- The extent of publicity, critical review, and current or anticipated demand
- The current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to library circulation and use
- Date of publication
- Price, availability, licensing, and circulation terms
- Support of Library's mission and strategic goals

Gifts and Donations

As outlined in the Gift and Donations Policy:

- Once a gift is accepted by the Library, it becomes the property of the Library to be used or disposed of in accordance with the policies established by the Board of Trustees.
- Gifts of money or library materials may be donated in memory or honor of a friend or relative and will be discussed with the Library Director or designee. All items added to the collection shall be integrated into the collection and are subject to the Collection Management Policy.
- All collection materials are accepted by the Friends of the West Liberty Public Library. Library staff can provide guidelines for interested donors of what materials are accepted.