

PLYMOUTH PUBLIC LIBRARY

Policy Title: Collection Development Policy	Original Effective Date: 4/1994 Date of Last Revision: 11/2023
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I. Purpose Statement

The collection development policy exists to guide librarians in selecting materials and to inform the public about the principles behind collection development decisions. Collection development refers to the decision to add materials to the collection, retain materials already in the collection, withdraw materials from the collection, and choose materials for library programs, promotions and professional development in order to increase both the quality and quantity of the entire collection.

Materials selected for the collection will meet both the current and long-term needs of Plymouth Public Library and area residents of all ages and abilities for information, education, culture, and recreation. The library staff strives to offer the widest possible range of subjects and views in varying formats and reading levels, within budget and space, and in consideration of current holdings and demand.

II. Materials Selection Guidelines

- a. Must adhere to the library's mission statement and chosen roles for service.
- b. Must be of adequate cost to acquire and/or maintain the material.
- c. Merits of a work must be in relation to the needs and interests of the community.
- d. May meet popular demand, particularly concerning books on the bestseller list for which there is persistent local demand.
- e. Professional reviews in periodicals and online may be used as a basis for evaluation in conjunction with publishers' catalogs and advertisements.
- f. The library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools, and by institutions of higher learning. The public library has materials for self-study, but is not primarily designed to furnish reading required for academic study.
- g. Must meet the basic principles of the Library Bill of Rights, Freedom to Read, and Freedom to View statements adopted by the American Library Association (ALA):
<http://www.ala.org/advocacy/intfreedom/librarybill>
<http://www.ala.org/advocacy/intfreedom/statementspols>
- h. Every effort will be made to represent all points of view. The library will not promote specific beliefs or views, but will provide enough suitable materials to enable the public to make informed decisions.
- i. Purchasing materials for the collection does not include endorsements of their contents by the staff of the library or the City of Plymouth.
- j. Selection of materials may be influenced by many factors, including but not limited to the following:
 - i. Budgetary considerations
 - ii. Physical limitations of the library building
 - iii. Suitability of format and construction
 - iv. Availability of material in other local libraries
 - v. Availability of material through interlibrary loan

- vi. Availability of material through free, online sources
 - vii. The need for added material in particular subject areas
 - viii. The special needs of library patrons for materials in accessible formats
 - k. Self-published works or those from small presses will be added to the collection on a limited, rigorous basis.
 - l. Patron suggestions for materials selection will be taken into consideration within the parameters of the Collection Development Policy, budget, and physical space. Requests may be made by a City of Plymouth resident or non-librariated Monarch Library System cardholder. A patron must fill out a Purchase Recommendation form for each individual title. Library staff reserves the right to limit the number of requests from an individual patron in order to best meet the needs of all patrons.
- III. Access
 - a. Censorship is a purely individual matter. While an individual or group is free to reject material, no library staff person shall restrict access to the rest of the community.
 - b. Selection of materials is not restricted by the possibility that children may obtain materials their parents may consider inappropriate. While materials are shelved by recommended age, patrons of any age may use materials in all sections of the library (see *ALA Bill of Rights, Article V*). Responsibility for children rests solely with their parents or legal guardians.
- IV. Selection Responsibility
 - a. Responsibility for collection development lies with the librarians who apply professional knowledge, experience, and the criteria of this policy to making selection decisions for the library. The ultimate responsibility for selection rests with the Library Director, operating within the framework of policies determined by the Plymouth Public Library Board of Trustees.
 - b. Formats may include but not be limited to: fiction and non-fiction print materials for all ages, magazines and newspapers, DVDs, BluRays, audiobooks, electronic content, and digital databases. Evolving formats will be identified and added as technology changes, reliability and availability improve, and patron demand increases.
- V. Collection Maintenance
 - a. To ensure 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. Staff uses best practice guidelines such as the CREW method developed by the Texas State Library and Archives Commission when evaluating materials for withdrawal. 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. Materials withdrawn from the Plymouth Public Library may be sold in the library book sale or recycled.
- VI. Donation of Materials
 - a. The library welcomes donated materials in general clean, like-new condition.

- b. Donated materials are not generally added to the library's collection except to replace worn copies of existing materials. Adding donated materials not currently owned by the library are evaluated with the same standards as purchased materials.
- c. The library does not generally accept Nonfiction older than 5 years.
- d. The library does not accept the following: Textbooks, Encyclopedias, Magazines, VHSs, Cassettes.
- e. Items not added to the collection are placed in the library's book sale or recycled.

VII. Reconsideration of Library Materials

- a. In order to request that a material be reconsidered, a patron must:
 - i. Be a resident of Sheboygan County, as Sheboygan County residents' taxes pay for the materials held by the library, only residents may request that a material be reconsidered.
 - ii. Have a registered library card in the Monarch Library System in good standing.
 - iii. Have read, viewed, seen, or heard the material in its entirety.
 - iv. Have reviewed the Plymouth Public Library's Collection Development Policy and the ALA's Library Bill of Rights.
- b. An individual is limited to one request for reconsideration at a time and all such requests should be presented in writing to the Library on the Reconsideration of Library Material form.
- c. Complaints will be considered by the library's professional staff including the Library Director, who will make a decision regarding the material. The Library Director will notify the patron of the decision. Content under reconsideration will remain accessible in the library until a determination has been made.
- d. If the patron is not satisfied with the response, the patron may request that a review for consideration be done by a review committee consisting of the Library Director, the selector, and two Plymouth Library Board of Trustee members. The committee will offer their recommendation to the Library Board who will have the final determination.
- e. Once a final determination has been made, the same item shall not be reconsidered for five years.