

# Lester Public Library

## Collection Management Policy

### Library Mission Statement:

Read – Discover – Connect - Enrich.

In order that Lester Public Library may effectively fulfill its mission in the community, it will adopt the roles of:

Popular Materials Center  
Independent Learning Center  
Community Information Center

As a *Popular Materials Center* the library will collect multiple copies of high interest, high demand materials for children and adults. Selections will be geared to encourage reading and inquiry at all age levels. Materials will include print and non-print.

As an *Independent Learning Center* the library will encourage life long learning and independent inquiry into as many areas of knowledge as resources will allow. The library will strive to make available some specialized material for those needing to improve job skills and quality of life.

As a *Community Information Center* the library will collect and disseminate information about the Two Rivers Community including, but not limited to, community organizations, local businesses, local history, and genealogy. The library will coordinate efforts with other governmental agencies and service providers. The library will also act as the primary information resource within the community by maintaining a ready reference service and collection to meet the most commonly occurring informational needs.

### Goal

The goal of the Lester Public Library's Collection Management Policy is to:

1. Establish guidelines for present and future staff to develop the library collection;
2. Inform the public of principles on which selections and deselections are made;
3. Provide a means for evaluating the library materials collection;
4. Establish responsibilities of library board, staff and the community and define how each member can contribute to collection development appropriately;
5. Provide a tool for decision making in library materials budgeting.

## Responsibility for Selection

Final responsibility for materials selection rests with the Library Board. The actual duties of selecting, maintaining and withdrawing materials for the Library are handled by the library's professional staff under the supervision of the Library Director. Members of the library staff, library board and the community may recommend titles for purchase.

## Criteria for Selection

Whether purchased or donated materials shall be considered according to the following criteria:

- Appropriateness to Library's mission and service roles;
- Suitability of subject and style for intended users;
- Comments of reviewers, critics, media and publishers;
- Quality of style, writing, physical format and construction;
- Strengths and weaknesses of the existing collection;
- Timeliness and accuracy of the information;
- Reputation and authority of the author and publisher;
- Inclusion of work in bibliographies, recommendation lists, indexes;
- Purchase price and other budgetary considerations;
- Contribution of balance of treatment of a controversial subject;
- Contemporary significance or permanent values;
- Relevance to the experiences and contributions of diverse populations;
- Availability of materials through other libraries in the area;
- Demand in the community;
- Critical acclaim as demonstrated in awards, nomination for awards, and/or reviews;
- Works by local or regional authors or works featuring local or regional settings

An item does not have to meet all of the above criteria in order to be acceptable.

Materials which do not meet these criteria may be recommended for purchase to satisfy heavy reader interest.

Taking the materials budget into consideration, the Library will attempt to respond to exceptionally high demand with purchase of multiple copies.

## Other Guidelines

**Curriculum Support:** While the library is sympathetic to the needs of primary, secondary and post-secondary students, curriculum support is not the primary purpose of the public library. The library keeps its role as a *supplementary* resource for students in mind when building its collection. Textbooks, professional education/training resources and scholarly journals are not routinely collected. However, an item of this nature may be added when it is the only current source available on a subject, when useful to those doing independent study, or when they give an overview of a subject.

**Controversial materials and Censorship:** The Lester Public Library does not promote particular beliefs or views. Rather, it provides a resource for the various opinions which apply to important, complex and controversial questions, including unpopular and unorthodox positions. Selection of library materials is based on the individual's right to read, view and listen to whatever they choose and his/her freedom from censorship by others.

The library recognizes that some materials are controversial and that any given item may offend some people. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principals stated in this policy. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Responsibility for the reading, viewing, and listening of children rests with their parents or legal guardians. Library materials will not be marked or identified to show approval or disapproval of their contents.

**Interlibrary Loan:** Because of limited budget and space, the library is unable to provide all materials that are requested. Therefore, interlibrary loan from other libraries in our shared system, the rest of the state and the country is used to obtain those materials that are beyond the scope of this library's collection.

**Selection Tools:** Materials are selected from reviews in professional journals and general publications and websites; standard collection guides; annual selected bibliographies of recent publications; patron recommendations; and from publishers', distributors', and booksellers' catalogs, flyers and websites.

## **Collection Development for Adults**

### **Fiction**

The adult fiction collection is one of the library's core collections. It highlights genre and popular fiction for which local interest and need are known to exist. The focus is on maintaining up-to-date high interest fiction, bestsellers and literary classics. Books may be purchased in hardcover, trade paperback, or paperback format, with some duplication of bestsellers in multiple formats.

### **Non-fiction**

The Library acquires materials of both permanent and current interest in all subjects based upon the merits of a work in relation to the needs, interests and demand of the community. Each item is evaluated in its entirety and not on the basis of a particular section. Accuracy of information, impartiality of opinion or clearly stated bias, timeliness of data and adequate breadth and depth of the coverage are all important considerations when selected materials for this collection. Hardcover editions will be the primary book type purchased, although materials with shorter life spans, such as medical books or computer instruction manuals will primarily be purchased in paperback editions.

### **Reference**

The reference collection includes material in printed and electronic formats. The print collection includes both serials and monographs and consists of subject bibliographies, periodical and newspaper indexes, encyclopedias and dictionaries, directories, guides to literature, atlases and almanacs. In addition to dictionaries of the English language, there are also foreign language dictionaries available. Periodical indexes are supplemented electronically through the use of Badgerlink and are available both on the Library premises and for home access to users.

### **Newspapers**

Newspapers provide current news coverage from local to national levels and meet local history information needs. Selection and retention are based on availability of storage space, local demand and budgetary considerations. The local daily paper will be maintained on microfilm to ensure preservation and to make the best use of storage space.

### **Periodicals**

The library's collection of periodicals complements and updates the book collection and supports the recreational and informational reading of the public. Selection and retention are based on availability in indexes, price, storage space and local demand.

### **Pamphlet Files**

The pamphlet files consist of short, high demand, timely materials, unique items of local historic importance, and brief state and local government documents. The pamphlet file is used to supplement the circulating and reference collection and selection is based on the need for subject matter that is not readily available elsewhere.

### **Large Type Books**

The large type collection is largely a duplication of titles already in the Library in standard print editions. Classic literature, popular and genre fiction make up the fiction collection. The majority of the nonfiction collection consists of biographies, travel memoirs, self-help, humor and other popular works. Special emphasis is placed on titles meeting the needs of senior citizens. Large type books are also purchased for children and young adults; this is a separate collection and is housed in the youth department.

### **Audiobooks**

The spoken word audiocassette and compact disc collections consist of both fiction and nonfiction materials. The fiction area contains contemporary and classic fiction with an emphasis on contemporary works. The nonfiction collection covers a broad range of subject areas. Both abridged and unabridged titles are available.

### **Videocassettes/DVDs**

The video collection contains adult feature titles and informational titles. The collections consist of a varied selection of feature films, including high interest, classic films and foreign films. Episodic popular television shows are not collected. Adult informational titles include such popular subjects as travel, sports, exercise, parenting, business, language, documentaries, arts, hobbies and home repair. Nonfiction titles are interfiled within the nonfiction book collection to facilitate ease of access to all information sources on a particular topic. Most of the collection is for home use only, but the Library may purchase some public performance videos when the price

is within the Library's budget. The DVD collection will concentrate primarily on youth and adult feature film titles, but will begin to expand to cover nonfiction titles as well as budget permits.

### **Music Sound Recordings**

The adult collection is made up of exclusively CDs (no cassettes or vinyl records) and covers a wide variety of music. Individual albums as well as collections will be purchased to meet the demands of the community.

### **Microforms**

The Library will maintain a microfilm collection of local newspapers. Additionally, for historic and genealogy research the Library will collect microform copies of the state and federal census for Manitowoc County.

### **Electronic Access**

The Library recognizes the increasing importance of electronic media to provide information that may not be found within the building itself. The Library will provide access to any state-funded database, such as Badgerlink and will subscribe to various electronic databases as is deemed necessary and financially feasible and in accordance with the mission and services roles of the Library. To provide rapid and easy access to electronic resources, the Library will attempt to provide, within budget limitations, the necessary equipment, connections and personal assistance.

## **Collection Development for Children and Young Adults**

Juvenile Materials are selected to meet the recreational, educational and cultural needs of children from infancy through age 18. Additional materials are selected to assist adult caregivers with the changing needs of children; such materials may be found in the Adult Nonfiction area.

### **Fiction/Picture Books**

The Library maintains a variety of children's fiction from the most distinguished in children's literature to popular titles and new, enticing titles that will attract readers of many tastes and abilities. This collection includes picture books, beginning readers, concept books, wordless books, board books and chapter books. The library includes a wide variety of books for adults to read to children as well as books for children learning to read and books for children reading on their own.

### **Juvenile Nonfiction**

This collection contains general informational works, browsing items and subject-oriented materials on topics of interest to children infant through age thirteen. Easy nonfiction for children infant through second grade is housed in the youth department; nonfiction for children 3<sup>rd</sup> grade and older is interfiled with the adult nonfiction to facilitate accessibility not only to younger readers but also to adults reading at lower levels or those wanting only a brief overview of the subject.

### **Audiobooks**

The youth audio collections consist of both audiotapes and books on CD, some of which are packaged with a copy of the book to allow children to read along with the story. Emphasis is on popular and award winning fiction. Young Adult titles are purchased primarily in the CD format. These collections consist of mainly of unabridged editions.

### **Videocassettes**

The youth video collection consists of both fiction and nonfiction titles. Selection criteria for fiction titles is based solely on popularity for children and their families and include feature films as well as popular television programs. All videos selected have a PG or lower rating. Nonfiction titles include a wide variety of informational topics that are of interest to children and their families.

### **Music Sound Recordings**

While the library does offer a small collection of musical cassettes, current purchases are primarily in the CD format. This collection includes popular titles as well as educational and multicultural music.

### **Young Adult**

The young adult collection provides educational and recreational materials for young adults ages 12-18. Due to the wide range of tastes and abilities in this age group, there is some duplication between the young adult collection and both the adult and juvenile collections. Also, because of this wide range the library supports the right of guardians to determine which items are appropriate for use by their teens. Nonfiction for this collection is purchased solely with young adults in mind and topics included are of primary interest to teens.

### **Graphic Novels**

The library recognizes the popularity of the graphic novel format and strives to find titles of interest to the young adult age level. Materials in this collection are selected using the same criteria as young adult fiction. While we recognize some novels may have explicit content and illustrations, we feel it is an important format to offer reluctant readers and older teens. The library supports the right of guardians to determine which items are appropriate for use by their teens.

### **CD-ROMs**

The library maintains a circulating collection of educational and entertainment titles on CD-ROM in the Windows platforms for children and young adults. This collection consists primarily games and software removed from the children's and young adult computers when they are no longer in use. Patron requests are considered when budget allows and donations are encouraged.

## **Special Collections**

### **Wisconsin History Collection**

The Wisconsin History Collection is made up of historically significant works that pertain primarily to Two Rivers, Manitowoc County and Wisconsin history. Also located in this collection are current local and state documents, such as Wisconsin State Blue books, State

Statutes and City Ordinances, and city and state budgets. Local and state documents are updated regularly while the historical portion of the collection remains static.

### **Wentorf Photo Collection**

Located in a locked cabinet, the Wentorf photo collection contains original photographs of local history donated to the library. This is a static collection and is not added to or loaned without express consent of the library director.

### **Yearbooks**

The Lester Public Library maintains a collection of Two Rivers High School Yearbooks, with the latest edition published every year. In 2004, a collection of Mishicot High School Yearbooks was started. Donations of older editions will be solicited and the library will add new volumes annually.

### **Reference/Genealogy Reference**

The library maintains a small collection of reference materials. Generally reference materials consist of items that are rare, expensive, part of an ongoing series or that are used often by staff to answer ready reference questions. Genealogy reference also includes items of local interest such as cemetery records and tombstone inscriptions. These materials are for use within the library, unless special permission is received for an overnight checkout.

### **Educational/Teacher Resources**

This collection consists of materials of use to educators and includes books, flannel boards, big books, puppets, and other educational aids. Selection of materials is geared primarily to those working with preschool children. Information about home schooling is also included. The library does not provide basic texts or materials needed in quantity for schoolwork. This collection is housed in the youth department.

### **Maintaining the Collection**

In order to maintain a collection which is current, reliable, in good condition, well-used, and which relates to the needs and interests of the residents of Two Rivers, materials are withdrawn on a systematic and continuing basis. Materials are withdrawn when they are judged to be dated, inaccurate, seldom used, in poor condition, are duplicate copies, availability of item at other libraries in our shared system, are otherwise no longer appropriate or when the library lacks appropriate storage space.

Withdrawn materials are given to the Friends of the Library except in certain circumstances where the discarded material can be used by another library, city department, educational institution or non-profit institution. Outdated materials with no remaining value are discarded.

The Lester Public Library uses the "Criteria for Selection" in deciding whether to purchase replacement copies.

### **Suggestions for Additions**

To assure the acquisition of resources desired by library users, patron suggestions are always considered for their addition to the collection. Patrons can request that specific items be purchased by having the reference staff fill out a request card. Staff will use the “Criteria for Selection” in deciding whether to purchase request for the collection.

### **Challenging materials**

Any member of the public may make a request to the Director for reconsideration of any library material. Such requests must be made in writing on an official reconsideration form. Reconsideration forms may be picked up at the reference desk.

Upon receipt of both a written request for reconsideration and the item in question, the Director shall provided a written response to the complainant including the Director’s decision as to the retention or removal of the item. The Director will base their decision on the “Criteria for Selection” outlined in this document.

If the complainant is not satisfied with the response, a request can be made in writing to have the request reviewed by the Library Board.