

Putnam County Public Library
Collection Development and Reconsideration Policy
Approved 4/28/2022

Purpose

The purpose of this document is to inform our community's understanding of the purpose and nature of the Putnam County Public Library's [hereinafter "the Library"] collection as well as provide guidance and direction to the Library staff for the development and maintenance of the Library's collection.

Scope

The primary objective of the Library's collection is to meet the needs of the community. The Library selects materials to serve as many people within our service area as possible and to reflect the diversity of interests and viewpoints found throughout the community.

Selection of materials for the Library's collections reflects the community's needs and interests. The use of existing materials also provides a helpful indicator of the potential appeal of new selections and is therefore closely monitored. Staff considers data such as checkout statistics, suggestions for purchase, and number of reserves placed on materials to inform the selection process. The Library always strives to add materials in new formats as they become commonly used throughout the community.

The Library's collections emphasize up-to-date information that reflects a variety of viewpoints; Library staff retains or replaces older materials if they are considered standard works, are useful, or are in demand. Due to space and budgetary constraints, collection guidelines typically give preference to general treatments that appeal to a broad range of users over those that are specialized, scholarly, or intended for professional use. Support for the educational needs of local students will be considered, but textbooks are not generally selected.

Material

The Library selects representative material encompassing various points of view, so that the free individual may examine a variety of presentations and make his or her own decisions. The Library does not promulgate particular beliefs or views, nor is the selection of any given material equivalent to endorsement of the creator's views. Library staff does not make selection decisions on the basis of any anticipated approval or disapproval, but on the merits of the work in relation to building the collection and serving the diverse needs and interests of the community. Materials will not be excluded from the collection solely on the basis of depictions or descriptions of violence, sexual acts, or objectionable language.

Please note that while all of the Library's local holdings have been selected using this collection development policy, the library does belong to consortiums in order to expand our offerings. These items are not necessarily selected by our librarians, but membership in consortiums offers our patrons a wealth of material that would otherwise be cost prohibitive for the library.

Responsibility for Selection and Management

Ultimate responsibility for materials selection rests with the Director who operates within the policies determined by the Board of Trustees [hereinafter "the Board"]. The Director delegates the selection and management of materials and development of the collection on a day-to-day

basis to Library staff.

General Selection Guidelines

Library staff uses their training, knowledge, and expertise, along with the following factors to consider when selecting materials for the collection:

- Extent of current or anticipated popular demand, professional reviews, and publicity
- Relevance to community needs and interests
- Suitability of subject, writing or artistic style, and reading level for the intended audience
- Professional reputation and qualifications of the author, artist, publisher, or producer,
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relationship to the existing collection
- Value of material in relation to cost
- Availability from established library vendors
- Library materials budget
- Suitability of format for library circulation and use
- Availability and accessibility of the same materials from another library

Historical Collections

The Board of Trustees of the Putnam County Public Library has established the Archives Department as one of the library's services. Its purpose is to collect, preserve, and make available materials of historical, genealogical, social, economic, and cultural significance to Greencastle and Putnam County.

The Archives collections are housed in the library's Cyril Johnson Room and the adjacent closed stack areas. Both print and non-print materials are collected and include, but are not limited to: manuscripts, bound volumes, audio/visual materials, photographs, microform, graphic art, maps and drawings.

Materials are available for research and must be used in the library. Inquiries from remote patrons are answered. Except where there is violation of current copyright law or where there is risk of damage to the material, copying of historical documents for personal research is allowed. Materials in the historical collections may be copied for publication and/or display purposes only with the approval of the Archivist.

The selection process conforms with standards set by the Society of American Archivists (SAA). Materials which are otherwise appropriate are not refused because of their point of view. The Archives Department strives to cooperate, rather than to compete, with other collecting institutions having overlapping or very similar selection objectives.

Materials are selected using one or more of the following guidelines

- Content pertinent to Putnam County or surrounding areas
- Amount and physical maintainability of the material

- Posses enduring historical value
- Authority and competence of the author or compiler
- Preference to materials whose provenance is known
- Preference to originals, but copies are accepted
- Works produced by local authors or persons with Putnam County connections
- Printed or published in Putnam County.
- Primary, secondary, and indicative source material for research

Responsibility: Archivist in consultation with the Library Director is responsible for the selection of materials.

Gifts: Persons who wish to donate material to Putnam County Public Library's historical collections should contact the Archivist. Generally, the library does not accept artifacts considered museum material.

Evaluation: There will be periodic review of material in the historic collections by the Archivist. Putnam County Public Library reserves the right to de-select material found to constitute unnecessary duplication or to be inconsistent with the library's mission and/or the department's collection development policy.

Recommendations from the Public

The Library staff gives serious consideration to suggestions from the public concerning possible purchase of materials and uses the same guidelines that inform decisions on all other materials the Library purchases. Patrons can submit suggestions using a form made available to facilitate this process.

Duplicates

To meet demand, the Library may purchase materials in quantity for mass use and limited retention. Multiple copies of items anticipated to be in high demand may be purchased in the initial order. In addition, the Library purchases additional copies of materials based on a ratio of reserves to copies.

Review Sources

Staff uses reviews from professionally recognized publications as their primary source for materials selection. Additionally, library staff may consult standard bibliographies, booklists by recognized authorities, and the advice of experts in specific subject areas.

Self-published materials

Staff may select self-published materials when they meet the same guidelines as other materials purchased for the collection.

Formats

Materials are purchased in a variety of formats. Library staff monitor the development of new formats and, within budgetary and technical limitations, adds these to the collection. Choice of formats will be based on patron demand, availability of items in the format, community trends, cost, maintenance needs, product development, and positive critical reviews.

Gifts and Tax Deductions

The Library accepts gifts or donations of books or other materials with the understanding that

they may be used or disposed of as Library staff determines is appropriate, using the guidelines set forth in this policy for the purchase and maintenance of materials. Staff also considers the costs associated with processing materials for use in the collection as well as the condition of the gift material. Gifts that the Library chooses not to add to the collection may be given to the Friends of the Putnam County Public Library for sale or promotional use. Under existing law, gifts to libraries may be deductible; the deductibility is governed by the provisions of the Internal Revenue Code. Library staff shall not provide appraisals or establish value. Valuation of the gift is the responsibility of the donor.

Access to Materials

The Board and staff believe that the right to read and view is an important part of the intellectual freedom that is basic to democracy. The American Library Association's Freedom to Read Statement, Freedom to View Statement, and the Library Bill of Rights guide the Library in the selection of materials for its collections. The Library is a unique public institution charged with being an unbiased repository of recorded expression. All public libraries contain materials that some patrons may find objectionable. The library has procedures that patrons may use in requesting the reconsideration of materials.

Collection Access

The Library assures free and open access to its holdings. Children and teens may use all collections of the Library. Responsibility for the reading and viewing activity of children and teens rests with their parents and legal guardians. The Library does not intrude on that relationship or act in loco parentis; as such library staff will not assume the role of parents or the functions of parental authority.

Processing and shelving of materials does not reflect a value judgment. The Library uses directional and informational labeling to make it easier for patrons to locate and select materials; we do not use labels to discourage use or suggest moral or doctrinal endorsement. The Library shelves all materials in their proper order on open shelves freely and easily accessible to the public.

Process for Reconsideration of Library Materials

A patron may request reconsideration of a library item by completing a Request for Reconsideration of Library Materials form. Within thirty (30) days of receipt of the completed form, the Director will send a written response to the patron. The material in question will stay in the collection during the reconsideration process.

If the patron is not satisfied with the decision, the patron may appeal the decision to the Board for consideration. In the event of such action, the Board's sole responsibility will be to determine whether the Director's decision was in compliance with this policy. The Board's decision will be final.

Maintenance of Collection

The Library evaluates the materials in its collection on a regular basis to determine if the collection meets the needs of the community. Methods used may include: analysis of turnover rates, circulation statistics, checks of holdings of titles from selected bibliographies, availability

in partner libraries, or other means.

Material Withdrawal

The deaccessioning of materials is an integral part of the collection development cycle. In general, the Library evaluates material based on a combination of age, usage, and the following factors: Misleading or inaccurate information, item condition, ability to access elsewhere. In addition, staff may withdraw items from the collection if the curatorial or environmental requirements exceed the space and resources of the Library.

Disposition of Withdrawn Materials

Withdrawn materials in acceptable condition will be given to the Friends of the Putnam County Public Library for sale. Other materials may be given to other organizations for recycling or resale.

Replacements

Replacements for items that have been withdrawn because of loss, damage, or wear are not made automatically but are decided based upon general selection guidelines.

Putnam County Public Library
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

This form must be signed and filled out in its entirety.

Format (eg: book, movie, magazine): _____

Title: Author or Performer: _____

Publisher (if known): Date Published: _____

Patron Name: _____

Address: _____

Email: _____

Do you represent: Yourself An Organization (Name): _____

1. What brought this material to your attention?

2. Have you read, viewed, or listened to the entire work?

3. In your opinion, who is the intended audience of this work?

4. What concerns you about this material?

5. What specific pages or sections illustrate your concern?

6. What action are you requesting the Library to consider?

Signature: _____ Date: _____