

Village of Kewaskum Public Library
Collection Development Policy

Collection Development

The Kewaskum Public Library attempts to provide a general collection of reliable material for both children and adults covering all fields of knowledge. Variations in educational level, reading ability, and reading interests are taken into consideration.

Materials selected will include a variety of formats in both print and nonprint. Books, both hardbound and paperback, magazines, newspapers, and reference materials are examples of the print materials selected. Nonprint materials will include audio books, music CDs, DVDs, internet access, and other electronic media.

Membership in the Monarch System makes resources available to residents of the Kewaskum area through delivery and interlibrary loan. Since this process provides access to material throughout the state, the Kewaskum Public Library will concentrate its collection development on materials likely to provide information and enlightenment to citizens of its community.

Ultimate responsibility for selection of books and other library materials will be the duty of the professional library staff. Such selection will follow the goals and objectives listed in the Kewaskum Public Library's mission statement. Staff members are encouraged to recommend materials for purchase. Patron requests and needs will also be considered when making selections. In addition, professional library staff will use such selection aids as standard lists and catalogs, professional periodicals and reviews, book publisher catalogs, and literary awards and prizes.

Criteria for Selection

General criteria for selecting library materials are listed. An item need not meet all the criteria to be acceptable.

- Present and potential relevance to community needs.
- Historical value to the community.
- Suitability of physical form for library use.
- Suitability of subject and style for intended audience.
- Cost.
- Importance as a document of the times.
- Relation to the existing collection and to other materials on the subject.
- Attention by critics and reviewers.
- Potential user appeal.
- Requests by library patrons.

Weeding

Professional library staff regularly reviews items in the collection to ensure that they continue to meet customers' needs. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed. It is the responsibility of professional library staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand and budget. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

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Controversial Materials

The library welcomes patrons' expressions of opinion concerning materials purchased. Requests to add or remove materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials is asked to complete and sign the Request for Materials Reconsideration form. The complainant shall submit the completed and signed form to the Library Director. The Library Director will reevaluate the materials in question and make a determination concerning the materials. The materials in question will not be removed from the collection until a decision has been made. If the complainant indicates dissatisfaction with the Library Director's determination, they may appeal to the Kewaskum Public Library Board.

DVD Loans

DVDs (including Blu-Rays) may be borrowed by anyone, 12 years of age or older, with a valid library card. Minors over the age of 12 must have the back side of the juvenile application signed by the parent or legal guardian to allow DVDs to be checked out.

The Kewaskum Public Library will not censor or supervise the DVDs checked out by any cardholders, including minor children, unless requested to do so by the parent or legal guardian of a minor which must be indicated on the back side of the juvenile application. Users of DVDs circulated by the Kewaskum Public Library may not duplicate, reproduce, televise, transmit, or store for later retrieval, in whole or in part, any of these materials without specific permission from the copyright holder.

Loan periods for DVDs are limited to the amount of time stated in the Circulation Policy.

Borrowers are liable for any damage done to a DVD while in their possession. Full replacement cost of the DVD will be assessed for a lost item. Damage to DVD cases will require a minimum charge as stated in the Circulation Policy.

Gifts

The same criteria used in the selection of materials for purchase shall be used to evaluate materials donated as gifts. The library will accept gifts of books and other materials on the condition that their disposition is left to the discretion of the Library Director. The library reserves the right to decide the conditions of display, housing, and access to the materials. The Library Director reserves the right to refuse any donated collection material for any reason. Gifts of money, land, stock, etc., will be accepted if the conditions attached are acceptable to the Kewaskum Public Library Board as specified in Statute 43.58 of the Wisconsin State Statutes and in the Gifts and Donations Policy.

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REQUEST FOR MATERIALS RECONSIDERATION

The trustees of Kewaskum Public Library have established a collection development policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Kewaskum Public Library
206 First Street
Kewaskum, WI 53040

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? ____ Or an organization? ____ Name of Organization

1. Resource on which you are commenting:

Book (e-book) ____ Movie ____ Magazine ____ Audio Recording ____ Digital Resource ____ Game ____

Newspaper ____ Other ____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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