

COLLECTION DEVELOPMENT POLICY

PURPOSE

The Columbus Public Library will provide a variety of resources to meet the community's informational, self-directed personal growth, recreational, and cultural needs in various formats and ensure that trained staff is available to assist patrons.

OBJECTIVES

1. To provide materials in a variety of forms and formats to meet educational and recreational needs of the community.
2. To maintain collections that represent a diversity of viewpoints, lifestyles and ages.
3. To provide local historical documents and current reference materials.

COLLECTION MANAGEMENT

The final authority for the Library collection rests with the Library Board.

Implementation of collection development policy and management of the collection is assigned to designated Library staff. The Columbus Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends of the Library serves as an instrument for the Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

RESPONSIBILITY FOR SELECTION OF MATERIALS

The responsibility for the selection of materials in the Columbus Public Library lies with the Columbus Library Director and designated library staff performing within the framework of this collection development policy. This policy applies to the selection of materials for children, young adults, and adults. Recommendations from the staff and the public are encouraged.

SELECTION RESOURCES

1. The Columbus Library Director and designated library staff select materials through reading, viewing, listening, careful examination, and use of reputable, unbiased selection tools.
2. Citizens may recommend materials for purchase. These items will be judged by selection criteria stated in this policy and are accepted or rejected by these criteria.
3. Gifts and donated materials are judged by selection criteria as stated in this policy. A receipt for tax purposes will be given when requested for any accepted donation; however, the library cannot affix a value to the material. Gifts or donations may be accepted, donated, recycled or disposed of at the discretion of the Library Director.

SELECTION CRITERIA

The following are reasons for the selection of materials purchased, donated or leased for inclusion in the library collection:

1. Contemporary or timely significance of the topic and current demand
2. Accuracy of nonfiction content
3. Historic or permanent value of the work
4. Library materials shall not be excluded because of the race, nationality, or the political or social views of the author
5. Materials covering controversial issues to address multiple viewpoints
6. Availability of other materials on the same topic in the shared library collection
7. Suitability of material in representing varied levels of complexity to reflect educational backgrounds and reading skill of community members
8. Quality of the physical format including adequate binding, print size, durability, and illustrations
9. Format suitable to the intended use and content currently being acquired for the collection
10. Cost of materials

SPECIAL COLLECTIONS

The library will not accept large, specialized collections of books or other items from individuals or groups without the approval of the Library Director.

COLLECTION MAINTENANCE

Weeding to remove damaged or outdated materials is a continuous process that should reflect the same care and attention given to the original selection process.

The following guidelines will be used at the discretion of the Library Director or designated staff to determine the disposition of materials.

1. Nonfiction materials should be discarded when out of date or superseded by a newer edition.
2. Materials that circulate infrequently and have decreased demand may be discarded.
3. Materials that depict negative stereotypes will be reviewed.
4. Materials in poor condition will either be repaired, replaced, rebound, or discarded.

CONTROVERSIAL MATERIALS

The Columbus Public Library Board supports intellectual freedom. Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

The Columbus Public Library Board does not support censorship. Censorship occurs when expressive materials, like books, magazines, films and videos, or works of art, are removed or kept from public access.

The American Library Association and the Columbus Public Library Board hold that it is the parent and only the parent who may restrict his/her children and only his/her children in reading/viewing/listening material.

The Columbus Public Library Board adopts and declares that it will adhere and support:

- [The Library Bill of Rights](#)
- [The Freedom to Read Statement](#)
- [ALA Statement on Book Censorship](#)
- [ALA Intellectual Freedom Statement](#)
- [ALA First Amendment and Censorship](#)
- [The Freedom to View Statement](#)
- [ALA Statement on Labeling](#)

CHALLENGED MATERIALS PROCEDURES

1. The concerned citizen may request an informal meeting with the library director.
 - a. The Library Director and concerned citizen will attempt to resolve the issue.
 - b. If the issue is not resolved, the Collection Development Policy will be reviewed and a copy will be provided.
 - c. Concerned citizen will be given the REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS form.
 - d. Discuss proper procedure for registering an official challenge.
2. The library director will complete the form LIBRARY DIRECTOR RESPONSE TO CONCERNS, share it with the concerned citizen, and file it in the library director's office.
3. Official Challenge Procedure
 - a. The citizen will complete the REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS form in order to file a formal challenge against the material.
 - b. The Library Board and the Library Director will formally review the citizen's request for reconsideration. The citizen will be encouraged to attend and discuss their challenge at the review.
 - c. The library board will review the Collection Development Policy and relevant information.
 - d. The library board will make a decision and complete the LIBRARY BOARD RESPONSE TO CHALLENGED MATERIALS FORM regarding the material based on the library's philosophy and policies.
 - e. The written decision will be shared with the citizen who filed the complaint.

Library Director Response to Concerns of Library Resources

Columbus Public Library • 223 West James Street • Columbus, WI 53925
920-623-5910 • ColumbusPublicLibrary.info

The Columbus Public Library Board of Trustees of Columbus, Wisconsin has delegated the responsibility for selection and evaluation of library resources to the director of Columbus Public Library, and has established reconsideration procedures to address concerns about those resources. This is the response of the library director to concerned citizen regarding materials in the library.

Date: _____ Library Director: _____

Name of Concerned Citizen: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

1. Resource on which you are commenting. Please circle one format:

Book Recording (CD, DVD, video) Electronic resource Other _____

Title _____

Author/Producer _____

2. Resources Given to Concerned Citizen:

3. Decision of the Library Director:

Request for Reconsideration of Library Materials Form given to Concerned Citizen.

Library Director Signature

Date

Request for Reconsideration of Library Resources

Columbus Public Library • 223 West James Street • Columbus, WI 53925
920-623-5910 • ColumbusPublicLibrary.info

The Columbus Public Library Board of Trustees of Columbus, Wisconsin has delegated the responsibility for selection and evaluation of library resources to the director of Columbus Public Library, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Director of the Columbus Public Library, Columbus, Wisconsin.

Date _____ Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Do you represent Self? ____ Organization? ____

1. Resource on which you are commenting. Please circle one format:

Book Recording (CD, DVD, video) Electronic resource Other _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? Yes No

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Please state the action you wish taken on this item:

____ Shelve it elsewhere (reclassify) ____ Remove it from the Library

____ Other (please specify): _____

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

Library Board Response to Challenged Materials

Columbus Public Library • 223 West James Street • Columbus, WI 53925
920-623-5910 • ColumbusPublicLibrary.info

Date: _____

Library Director: _____ Library Board President: _____

Name of Concerned Citizen: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

1. Resource on which you are commenting. Please circle one format:

Book Recording (CD, DVD, video) Electronic resource Other _____

Title _____

Author/Producer _____

2. Resources Reviewed by the Columbus Public Library Board of Trustees:

3. Final Decision of the Library Board regarding challenged material:

A copy of this decision has been provided to the concerned citizen.

Library Board President Signature

Date

Library Director Signature

Date