

COLLECTION DEVELOPMENT POLICY

The mission of Somerset Public Library is to serve residents of all ages by providing access to resources to meet the needs of a diverse community. The library supports free and convenient access to the world of ideas, information, and the creative experience that is vital to every citizen. The Board of Trustees endorses the [American Library Association's Library Bill of Rights](#) and [The Freedom to Read](#) statements which are integral parts of this policy.

The library is committed to serve the public in a customer centered and pro-active manner, providing a wide variety of resources and services, including access to classic as well as current and popular print and non-print materials for learning, enrichment, and leisure.

ACQUISITIONS PROCEDURES

Selection

Final responsibility for the collection rests with the Director, who operates within the framework of policies determined by the Library Board of Trustees. However, the selection of books and other materials is shared by select members of the library staff. Suggestions from all staff and customers are always welcomed and given serious consideration.

Criteria

The library's materials selection policy must be flexible and broad in order to ensure a diverse collection reflective of the community. New acquisitions and current collection materials will be influenced by many factors, including but not limited to:

- Attention of critics and reviewers, with particular attention to those with specialized knowledge of the content matter
- Authenticity of historical, regional, or social context
- Availability of funding
- Availability of titles from vendors, libraries, or elsewhere in the community
- Contemporary significance, popular interest, or enduring value
- Culturally and identity inclusive
- Identified, expressed, or anticipated demand in the general community
- Local importance, and/or historical value
- Physical space limitations
- Prominence, authority, significance, and/or proficiency of author or creator
- Relation to existing collections, such as titles in a series
- Suitability of the format
- Support of the library's mission
- Timeliness and accuracy of material including new editions of existing material

Every attempt is made to acquire titles by local authors that are published by mainstream publishers. Self-published works are not added to the collection unless the book is reviewed positively in established review sources, has significant local content, or has high local interest.

If a requested item does not meet the above selection criteria, library staff will endeavor to assist patrons in accessing any content legally obtainable.

Our collection reflects a diversity of content, not an equality of numbers. This includes content that reflects a diversity of issues, whether they be political, economic, religious, social, ethnic, or explicit. The library will not promote specific beliefs or views but will provide enough suitable material to enable the public to make informed and intelligent decisions.

Gifts and Donations

Gifts are accepted with the understanding that the library may at any time discard them in any way it sees fit. Please limit donations to what can be carried into the library in one trip. Donations must be clean, free of mildew and in good condition. The library cannot accept damaged materials, magazines, Reader's Digest condensed books, encyclopedias, textbooks, trade publications or media types not in the library's collection.

Gifts accepted by the library are judged by the same selection criteria as purchased materials. They are considered with the understanding that the following criteria may prevent their addition to the collection or retention on the shelves.

- Duplication
- Lack of community interest
- Processing costs and time
- Inadequate shelf space

Collection Maintenance and Weeding

A current, attractive and useful collection is maintained through a continual withdrawal and replacement process. Selection of materials for weeding is based on the following criteria:

- Materials worn out or damaged through use
- Materials which are no longer timely
- Materials no longer considered accurate or factual
- Materials which have had little recent use
- Excess copies of a title

RECONSIDERATION

Principles

Somerset Public Library recognizes some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made based on anticipated approval or disapproval but based on the principles stated in this policy. While an individual may reject materials for themselves, they cannot exercise censorship to restrict access to the materials by others. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Parents or guardians have the right to guide the reading, viewing and listening of their children but must give the same right to other parents/guardians.

The library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

Formal Requests for Reconsideration Procedure

In the interest of protecting our librarians' limited time, requests for reconsideration are limited to individuals residing in the library's primary service area, defined as the Village of Somerset and surrounding towns of Somerset, St. Joseph and Star Prairie. To receive consideration by the library, all requests must be made in writing using the library's Request for Reconsideration Form. The library materials for which a Request for Reconsideration has been made will not be removed from the collection, nor will their use be restricted in any way, before final action is taken. If the petitioner has checked out the item in question, the review process will not begin until the item has been returned to the library.

An ad hoc Reconsideration Committee will be formed, consisting of the Director, library staff with collection development responsibilities, a library Board of Trustees representative, and one member of the community at large selected by the library board. The committee will review the material in question to consider whether its selection follows the criteria stated in the Collection Development Policy.

Within 30 business days of receiving a fully completed Request for Reconsideration form, the Director will send a letter to the petitioner who requested reconsideration, stating the decision of the committee and reason for the decision. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Somerset Public Library Board of Trustees.

If the Board of Trustees plans to address the appeal at their board meeting, the individual will be notified of the time and location of the meeting. The Board of Trustees will limit the length of public comments to 2-minutes per individual. The decision of the Board of Trustees is final. In making its decision, the Library Board will consider professional reviews and will employ the criteria of selection listed in the Library's Collection Development Policy, including the American Library Association's Library Bill of Rights, Interpretations of the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement. Requests to reconsider materials, which have previously undergone the reconsideration process, will not be reevaluated unless more than 60 months (five years) have passed since completion of the last review.

AFFIRMED STATEMENTS FOR REVIEWING

[American Association's Library Bill of Rights](#). Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

[Privacy: An Interpretation of the Library Bill of Rights](#), Adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

[Libraries: An American Value](#), Adopted on February 3, 1999, by ALA Council.

[Freedom to View Statement](#), Endorsed January 10, 1990, by the ALA Council.

[Rating Systems: An Interpretation of the Library Bill of Rights](#), adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

REQUEST FOR RECONSIDERATION FORM

The library values your opinion. If you would like to make a formal request for reconsideration of a library material, please complete this form in its entirety, indicating as clearly and legibly the nature of your concern. Once completed, this form becomes a matter of public record: (Wisconsin Statutes 19.32).

Material being challenged must be read or viewed in full. Please use additional paper and refer to question numbers to fully complete this form. If the form is incomplete, the review/reconsideration process cannot proceed. Only one form from a household will be accepted at a time.

Name _____

Address _____ City/Zip _____

Telephone _____ Email _____

1. Who do you represent? My self Organization Name of Organization _____

2. Library material on which you are commenting: PLEASE CIRCLE ONE
Book | Magazine | DVD | Compact Disc | Audio Book | Library Program Content
Other _____

3. Please provide the following information about the item of concern:
Title _____
Author/Producer _____

4. Did you read/ listen to/ view the material in its entirety? Yes _____ No _____

For "No" responses, no further action is needed. If the entire material has not been reviewed by the petitioner, the review/reconsideration process cannot proceed.

5. What brought the item in question to your attention?

6. What concerns you about this resource? Provide supporting citations and quotations.

7. How has the material been assessed in professional review sources? Provide supporting citations and quotations.

8. What action are you requesting the committee consider?

9. In what way does the material in question violate the selection criteria listed in the Library's Collection Development Policy?

10. What would you replace the material with? Include titles and professional reviews.

Signature: _____ Date: _____

Staff Initials _____ Date received _____