

La Porte County Public Library Collection Development Policy

This policy sets criteria for La Porte County Public Library's collections, including the use, selection, and management of materials both physical and digital.

Philosophy

La Porte County Public Library takes a community-driven approach to the collection development process. Community-driven collections create a collaborative process between community members and library staff. To achieve community-driven collections, library staff not only use data to drive decision making, but also factor in results from customer interactions, staff observations, and input from community partners. The Library strives to provide materials representing diverse viewpoints, in order to be the best source for accurate information within our community. We recognize some materials may be considered controversial and may offend some users. The existence of a particular viewpoint in the collection is not an endorsement of that particular point of view, but an expression of the Library's adherence to the principles of intellectual freedom.

The Board of Trustees of the Library adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections. The Library uses the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#) as support for balance in collection development.

The Board of Trustees delegates the development of the collection to the Director, who oversees the process conducted by the Administrative Team, librarians, and other appropriate staff.

Staff who perform collection development duties are required to attend professional development trainings to maintain appropriate certification/licensing and remain current on industry trends.

Scope of the Collection

LPCPL's collections focus on materials that will meet the needs and interests of a wide audience of customers – including materials of contemporary significance and permanent value. We want to be the community's first source of practical information and fuel lifelong passion for reading and learning. The Library encourages customer suggestions of items to be included in the collection. Customer recommendations are evaluated by the same selection standards used for all library materials.

LPCPL materials are distributed across several locations including the Main Library, branch locations, mobile library, and online. Items can be requested for use at another LPCPL location. Main Library collections are meant to offer a broad choice of materials to meet the diverse needs of all users. Collections at branch locations are intended to be browsing collections with current and popular materials that meet the interests of the communities that branch serves.

Material of a scholarly, academic, or highly specialized nature may not meet selection criteria. Interlibrary loan (ILL) provides access to specialized materials available only in other libraries. LPCPL participates in SRCS, Indiana's Statewide Remote Circulation Service, to provide ILL service.

The Library supports student learning at all academic levels with supplementary materials for reading or reference use by individuals. Materials for curriculum support are provided according to selection criteria and are intended to be supplemental materials for classroom instruction. The Library does not purchase locally adopted textbooks. Multiple copies of a single title for classroom use are not guaranteed.

Library of Things

The Library collects non-traditional circulating materials that are within the scope of LPCPL's collections. These tools, technology, equipment, or kits may be used in support of community partnerships or initiatives. Library of Things collections are managed using the selection standards and processes outlined in this policy.

Use of Library Materials by Minors

The responsibility for reading, listening, viewing, and using library materials and equipment by minors rests with their parents or legal guardians. The youth and teen collections at all library locations will be shelved in age appropriate sections designated for them.

Materials Budget

The materials budget is set annually to meet or exceed Indiana State Library Standards. The materials budget is recommended by the Director and approved by the Library Board of Trustees through the budget process.

Managing the Collection

Standard selection resources are used to identify items for purchase including reviews from professional journals, catalogs, and relevant websites. The Library acquires materials in a variety of formats, to provide for the evolving needs and expectations of the community. The Library uses data and industry trends to decide when to add new formats to the collection and when to discontinue formats from the collection. LPCPL

maintains high quality, accurate, and current collections through regular selection, inventory, and weeding. Materials that are outdated, no longer in demand, or physically worn out are discarded from the collection. Inventory and weeding are ongoing processes at all locations. Discarded materials are given to the Friends of the Library in accordance with IC 36-12-3-5.

Donations

Donations of works that are self-published or by local authors are accepted and considered for inclusion in the collection with the understanding that they may not be added to the collection and are subject to the same collection management guidelines as all materials. Items that are not added to the collection are given to the Friends of the Library.

Internal Review of Materials

Periodically, materials must be reviewed based on content. This may be part of an audit, regular weeding project, or on an as needed basis. The following criteria will help us define poor content when reviewing materials internally:

- Outdated and obsolete information.
- Inaccurate or false information.
- Topics that are no longer of interest or are a part of outdated popular culture.
- Mediocre writing style.
- Superseded editions.
- Material that contains biased, racist, or sexist terminology or views.

After reviewing materials one of the following decisions will be made with approval from the Director:

- Retain in the collection
- Move to a new collection
- Remove from the collection

Requests of Reconsideration

The Library accepts public requests for reconsideration for the review, relocation, or exclusion of any library material. Requests and items are reviewed and evaluated according to the selection standards used for all library materials.

LA PORTE COUNTY PUBLIC LIBRARY

REQUEST FOR RECONSIDERATION OF MATERIALS OR SERVICES

NAME _____ DATE _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ EMAIL _____

DO YOU REPRESENT: YOURSELF AN ORGANIZATION (Name) _____

BOOK CD DVD PERIODICAL E-MATERIAL DISPLAY PROGRAM OTHER _____

TITLE _____ PUBLISHER _____

AUTHOR _____ CALL NUMBER/ SPINE LABEL _____ COPYRIGHT _____

1. What brought this work to your attention? _____

2. Please indicate how much of the work you have read, viewed, or listened to:

Entire work Portion(s) of the work. What parts? _____

3. To what in the work do you object? Please be specific. Cite pages, sections, etc.

4. What do you feel might be the result of reading, viewing, or listening to this work?

5. For what age group would you recommend this work? _____

6. What do you believe is the theme of this work? _____

7. What professional reviews of this work have you read? _____

8. Please explain how this work does not comply with L _____'s Collection Development Policy

(printed on the reverse side): _____

9. What would you like this library to do about this work?

Return it to the staff selector/selection committee/department for re-evaluation.

Other. Explain: _____

10. In its place, what work would you recommend that would convey a valuable picture and perspective of the subject treated? _____

SIGNATURE _____

Feel free to attach additional pages if necessary.

DATE _____