



Collection Development Policy

The Board of Trustees of the Muskego Public Library has adopted the following collection development policy to guide librarians and to inform the public of the principles upon which collection development and management decisions are based. Collection development is the ongoing process of assessing the materials available for purchase or licensing and making decisions on their inclusion and retention.

The Vision and Mission Statements of the Muskego Public Library guide the selection of materials as it does the development of services and the allocation of resources.

Vision: The Muskego Public Library is the focal point of the community for exchanging ideas, accessing information, and developing community. Its collaborative team is committed to superior materials, services, and staff expertise.

Mission: Ideas, information, community.

The following statements and policies have been adopted by the Library and are used as guidelines for the development of the Library collections. The Library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read," "Freedom to View," and "Code of Ethics."

Objectives

The objectives of the Library are to collect, organize, and make easily available the materials housed within the Library. The library staff is guided by a sense of responsibility to the community in order to meet the above stated goals. Library staff members selecting library materials and resources are expected to keep the overall objectives in mind when applying their professional knowledge and experience in making selection decisions.

Responsibility for selection

The professional staff of the Muskego Public Library (the selectors) is responsible for the selection of library materials and resources chosen to fulfill the above objectives. Other staff members and the public may recommend materials for consideration. Final responsibility rests with the Director who operates within the framework of this policy as approved by the Library Board of Trustees. The Director delegates to professional staff members the authority to interpret the policy in day-to-day decisions regarding the development of the collection and the subsequent selection of library materials and resources.

The exceptions are digital materials which are provided through a state or system wide buying pool to which Muskego Public Library contributes funds. These materials include audio, video and electronic books, and are selected through the Wisconsin Public Library Consortium or the system's appropriate committee. The Muskego Public Library has no direct control over this selection, other than to



recommend titles. Relevant selection committee and collection development policies are set through the appropriate organizations.

Guidelines for selection

The selection of any material or resource does not constitute an endorsement.

- Selection decisions are guided by the merits of the work, collection needs and interests of a diverse community.
- Selection decisions are not influenced by the possibility that material may be accessible to children. The Library does not restrict access to any material by age, and leaves the responsibility for children's use of its materials to each child's parent or legal guardian.
- The Library acknowledges a particular interest in local, county, and state history and government. The Library will add to its collection works produced by authors, printers, or publishers with local connections that meet the purpose and objectives of this policy.
- The Library selects materials of varying complexity and format because it serves a public embracing a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials for purchase, they consider the special needs of the community.
- The Library recognizes that materials and resources may be controversial.

Criteria for selection

- The selectors must consider each type of material in terms of its own merits and the audience for whom it is intended. No single standard can apply to all acquisition decisions. Some material may be selected primarily for artistic merit, scholarship or value to humanity, while others may be chosen to satisfy the recreational and entertainment needs for the community.
- Some library materials are subject to widespread and/or heavy local demand. These high-demand items may or may not meet the general and specific criteria contained in this policy. Selectors give serious consideration to the volume and nature of requests by members of the public. In addition, as the social and intellectual climate of the community changes, materials not originally recommended for purchase may become of interest. Such materials will be reevaluated as the need arises.
- To build a collection of merit and significance, selectors acquire materials according to objective guidelines. They evaluate acquisitions, whether purchased or donated to the library, primarily by examining reviews in one or more of the professional library review media and checking against the criteria listed below.
- The Library uses a website and social media in order to meet the information needs of patrons. Professional librarians use the general criteria outlined in this policy when linking to external content.



- The Library is a member of the Waukesha County Federated Library System and, as such, provides access to materials from other libraries to our patrons.

General criteria

- Suitability of physical form for library use
- Suitability of subject and style for the intended audience
- Present and potential relevance to community needs
- Appropriateness and effectiveness of the medium to the content
- Importance as a document of the times
- Relation to the existing collection and to other material on the subject
- Reputation and or significance of the author or illustrator
- Attention of critics, reviewers and the public
- Cost

Content criteria

- Authority
- Comprehensiveness and depth of treatment
- Objectivity
- Consideration of the work as a whole
- Clarity, accuracy, and logic of presentation
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Of lasting value

Donations and Gifts

Donations of materials are gratefully accepted with the understanding that the Library may add them to the collection if they meet established standards for purchased materials, with emphasis on currency, physical condition, and need. All gifts added to the collection must be available for public use. Materials donated to the Library, whether added to the collection or not, become the property of the Library, and will not be returned to the donor. There is no obligation for the Library to retain ownership of the item.

Materials not added to the collection will be given to the Friends of the Library Book Sale or disposed of by other means. The Library cannot place a monetary value on gifts for tax purposes, but receipts are provided upon request.

Monetary gifts are always welcome and may be designated as memorials. When monetary gifts are intended for the purchase of materials, library staff will make the determination of what titles to buy, using the same criteria as for all other purchases.



Gifts of non-library items such as paintings, portraits or art objects ordinarily will not be accepted. If accepted, the item become the property of the Library, and will not be returned to the donor. There is no obligation for the Library to retain ownership of the item.

Evaluation and Withdrawal of Materials

An attractive, up-to-date, currently useful collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the library collection after careful consideration of these factors:

- physical condition
- currency of information
- lack of use
- superseded by a new edition or better work on the same subject
- space needs

Although every effort will be made to replace needed materials which are withdrawn, the Library takes the position that it is better to have no information on a subject than to have materials which are inaccurate or in poor physical condition.

Materials withdrawn from the collection may be given to the Friends of the Library Book Sale or disposed of by other means. Individual items that are being withdrawn will not be saved for specific individuals.

Request for Reconsideration

The Library will reconsider any material in its collection upon written request of a patron who fulfills the following steps:

1. The patron will be given a copy of the Muskego Public Library Collection Development Policy, which includes the Request for Reconsideration of Library Material form. This is available at the Information Desk.
2. If the patron wants to pursue the reconsideration, the completed reconsideration form must be submitted to the Library Director. The Library Director will notify the patron in writing within 1 week, confirming that their request has been received. The Library Director will appoint a staff committee to review the item being questioned and the committee will make a recommendation to the Library Director within 4 weeks of receiving the initial request.
3. The Library Director will decide whether or not the item should be retained and the patron will be informed of the decision in writing within 1 week of receiving the staff recommendation.
4. The patron may appeal the Library Director's decision by submitting a written request for a hearing before the Library Board at its next regularly scheduled meeting. This request must be submitted within two months of receipt of the Director's decision.