

Garrett Public Library

Collection Development Policy

The purpose of the Garrett Public Library collection development policy is to guide librarians and inform the public about the principles by which selections are made for all written, recorded, and digital purchases of the Library.

The Board of Trustees of the Garrett Public Library recognizes the diverse nature of the community and the varied backgrounds and needs of all citizens. This collection development policy reflects the intention to provide materials for all residents based on the values of information, education, and entertainment for all people in the community. This includes the fullest practicable provision of materials presenting all points of view concerning local, national, and international issues.

Ultimate responsibility for collection development rests with the Director of the Library who operates within the framework of policies determined by the Library Board of Trustees. The Director may delegate to staff members the authority to make materials selections. Thus, the responsibility for collection development and selection of purchases lies with the professional staff of the library operating within the areas of service to children, teens, and adults.

Based on professional reviewing sources whenever possible, the library considers the following criteria to be of particular importance in selecting materials:

1. Reputation and authority of the author, musician, film writer or producer
2. Potential or known demand for or interest in the material
3. Timeliness as well as permanence of the material
4. Scope and accuracy of the content of the material
5. Quality of writing, design, illustration, or production.
6. Relative importance in comparison with existing materials on the same subject.
7. Presentation of a new or under-represented viewpoint in the collection
8. Suitability of the physical format for library circulation
9. Availability of the item in other libraries or elsewhere in the county
10. Price in keeping with the budget and principle of loaning to the general public

The general public and any staff member may recommend materials for consideration. These suggestions are assessed by the same criteria as other materials purchases.

The library welcomes gift materials donated by the public. The library is not mandated to retain any gift. Donated items will be included in the collection based on the same criteria as purchased items.

Typically the library does not purchase or acquire by gift:

1. Textbooks and/or curriculum materials specific to a single school or instructor
2. Out-of-date formats including, but not limited to, videos, cassettes, vinyl records

Items are replaced and removed on a continuous basis to retain an up-to-date, attractive, and useful collection. Items may be de-selected based on currency, low patron usage, physical condition or lack of space, in addition to being subject to the selection standards outlined above. Most de-selected items are donated to and sold by the Friends of the Garrett Public Library and the profits are used to support library programming.

Adopted by the Garrett Public Library Board of Trustees on January 10, 2017.

Items selected for the Local History Center at the main library may include formats and donations that differ from the collection policy of the general library holdings. Among the items housed in the Indiana Room may be:

- a. City, county, regional, and state histories
- b. City and county records of marriages, deaths, census, military service, military pensions, court proceedings, obituaries, school yearbooks, maps, atlases, phonebooks, county directories
- c. Genealogy items including passenger lists, immigration records, church records, journals, cemetery records, genealogies, name dictionaries, gazetteers heraldic works
- d. Microfilm and microfiche of local records and newspapers.
- e. Newspaper and periodicals clippings pertaining to Garrett or DeKalb County
- f. Photographs and postcards pertaining to Garrett or DeKalb County

The library acknowledges an interest in local and state history and the works of local authors. The Library will apply the same standards of selection to the works of the local authors as it does to other general collection materials. The library retains the right to de-select any Local History Center items. These materials then may be donated to another library or agency where it may be of better service, donated to a local Historical Society or Museum, or donated to and sold by the Friends of the Garrett Public Library.

Original artworks created by local or Indiana artists and craft persons may be approved by the Library Board of Trustees for display or permanent acquisition.

The Library Board of Trustees believes that censorship is an individual matter. While any library user may reject for him/herself library materials of which he/she does not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to use these materials.

Responsibility for the use of library materials by children and teens rests with their parents or legal guardians. Selection of materials will not be inhibited by the possibility that such items may inadvertently come into the possession of children or teens.

The Library Board of Trustees defends the principles of the freedom to read. The library recognizes that any given item may offend some patrons. Selection and de-selection will not be based on anticipated approval or disapproval but solely on the merits of the work in relation to the collection and to the needs and interest of the community. The Library adheres to and supports the Library Bill of Rights and the Freedom to Read statement adopted by the American Library Association. These documents can be requested from the Director or obtained online at www.ala.org.

The library serves a diverse public, and, on occasion, a patron may believe that a specific title or source should not be in the collection. In this instance, the patron should first discuss his or her concerns about the material with the Director and review the Collection Development Policy. If, following the discussion, the patron still wishes the library to reconsider the title or source, he or she should fill out a Request for Reconsideration of Library Materials form. Forms are available at the library service desks. Because items are evaluated as a whole, a title will not be reconsidered unless the patron making the request has read/viewed/heard the entire item. A reconsideration form submitted without the name of the person making the objection will not be considered.

The request will be referred to the Director and the collection development team for review. The patron will be informed in writing of the decision. If the patron is not satisfied with the decision, he or she may appeal in writing to the Library Board of Trustees. The Board will make a decision and inform the patron in writing, usually following the next regularly scheduled Board meeting.

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