

COLLECTION POLICY

OBJECTIVES

The purpose of the Spirit Lake Public Library is to provide our patrons with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interest and needs.

The materials selection / collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Board of Trustees and staff of the Spirit Lake Public Library support the Library Bill of Rights which shall be interpreted to apply to all materials used or collected by libraries and is hereby incorporated as part of this policy. Furthermore, we subscribe in principle to the Freedom to Read and Freedom to View statements, copies of which are appended to and considered an integral part of this document.

RESPONSIBILITY FOR SELECTION

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Spirit Lake Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

CRITERIA FOR SELECTION

The main points considered in the selection of materials are:

1. Individual merit of each item
2. Popular appeal / demand
3. Suitability of material for the clientele
4. Existing library holdings
5. Budget

Reviews are a major source of information about new materials. Accepted library practices will be followed in selecting all items including the use of generally approved bibliographies, reviews by competent critics, and actual examination of material when possible.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

INTERLIBRARY LOAN

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Spirit Lake Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

CIRCULATION OF COLLECTION

All items, except those that are definitely for reference or rare and fragile items, shall be lent for home use under library regulations and procedures. The usual period of loan will be two weeks. Any item which is in high demand for brief periods of time may be put on reserve or have its loan period shortened until the demand has lessened. The library may, in special cases, permit reference and other non-circulating material to be used outside the library.

POTENTIAL PROBLEMS OR CHALLENGES

The Spirit Lake Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

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.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

GIFTS AND DONATIONS

The library is pleased to receive all gifts of books and items in clean condition, but must reserve the right to add to the collection only those which meet the standards previously set forth. If materials are not needed because of duplication, condition, or dated information the director may dispose of them as he sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. The library is under no obligation to replace lost, damaged, or worn gift items or to keep them after they have become obsolete or of no further value to the library.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. Gift and / or memorial books may be requested by specific title or by subject area. Book selection will be made by the director if no specific book is requested.

The Spirit Lake Public Library encourages and appreciates gifts and donations. By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgement of receipt of the items if requested by the donor.

WEEDING

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. The ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

CHALLENGED MATERIALS

Censorship will be challenged by the library in the maintenance of its responsibility to provide public information and enlightenment. Complaints about material in the library collection (or not included in its collection) should be referred to the library director who will explain the collection policy or provide a copy of said policy. If the explanation is not satisfactory, the person will be given a copy of the "Statement of Concern About Library Resources" form. The inquiry will be placed on the agenda of the next regular meeting of the Board of Trustees. The Board will consider the request in light of the library's mission and policies. The decision of the Board shall be final pending judicial determination.

8/3/2004

9/10/2007

12/6/2010

9/9/3013

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

The Board of Trustees of the Spirit Lake Public Library has delegated the responsibility of selection and evaluation of library resources to the library director, and has established reconsideration procedures to address concerns about those resources. If you wish to request reconsideration of library resources, please return the completed form to the library director.

Name _____ Date _____

Address _____ City _____ State ____ Zip _____

Phone _____ Do you represent self? _____ Organization? _____

1. Resource on which you are commenting:

Book _____ Video _____ Display _____ Magazine _____ Program _____

Audio _____ Newspaper _____ Electronic _____ Other _____

Title _____

2. What brought this resource to your attention?
3. Have you examined the entire resource?
4. What concerns you about the resource?
5. Have you consulted any outside source reviews on the item?
6. Are there resources you suggest to provide additional information and / or viewpoints on this topic?