

Adopted 5-24-2021

5/1/2021

# Greentown & Eastern Howard School Public Library

## Collection Development Policy



# Collection Development Plan

## I. Description of Library

The Greentown & Eastern School Public Library was established in 1919. It is a Class C (3001- 10,000) with a library district population of 8000. The library is public, but serves as the school library. The consolidation between the school and the library was considered the most fiscally responsible way to use taxpayer dollars. The library is funded through public tax levies, local income tax, and miscellaneous revenue in the form of fines & fees. The librarian reports to a board of trustees which consists of seven appointed members. The library is located in Greentown, IN.

## II. Clientele Needs

The clientele of the library ranges from birth to elderly. Materials to support the k-12 curriculum has to be considered. There is a range of needs to be met throughout the library collection. Board books, early readers, picture books, junior novels, teen fiction, YA fiction, adult fiction, audio CDs, DVDs, special collections and non-fiction for all ages has to be incorporated into the collection. The latest bestsellers will be available to adult patrons as they are published. Services and programming for the aforementioned age ranges has to be part of the planning process, so materials to support those needs are met.

## III. Mission Statement

The mission of the Greentown & Eastern Howard School Public Library is to provide quality resources and endless possibilities for all to create, discover, share, learn and connect. Special emphasis is placed on empowering students to seek, use and create information. Further values are expounded upon in a vision statement that states the library will cultivate life-long learning and foster a welcoming environment for all ages. It will provide access to information and knowledge that will inspire ideas and build community.

## Intellectual Freedom Policy

### Statement of Policy

Every individual has the right to seek and obtain information from all points of view without limitation. Intellectual freedom provides for the right to pursue knowledge that reflects different ideas and free access to materials. The Greentown & Eastern Howard School Public Library adopts as policy the following:

### American Library Association's Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted September 24, 2018 by the Greentown & Eastern School Public Library Board of Trustees.

## Procedures for Challenged Materials

The procedure for challenged materials handled by the Greentown and Eastern Howard School Public Library are as follows:

- The patron who has a materials complaint is given the library's approved challenged materials form to complete and return to the library
- The challenged material is pulled from the shelf and given to the library director to present to the board of trustees at the next board meeting
- The returned challenged material form is given to the library director to present to the library board of trustees
- A copy of the challenged material form is put in a challenged material folder that is kept filed at the library. It is also scanned into a digital file that will be sent to all board members to review and research before the board meeting
- The challenged material review is advertised in the board meeting agenda
- The challenged material is reviewed by the library board of trustees
- The challenged material is voted on by the library board of trustees
- The library board of trustees' decision to either keep the material on the shelf, move it within the collection or pull it is the deciding factor
- The patron with the grievance is notified with a formal letter written by the library director regarding the library board of trustees' decision
- The review of challenged material and procedure to reach a decision is performed within a month period.

## Greentown & Eastern School Howard Public Library Challenged Materials Form

The Board of Trustees of the Greentown & Eastern Howard School Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Greentown Public Library  
421 S Harrison  
Greentown, IN 46936  
email: [greentownchildrenslib@gmail.com](mailto:greentownchildrenslib@gmail.com) | Phone: 765-628-3534

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self?  An organization?  Name of Organization  
\_\_\_\_\_

1. Resource on which you are commenting:  
 Book (e-book)  Movie  Magazine  Audio Recording  
 Digital Resource  Game  Newspaper  Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?  
\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?  
\_\_\_\_\_

4. What concerns you about the resource?  
\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?  
\_\_\_\_\_

6. What action are you requesting the committee consider?  
\_\_\_\_\_

## Collection Policy

### Scope

The objectives of the Greentown & Eastern Howard School Public Library are to insure the availability of books and other materials in a variety of formats that will provide enlightenment, education and recreation for all citizens of the community, and support student academic levels preschool to twelve. It is the individual patron's responsibility to decide what is appropriate for his/her needs. It is the parents' moral and legal responsibility to monitor their children's access to and the use of materials. The library endorses the Library Bill of Rights.

### Staff Responsible for Selecting

The Board of Trustees sets the policies of the library. The library director is responsible for materials selection. Staff input on selection is utilized, and recommendations/requests from the community are encouraged. The librarian will use professional reviews and bibliographies whenever available in order to facilitate the selection of materials.

The budget does not allow for the purchase of all patron requests, nor does it allow for equal coverage of school needs and community needs.

### Selection Criteria

Among the criteria to be considered in book/material selection are authenticity, authority of publisher and author in his field, significance, timeliness, literary merit, and general intent of the author. Other considerations include availability and cost of the item, amount of up-to-date material on a particular topic already in the collection, local interest in author or subject, and current or expected demand. The library will utilize interlibrary loan service whenever the cost of an item, its specialized nature, or space limitations make it feasible to do so.

### 1) Adult/Teen Collection

#### Books

- a. Adult Fiction: The purpose of the fiction collection is to meet the initial demand for newly published titles as well as the lesser but continuing demand for older materials.

A small collection of classic works will be maintained.

- b. **Nonfiction:** The nonfiction collection will primarily be a current collection (10 years old works or less) with older works retained as space allows, demand indicates, "classic status" or timeless quality of the work warrants. On controversial subjects, the collection should reflect a wide diversity of opinion. Nonfiction geared to school curriculum will be shelved along with the core nonfiction collection.
- c. **Reference:** A small non-circulating collection will be maintained to meet the demand for information expressed by the public in the form of reference queries. It will provide reliable availability of materials on high demand topics as a backup to the circulating collection.
- d. **Young Adult:** The teen and young adult collections are mainly a popular collection, with an emphasis on recreational reading, designed to attract 12 to 18 year-olds and retain them as library users during these teen years.
- e. **Large Print:** Selections are made with the elderly, the primary users of the collection, in mind.
- f. **Digital (eBooks):** The Overdrive eBook collection will include popular titles based on the selection criteria of Digital Rights Management (DRM); number of concurrent users; unlimited usage & ownership.

### Periodicals

- a. The magazine and newspaper collection supplements the nonfiction collection and provides timely coverage and commentary on current events and up-to-date reviews of currently available products and entertainment. Magazines are generally retained no longer than 2 years. Newspapers are not maintained.
- b. Digital titles are available through Overdrive.

### Nonprint

- a. **DVDs:** Titles will be selected for the recreational and educational needs of patrons in their homes, and to enrich curriculum.
- b. **Audio CDs:** The library will select audios that will fulfill the same subject or interests needs as reflected in the book collection.
- c. **Digital (Audio):** The Overdrive audio collection will include popular titles based on the

selection criteria of Digital Rights Management (DRM); number of concurrent users; unlimited usage & ownership.

## **2) Children's Collections**

### **Books**

- a. **Toddler:** The children's library will have board books appropriate for toddlers, those with simple and clear illustrations portraying daily activities such as dressing, eating and playing. Board books that have strong child appeal will also be selected.
- b. **Easies (picture books):** The library will select quality books with good reviews, and "cute" books that may not be outstanding but have strong child appeal.
- c. **Easy Readers (beginning readers):** The library will select books with a controlled vocabulary but which also have good characterization, artistic merit, and a subject or theme that appeals to children.
- d. **Middle Readers:** The library will select books with good reviews and that help children make the transition from picture books to chapter books. Books that may not be outstanding but have strong child appeal can also be selected.
- e. **Juvenile Fiction:** The library will have children's classics and award-winning books to introduce children to quality literature and that supplement curriculum. Popular authors and titles will be selected to encourage children to read.
- f. **Nonfiction:** The library will select titles that support curriculum, are of high interest to children, and will enrich their worldview.

### **Periodicals**

- a. **Magazines and newspapers** will be selected to enrich the nonfiction collection and for children's entertainment. Magazines are generally retained no longer than 2 years. Newspapers are not maintained.

## **3) Criteria for Controversial Materials**

Materials should be selected for their strengths rather than rejected for their weaknesses. Judgment is made on the material as a whole, and not on some passage, page, scene or other part alone. In selecting materials in controversial areas, the following criteria are given consideration.



- a. Materials on controversial issues represent a particular point of view, and a sincere effort is made to select equally representative materials covering contrasting points of view.
- b. The material does not unfairly, inaccurately, or viciously disparage a particular race or religion. A writer's expression of a certain viewpoint is not to be considered a disparagement when it represents the historical or contemporary views held by some persons or groups.
- c. The materials on religion are chosen to explain rather than convince and are selected to represent the field as widely as necessary for the school/public purposes.
- d. The selection of materials on political theories and ideologies on public issues is directed towards maintaining a balanced collection, representing various views.
- e. The use of profanity or the treatment of sex in a literary work of established quality is not an adequate reason for eliminating the material from the library.
- f. Materials on physiology, physical maturation, or personal hygiene should be accurate and in good taste.

#### **4) Local History**

The objectives of the library concerning genealogy and local history are to collect, organize, preserve and make available to the library patron materials relating to local history, especially as such history aids the pursuit of family history and genealogy. Due to lack of space and budget, the library will collect materials that mainly pertain to the district served.

In addition to books, archival material of interest to the library include:

- Yearbooks
- Cemetery records
- Obituary, birth, and marriage records
- Local maps
- Photographs
- Family histories

With respect to copyright, the library would consider accepting borrowed material to copy or

scan for our records.

The library will add genealogical materials to its website or the County Memory Project website as it is able.

## **Deselection Criteria**

The Board of Trustees entrusts the director with the ultimate responsibility of discarding materials. In turn, the director may delegate the responsibility to qualified personnel.

The library will regularly re-evaluate its collection and discard materials. Reasons for discarding materials would be lack of space, being outdated, badly worn, rarely used by the public, or inconsistent with selection criteria. Discarded materials may be available for public sale. The criteria for weeding non-circulating materials will be based on a 5-year period. Reports will be ran periodically on a rotation through the collection to determine the discarding procedure.

## **Policies**

### **Retrospective Acquisitions**

- a. The director will evaluate series within the collection to determine if they are incomplete or missing titles. Titles will be purchased to fill any gaps that are caused by lost or damaged materials or lack of prior purchasing to complete the sets/series.
- b. Other collection areas will be evaluated in order to determine if retrospective acquisitions need to be acquired in regards to their importance, cost, relevance, and research value.

## **Varying Formats (CD, DVD, eBooks etc.)**

The library will provide resources in multiple formats that meet users' needs which include:

- Subscriptions to databases that provide a variety of digital, media downloads and streaming options.
- The library will evaluate current (Gale Opposing Viewpoints, Gale Research in Context, Chilton, Ancestry, AtoZ, Reference USA, World Book databases) and additional online resources and databases.

- Overdrive eBooks and digital audios
- Print – books, periodicals, serials
- Non-print – DVDs, Audio CD, Blu-Ray, Music CDs, Playaways, Playaway Views
- Provide digital resources for checkout that will expand the ways patrons can connect to the Internet.

## Gifts

The library welcomes gifts, but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the library. Such material may be added to the collection if it meets the library's standard of selection.

If the donor is present or requests a receipt, the Donation of Library Materials form should be filled out by the donor, and will be signed by library staff. The appraisal of a gift to the library for income tax purposes is the responsibility of the donor.

## Resources

The following is a list of resources the Greentown & Eastern School Public Library uses to guide the selection process:

a. American Library Association

<http://www.ala.org/tools/atoz/Collection%20Development/collectiondevelopment>

The ALA website contains helpful collection development resources concerning:

- Weeding library collections
- Professional tips for collection development
- ALCTS resources for library collections
- Collection development for academic & public libraries
- RUSA guidelines

"Collection Development", American Library Association, April 29, 2010.

<http://www.ala.org/tools/atoz/Collection%20Development/collectiondevelopment>

(Accessed October 18, 2018) Document ID: 65eb4d53-0ec9-9ca4-c980-351bb39bd281

b. Publishers Weekly

<https://www.publishersweekly.com/>

The PW website contains information on bestsellers, authors, children's digital and international titles. It also contains reviews and featured selections.

c. NPR Books

<https://www.npr.org/books/>

The website contains interviews, books reviews, and genre lists.

d. New York Times Bestsellers List

<https://www.nytimes.com/books/best-sellers/>

Contains authoritatively ranked lists of books sold in the United States, sorted by format and genre. Popular bestsellers.

e. GoodReads

<https://www.goodreads.com/>

The website contains top reading lists of specific years, breakdown of genres, what to read next suggestions, and the ability to create an account, and discussions with others about book titles.

f. Baker & Taylor 360

<https://ts360.baker-taylor.com/>

The site offers features designed to help library collection developers easily find titles and the ability to manage orders efficiently. It also provides recommendations and new releases

g. Library Journal

<https://www.libraryjournal.com/>

The website and magazine subscription has lists of award winners, best of, book news, booklists, collection management, breakdown of titles popular in fiction, non-fiction, and reviews,

h. Book Pages

<https://bookpage.com/>

Book Pages is a monthly book review publication that contains book reviews, author reviews, and book blogs.

i. Horn Book

<https://www.hbook.com/>

The Horn Book Magazine and The Horn Book Guide are the most distinguished journals in the field of children's and young adult literature for reviews.

j. Book Vendors

The following vendors supply preview boxes and literature for new titles:

- Kids Reference
- Penworthy
- Smart Apple Media
- KnowBuddy Resources
- Broad Reach
- LookOut Books

## Links to Useful Resources

- a. LibGuides Community - <https://community.libguides.com/>
- b. American Library Association - <http://www.ala.org/>
- c. Kokomo Public Library - <https://www.khcpl.org/>
- d. Indiana State Library - <https://www.in.gov/library/>
- e. Indiana Library Federation - <https://www.ilfonline.org/default.aspx>
- f. Library Journal - <https://www.libraryjournal.com/>
- g. ALA Journals - <https://journals.ala.org/>
- h. USC Libraries LibGuides - <https://libguides.usc.edu/libsci/journals>
- i. School Library Journal - <https://www.slj.com/>

## Evaluation

A viable library collection that reflects current interest to users requires a continuous review of materials. The Greentown & Eastern Howard School Public Library makes every effort to provide a wide selection of materials that promote lifelong learning, enrich lives and offer entertainment. Statistical tools that can measure the feasibility of the collection will be used to evaluate materials. Evergreen provides the means to narrow the scope of circulation reports to

determine the checkout history of materials. Reports that are compiled monthly provide useful data about circulation of specific areas within the collection.

### Home Library Resource Sharing

Collaborative partnerships allow library collection resources to be shared throughout a consortium of members. By utilizing resource sharing, library materials can be accessible that budget constraints would otherwise not support.

Evergreen <https://evergreen.lib.in.us/>

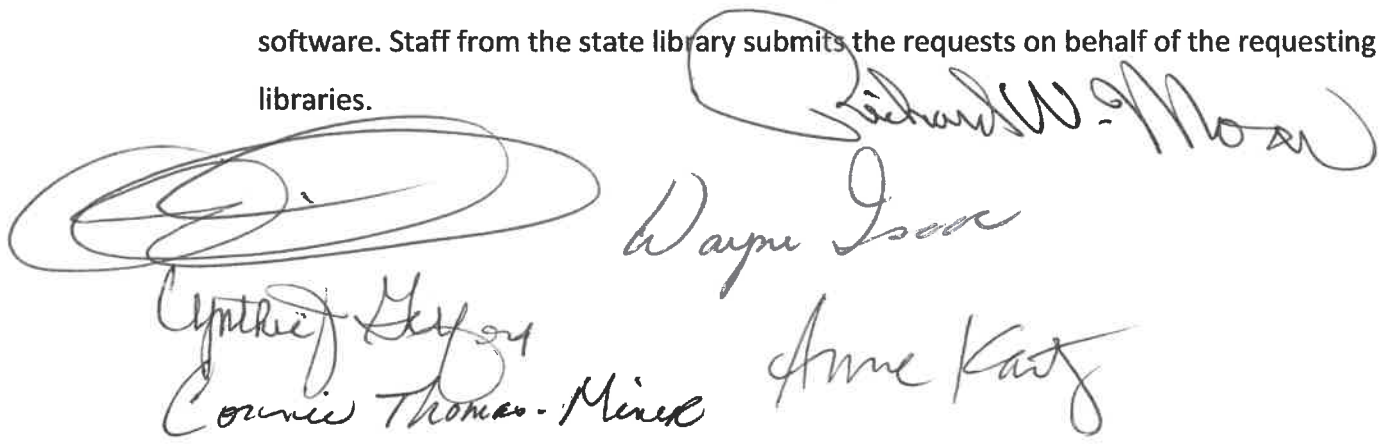
- a) The library is currently part of the Evergreen Indiana consortium that contains more than 100 public, school and institutional libraries throughout Indiana. As a participating institution, access to around 8 million items is available to member libraries.
- b) Materials include print, non-print, digital collections, media, realia, software, and kits. Items may be borrowed by any Evergreen Indiana library cardholder who has privileges at the owning library.

SRCS (Statewide Remote Circulation Service) <https://www.in.gov/library/SRCS.htm>

- a) The library is part of the SRCS statewide circulation service that links together 231 Indiana libraries in a single interface. It contains over 30 million items and authorized users can search the combined catalog and request materials be delivered to their home library using Info Express. This system extends the access and functionality of ILS systems.

Indiana Share <https://www.in.gov/library/ishare.htm>

- a) The library utilizes the Indiana Share program that allows many Indiana state libraries to request interlibrary loan materials through the Indiana State Library using ILLiad software. Staff from the state library submits the requests on behalf of the requesting libraries.



Richard W. Moran  
Wayne Isaac  
Cynthia Skyles  
Anne Katz

Cornie Thomas-Miner