

Collection Development Policy

The Spring Green Community Library shall build a diverse collection of books and non-book material to reflect a wide range of views, expressions, opinions, and interests and to meet the expressed and potential needs of the community.

The collection in the Library may contain various positions expressed on controversial or complicated questions, including unorthodox and possible unpopular positions. The Library does not promote particular beliefs or views. Library users make their own choices as to what they will use based on individual interests and concerns. Responsibility for the usage of Library materials rests with either the individual or the child's parents or legal guardian. At no time will Library staff act in *locos parentis* (acting in place of the parents).

Criteria for Selections

To build collections of merit and significance, materials in all forms must be measured by objective guidelines. All acquisitions, whether, purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable.

1. Popular or current demand or need
2. Suitable of physical form for library use
3. Suitable of subject and style for intended audience
4. Present and potential relevance to community needs
5. Relation to existing collection and other materials on the subject
6. Reputation and/or significance of author
7. Attention of critics, reviews and the public
8. Price

Responsibility for Selection

The responsibility for selecting Library materials rests with the Library Director, who will be operating within the framework of policies and objectives adopted by the Library Board.

Weeding Library Materials

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and/or replacement process. This discarding of materials shall be the reverse of the procedure for selection. The on-going process of weeding is the responsibility of the Library Director. Library materials are to be discarded for one or more of the following reasons:

1. Worn or damaged beyond repair
2. Outdated
3. No longer in demand

Bill of Rights and Freedom to View Statement

The Library Board affirms and supports the American Library Association's "Library Bill of Rights": (Adapted June 19, 1939 by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967, January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996)

The Library Board affirms and will support the American Library Association's "Freedom to View Statement." (This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council.)

Reconsideration of Library Material

Any judgment of an item will be made on the item as a whole rather than on a section that might in itself be considered objectionable.

Although materials are carefully selected, differences of opinion can arise regarding the suitability of books. To handle such complaints the following procedure is established:

1. The individual shall complete a "Reconsideration of Library Materials" form. This form is available at the Library and must be signed.
2. The Library Director will respond acknowledging receipt of the form.
3. The Library Director with relevant staff will then review the material and decide if it should be retained or discarded from the collection. An explanation regarding the decision shall be made in writing to the individual within 28 days.
4. If they are not satisfied and wish to pursue the matter further, the complaint will then go to the Library Board, who will make the final decision.
5. An item can only be reconsidered once a year.

Adopted by the Library Board: 1989

Revised: 1/13/2009, 10/30/2023