

COLLECTION DEVELOPMENT POLICY

Collection Mission

The Parke County Public Library (PCPL) provides a diverse collection of library resources reflecting a variety of community viewpoints and interests and strives to acquire and maintain library resources of current interest and enduring value. The PCPL Board of Trustees affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections.

Responsibility for Collection Management

The PCPL Board of Trustees delegates to the Director the authority and responsibility for selection and management of all print, non-print and electronic materials, within the framework of this policy. Actual selection and management activities are shared among trained library staff who shall discharge this obligation consistent with this policy and established procedures.

Selection Criteria

As good stewards of taxpayer funding, staff must be selective in what they choose for PCPL's collection and consider factors such as customer interest, price, and available physical space. They also take into account anticipated or existing demand; local interest; reputation and skill of the author, performer, or artist; existing library resources in the subject area; published reviews; availability of titles from other sources; and the physical durability of the item.

PCPL serves the educational, cultural, and recreational needs of the community and strives to maintain an ever-evolving collection of general interest materials with added depth in areas of local relevance. Materials and formats are not maintained past their relevance, to ensure a collection that serves current interests. Textbooks and materials of a highly technical or specialized nature are not acquired by PCPL but are made available in accordance with the Interlibrary Loan Policy or by visiting one of the local university libraries' collections.

PCPL also maintains a limited collection of recreational and informational materials in languages other than English. Materials published in languages other than English are purchased for the collection in response to local demographics, demonstrated need, and according to popular demand. Materials of local interest or of historical significance are evaluated by our Special Collection and Archival staff.

PCPL is a member of the Indiana Digital Library consortium organized by the Indiana State Library. This consortium provides our community with access to over 200 Indiana libraries' digital collections through Overdrive and its mobile app Libby. Due to the nature of a digital consortium, library users have access to materials selected by librarians across the state for a wide range of people from a variety of communities and is governed by its own Collection Development Policy.

PCPL is often asked to include items that are written and/or published independently, such as

items published through a vanity press company. PCPL looks for material that will appeal to a wide audience and meets the selection criteria laid out in this policy. Special consideration may be given to items of local or regional interest.

PCPL maintains access to web-based resources such as research databases and other digital collections as recommended and selected by staff. Additional criteria for selection of web-based resources include but are not limited to: ease of use, including enhanced searching capabilities; authority; accuracy; frequency of updating; anticipated demand by library users; quality of support; remote access capability; and licensing fees and usage restriction. The selection criteria remain the same for materials in new technologies and emerging formats that are selected by PCPL.

Gifts

PCPL reserves the right to determine if the items will be added to the collection, using the same selection criteria as for purchased materials. Items not added to the collection are offered to the Friends of the Parke County Public Library for use at their discretion. PCPL maintains the right to refuse donations at any time.

Requests for Purchase

Any resident has the opportunity to suggest the purchase of a title for PCPL's collection. Those items will be considered using the same selection criteria as other materials and are not automatically added to the collection.

Requests for Reconsideration

Residents of Parke County may request the reconsideration of an item in PCPL's collection using the Request for Reconsideration form. After receiving the completed form, the Director will consult appropriate library staff with relevant subject knowledge. The Director will evaluate all requests within the context of the Collection Development Policy. During this process, the item in question will remain in the collection. At the conclusion of the review, the customer will receive a written response to their Request for Reconsideration. Frankness of language and/or graphic content is not considered sufficient justification in itself to remove or restrict library items or formats. Titles with viewpoints or content deemed objectionable by a resident are judged as entire works, not on isolated passages or sections. Parents or guardians are responsible for their minor's, and only their minor's, use of library materials.

Collection Maintenance

PCPL does not serve as an archive of historical materials nor as an institute for advanced scholarly or professional research. To maintain a vital, current collection that meets the needs of the community, continuous review is necessary. Low-circulating and/or out-of-date items are reviewed on a regular basis and withdrawn as appropriate. Withdrawn items are frequently transferred to the Friends of PCPL, a 501(c)3 organization, to sell or dispose of as

they deem appropriate. Items may also be recycled or otherwise repurposed.

Adopted by the Parke County Public Library Board of Trustees on the _____ day of
_____ 20____.