

Materials Selection/Collection Development Policy For The Winchester Public Library

Mission Statement:

“The Winchester Public Library strives to provide the community with information in a variety of formats, as well as educational, cultural, and recreational opportunities for our patrons.”

Winchester is located in the northwest corner of Vilas County, bounded by Michigan’s Upper Peninsula to the north, Iron County to the west, the town of Presque Isle to the east and the town of Manitowish Waters to the south.

Winchester covers over 34,000 acres and is covered by lakes, with 34 named and 29 unnamed. Almost 80% of the town’s area is wooded, and we have more than 6,000 acres of public land as part of the Northern-Highland American Legion State Forest.

Winchester is a small community most of the year, with approximately 400-500 permanent residents (estimated in the year 2012). Like many towns in the Northwoods, we have a larger summer population, with approximately 3000 seasonal residents. Our area is perfect for summer activities like fishing, boating and hiking. Winter sports such as skiing, snowmobiling and snowshoeing are also popular.

Objectives:

The purpose of the Winchester Public Library is to provide all individuals in the community 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.

The library also strives to maintain current access to technology such as faxing, internet, and reproduction of items.

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 interests 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.

Principals:

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Winchester Public Library Board of Trustees and are integral parts of the policy. For further information please follow the links below.

Library Bill of Rights Statement

<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

Freedom to View

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

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 Winchester Public 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

1. The main points considered in the selection of materials are:
 - A. individual merit of each item
 - B. relevance to community needs
 - C. popular appeal/demand
 - D. suitability of material for the clientele
 - E. existing library holdings
 - F. budget
 - G. physical limitations of the building
2. Reviews are a major source of information about new materials. The primary source of reviews is Library Journal Magazine. Some other sources include blogs, book reviews,
3. 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.
4. All librarians have a professional responsibility to be inclusive, not exclusive in developing collections. Efforts will be made to provide materials representing all viewpoints.

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. The Winchester Library is a part of The Northern Waters Library System which includes 30 area libraries. Please visit <http://nwls.wislib.org/> for more information.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Winchester 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.

Gifts and Donations:

The Winchester library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. 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. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. These items will not be shelved as separate physical entities but will be integrated into the general collections. Book selection will be made by the director if no specific book is requested. The Winchester 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 acknowledgment 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. This 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.

Potential Problems or Challenges:

The Winchester 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.

Challenged Materials:

Although materials are carefully selected, there can be differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern about Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Winchester Public Library Board of Trustees. Please see attached form.

Statement of Concern about Library Resources

Concerns about library resources are reviewed by the librarian responsible for selecting the material or programming in question and the Library Director. The Library Director will decide on a course of action and respond to this statement. An appeal of the Library Director's decision may be made to the Board of Trustees.

Please provide the information requested below.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

1. Resources on which you are commenting:

_____ Book _____ Audiovisual Item
_____ Magazine _____ Content of Library Program
_____ Newspaper _____ Other (please describe)

Title _____

Author/Producer _____

2. What brought this title to your attention?

3. Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side if needed.) Comment:

Optional

4. What resource(s) do you suggest to provide additional information on this topic?

Return this form to the Winchester Library Director

Adopted: July 14, 2016