

# Materials Selection Collection Development Policy

## A. The Community and the Library

The Tomahawk Public Library Selection Collection Development Policy provides a framework for the growth and development of the collection in support of the Library's mission to provide "books and other materials selected to aid the individual in the pursuit of education, information, pleasure or research, and in use of leisure time."

Because of the volume of publishing, as well as the limitation of budget and space, the Library must have a materials selection collection development policy with which to meet community interests and needs. The policy is used by the library staff in the selection of materials and serves to acquaint the general public with the principles of selection.

The Library provides free access to materials in multiple formats and materials to represent the diverse viewpoints and interests; print, media and electronic, to all in the community the Library serves.

Library users make their own choices as to what they will use based on individual interests and concerns. Tomahawk Public Library supports the right of each family to decide which items are appropriate for use for their children. Responsibility for the child's use of library materials lies with his or her parent/guardian. Tomahawk Public Library adheres to the principles of intellectual freedom and the Freedom to Read statement, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to View Statements. These statements are endorsed by the Tomahawk Public Library Board of Trustees and are integral parts of the policy.

The Reference collection contains current and historical non-circulating publications, including many periodicals, to support extensive and in-depth reference service for the general public, students, businesspeople, and visitors to the Tomahawk area.

The Online collection represents the diverse viewpoints and interests of the entire community the Library serves. The online collection evolves as new formats and products become available. This collection may include research and learning databases, eBooks, and other downloadable and streaming media.

The Tomahawk Public Library website provides an on-line catalog of materials, an electronic resources link to Wisconsin Valley Library System Collection and Database, and to other electronic resources, under the research tab of our website. It also offers links to subject-focused websites recommended by professional staff. In linking other

websites to its home pages, the Library follows the selection criteria in section C. Beyond this, the Library has not participated in the development of those other sites and does not exert any editorial or other control over these sites. Any link from the Library's website to another website is not an endorsement from the Library. The Library does not warrant that its website, the server that makes it available, or any links from its site to other websites are free of viruses or harmful components. Please view the internet use policy for more information.

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

## **B. Responsibility for Selection**

The ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Tomahawk Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; Assistant Director for adult material and AV and Children's Librarian for Children and Young Adult material. 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.

## **C. Criteria for Selection**

1. Main points considered in the selection of materials are:
  - a. Public demand (current and anticipated), interest or need.
  - b. Individual merit of each item.
  - c. Accurate and authoritative information.
  - d. Contemporary significance or permanent value.
  - e. Availability of material elsewhere in the system, region or Interlibrary Loan.
  - f. Currency of information.
  - g. Price and Material Budget.
  - h. Format appropriate for public use.
  - i. Physical limitations of the library building.
  - j. Historical, social, or cultural significance to Tomahawk or Wisconsin.
2. Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.

3. Reviews and book lists are a major source of information about new materials. The tools used in selection include professional journals, trade journals, internet databases, publishers' promotional materials, and reviews from reputable sources. Standing purchasing orders will be reviewed yearly based on the criteria.
4. 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.

## **D. 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 and our affiliate V-Cat Shared Automation System.

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

## **E. Gifts and Donations**

The 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, dated information, and same criteria of selection which are applied to purchased materials, the Director can dispose of gifts as he/she sees fit, including giving to Friends of the Tomahawk Public Library for the book sale. The same criteria of selection will be applied to gifted purchased books and materials. Memorial and Giving Tree gifts of books and/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 for selection, if it is desirable by the donator for gifts of or for specific titles to be ordered. When specific requests are made then a consultation with the Library Director, Assistant Director, or Children's Librarian will occur. Otherwise, the Library Director, Assistant Director, or Children's Librarian will make book selection if no specific book is requested. The Tomahawk 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.

## F. Collection Maintenance

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, Assistant Director, and Children's Librarian 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.

It is the responsibility of the Director, Assistant Director, and Children's Librarian to assess the need for replacing materials that are damaged, destroyed, or lost. Items are not automatically replaced. Decisions are based on need, demand, budget, and criteria for material selection.

Library staff considers the following criteria and chart in choosing materials for fiction withdrawal and/or replacement:

- a. Frequency of use.
- b. Worn or badly damaged materials.
- c. Superseded editions or obsolete items
- d. Availability of other titles on the subject.
- e. Availability online, system, or interlibrary loan.
- f. Replacement of classic or basic work in the field.

Topic	Copy right date/ time without usage/WORST
Fiction	x/3 or 4/WORST
Graphic novels	x/1 or 3/WORST
Newspapers	2/x/x
Government documents	3/2/x
DVD	2/2/WORST
Music/audiobooks	x/2 or 3/WORST
Local history	x/x/x
Easy readers/picture books	x/2 or 3/WORST
Juvenile fiction	x/2 or 3/WORST
YA fiction	3/2 or 3/WORST

Definition of WORST:

W = worn out

O = out of date  
 R = rarely used  
 S = supplied elsewhere  
 T = trivial, faddish

Library staff considers the following criteria and chart in choosing materials for non-fiction withdrawal and/or replacement:

- a. Worn or badly damaged materials.
- b. Frequency of use.
- c. Availability of the other titles on the subject
- d. Availability online, system, or interlibrary loan.
- e. Accurate and authoritative of information.
- f. Replacement of historical or cultural significance to Tomahawk or Wisconsin.

#	Topic	Copy right date/ time without usage/MUSTIE
<b>000</b>	<b>Generalities</b>	
004	Computers	3/X/MUSTIE
010	Bibliography	10/X/ MUSTIE
020	Library sciences	10/3/ MUSTIE
030	Encyclopedias	5/x/ MUSTIE
	Other	5/x/ MUSTIE
<b>100</b>	<b>Philosophy/psychology</b>	15/5/ MUSTIE
133	Paranormal	10/3/ MUSTIE
150	Psychology	10/3/ MUSTIE
160	Logic	10/3/ MUSTIE
<b>200</b>	<b>Religion/mythology</b>	10/3 or 5/3
<b>300</b>	<b>Social sciences</b>	
306	Culture & institutions	5/2/ MUSTIE
310	General statistics	2/x
320	Political science	5/3
323	Immigration/citizenship	5/3
330	Economics	3/3
340	Law	5/2
350	Public administration	5/3
360	Social sciences	5/3
370	Education	10/3
390	Customs/etiquette/folklore	10/3, 5/3, x/3
<b>400</b>	<b>Languages</b>	10/3
<b>500</b>	<b>Natural sciences</b>	5/3
507	Science experiments	10/3
510	Math	10/3
520	Space/astronomy	5/3

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550	Earth science	x/3
560	Paleontology	5/2
570	Life sciences	7/3
580	Botanical	10/3
<b>600</b>	<b>Technology/applied sciences</b>	
610	Medicine	5/3
629	Automobile repair	x/2
630	Agriculture	5/3
635	Horticulture	10/3
636	Pets	5/2
640	Home economics	5/3
649	Child rearing	5/3
670	Manufacturing	10/3
<b>700</b>	<b>Arts</b>	
709	Art history	x/3
720	Architecture	x/3
737	Numismatics/stamp collecting	5/3
740	Drawing/decorative art	x/3
770	Photography	5/3
791	Public performance	10/2
793-796	Games/sports	10/3
<b>800</b>	<b>Literature</b>	x/3
<b>900</b>	<b>History/Geography</b>	
910	Geography/travel	3/2 (narratives 5/2)
920	Biography	x/3
930-999	History	10/3

### MUSTIE

M = Misleading (factually inaccurate)

U = Ugly (worn beyond mending)

S = Superseded (new edition)

T = Trivial (no discernable)

I = Irrelevant (needs & interest)

E = Elsewhere (interlibrary loan)

## G. Potential Problems or Challenges

The Tomahawk 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. Please review section C on criteria for selection.

Patrons may suggest an addition to the Library's collection. To assure the acquisition of resources desired by Library users, patron suggestions are always considered for their

addition to the collection. Library users can request the specific items be purchased by filling out a Recommendation for Purchase form. Each request is reviewed for inclusion in the collection using the criteria for selection (section C) and availability in the Wisconsin Valley Library System.

Responsibility for the reading of children rests with the 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 materials will be sequestered except to protect it from damage or theft.

## **H. Challenged Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that materials be withdrawn from or restricted within the collection may complete a "Request for Reconsideration of Library Materials" form which is available in the Library. Such requests must be filed on this form for submission to the Director.

The Collection Development Committee - Director, Assistant Director, Children's Librarian and/or other librarians will consider the request and render an advisory opinion. Based on the Materials Selection/Collection Development Policy, the Director will send a written reply to the person(s) filing the reconsideration. Matters not successfully resolved in this manner will be forwarded to the Library Board for a final determination, based on a full review of the Materials Selection Collection Development Policy. In any case, the Library Board will be informed of all written requests made by patrons for reconsideration of materials. Implicit throughout the entire review process is the necessity to treat the patron's request with respect, and by so doing resolve the issue with the greatest amount of understanding of the positions involved.

# References for Policy

## Intellectual freedom as defined by American Library Association

Website: <http://www.ala.org/advocacy/intfreedom/censorship/faq#ifpoint1>

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

## The Freedom to Read Statement

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

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

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Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the

constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the Tomahawk Public Library, August 19, 2019

comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

## Library Bill of Rights

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

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 which 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

## Freedom to View Statement

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

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.