

Westville-New Durham Township Public Library

Collection Development Policy

The Westville-New Durham Township Public Library is committed to providing a broad range of accessible materials for the informational, educational, and recreational needs of the community. Through collection development, the Library strives to represent and reflect a diverse community of users.

The Library stands by the right of freedom and information for its patrons and adheres to the principles expressed in the American Library Association Library Bill of Rights and Freedom to Read Statement. The goal of the Library collection is to offer an array of ideas and information, including that which may be unorthodox or controversial. Materials are acquired in order to provide various and different viewpoints; selection of materials does not mean the Library endorses the contents or views expressed in those materials.

Responsibility for materials chosen by minors rests with their parents or legal guardians. Parents or guardians may review materials before sharing them with their children to ensure that the children view materials meeting their parents' approval. Selection of materials for the collection will not be restricted by the possibility that items may come into the possession of minors. While people may reject certain materials for themselves and their children, they may not restrict the freedom of others to read, hear, or see those materials.

Cooperative Lending

Interlibrary lending is provided free of charge if requested through the Evergreen Indiana Consortium or Indiana SRCS.

Criteria for Materials Acquisition

The Director uses several criteria when evaluating and purchasing materials, with attention to the Library's financial resources and availability of physical space. Materials need not meet all criteria for inclusion in the collection. Evaluation criteria for acquisitions include:

- Public demand and anticipated demand
- Relevance to the interests and needs of the community
- Attention of critics and reviewers, awards, or inclusion in bibliographies
- Significance, timelines, permanence of subject matter
- Relevance and suitability of physical format
- Representation of diverse points of view
- Relevance to early literacy
- Relevance to school-age and teen interests
- Relationship to the existing collection
- Reputation or qualifications of the author, creator, or publisher
- Value of the resource in relation to its cost

Deacquisition

Deacquisition, or deselection, of materials from the collection is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate, and appealing collection. Deselected items may be disposed of through book sales, donations to other organizations, recycling, or other means approved by the Library Director. An item may be deselected for several reasons, including, but not limited to:

- Information is out of date
- Item is worn or damaged
- Item no longer responds to current needs or interests
- Format of material is no longer collected

Donation

Donated materials are added to the collection based on the same selection criteria as purchased materials. Donations are accepted with the following limitations:

- Library retains unconditional ownership
- Library makes final decision on acceptance, use, or disposal

Request for Reconsideration

If a patron wishes to submit a formal request for reconsideration of materials in the Library, the patron may complete a Request for Reconsideration of library Materials form. The Library Director will review the request, evaluate the reason for the purchase of the material, and consider the objection in terms of the Collection Development Policy.

The Library Director will reply to the request in writing within four weeks and may include reviews of the material, a copy of the Collection Development Policy, and a copy of the American Library Association [Library Bill of Rights](#) and [Freedom to Read Statement](#). The patron filing the Request for Reconsideration will be notified of the final decision on the status of the item.

Policy updated 5/1/14,9/1/16, 1/17/23