

Collection Development Policy

The Shelby County Public Library is a community resource committed to promoting lifelong learning and facilitating discovery. The ultimate responsibility for materials selection rests with the Library Director who operates within the policies determined by the Board of Trustees. The Library Director delegates the responsibilities for specific subject areas and formats regarding the evaluation, acquisition, retention and withdrawal of materials.

Format

Materials are purchased in the most appropriate format for library use. Formats include print, audiovisual, digital and multimedia materials. The library recognizes the place of non-print formats in the collection as legitimate education and recreational resources for the community it serves.

The library monitors the development of new formats and within budgetary and technical limitations, adds these to the collection. Choice of new formats will be based on patron demand, community trends, new product development, and positive critical reviews.

Material Selection

The Shelby County Public Library selects library materials which:

Criteria

The following criteria are considered in the selection of factual materials:

- Accuracy and authoritativeness
- Clarity and readability
- Importance of subject matter to the collection and availability of the material elsewhere
- Timeliness or permanence of the work
- Cost
- Literary quality
- Potential usefulness

Criteria considered in selecting fictional works are:

- Artistic expression
- Originality and imagination

- Honesty and integrity
- Sustained interest
- Depth of characterization
- Cost
- Potential amount of circulation

Since materials will seldom meet all the above qualifications, the librarian or delegated personnel, as executor of the Library Board's policies, will be responsible for weighing strong and weak points and base decision on resources that include, but are not limited to, professional and trade journals, publishers' catalogs, and reviews by reputable sources. Purchase suggestions from patrons are also an important source. If suggested items are not purchased, patrons are directed to other sources including Evergreen Indiana and Interlibrary Loan.

Controversial materials will not be labeled in any way as to particular philosophies outlined.

Since the Library cannot limit its selection to items suitable only for children or adolescents but must consider its adult audience, some items may be deemed by parents as inappropriate material for their children. However, since parent's feelings are different and children of the same age differ greatly in levels of maturity, the Library, while attempting to guide youth, will not act as a judge of items a child is mature enough to borrow. This responsibility must remain with the parents.

The acceptability of a work will be judged on the merits of the work alone and not on the basis of the personal history or political affiliations of the author. A special effort will be made to improve the existing collection of books and other materials concerning Indiana and specifically Shelby County and nearby local histories.

Weeding

Weeding is a continual process and necessary component of collection development. It is a subjective activity, and cannot be dictated by a mechanical formula or based solely on circulation statistics. Weeding may include replacing materials, updating editions or discarding items. We also check the Fiction Catalog and Public Library Core Collection: Nonfiction in the adult services area.

Criteria for weeding an item include:

- Physical condition
- Accuracy
- Age

- Timeliness
- Relevance
- Literary merit
- Publication date
- Additional copies
- Other materials on the same topic in the collection
- Space
- Integrity of a series or completeness of works by an author

Author

- Local interest/local historical significance³
- Inconsistency with current selection criteria
- Circulation statistics; Looking at the last date circulated and then looking if it is deemed worthy to leave in collection

Reconsideration of Materials

The library serves a pluralistic community and library materials that are acceptable to one patron may not be acceptable to another. The Library Board of Trustees believes that individuals may reject for themselves library materials which they do not approve; however, individuals do not have the right to restrict the freedom of others to use those materials. Furthermore, in accordance with the Library Bill of Rights and the Freedom to Read Statement from the American Library Association, all library users have a First Amendment right to read, view, and listen to library resources. Nevertheless, the library permits patrons in its service area to request that materials be reviewed for reconsideration.

A form, which may be obtained from any circulation desk within the library, is provided for patrons wishing to formally request that the library staff reconsider a specific work currently in the collection. The patron may complete the form and submit it to the library. The library reconsideration committee (could be composed of library staff, community members, and representatives from county schools who shall remain anonymous) will review the title according to the selection criteria set forth in the library's collection development policy. Within a month, the committee will come to a decision regarding the resource, and the library director will write a letter of response to the patron. If the patron has further concerns after receiving the letter, the patron may then send a letter to the library board to be read at the next regular meeting. Following

any appeals to the library board, decisions will be set as final and any further requests for reconsideration on the material will not be heard for a minimum of 3 years.

(Shelby County Public Library Reconsideration Policy March 2022)

Gifts

The Shelby County Public Library gratefully accepts gifts and donations with the following conditions: Books and materials: The Library accepts gifts of books, DVD/Blu-ray movies, and compact disc sound recordings but reserves the right to evaluate and dispose of them in accordance with the same criteria applied to purchased materials. Generally, items will be selected for the Library's collections if they are in good condition and likely to be in demand or fill in gaps in the collection. Materials may be disposed of without notifying the donor if later examination indicates that the library cannot use them. The

Library retains the right to determine where donated items will be utilized.⁴ Donated materials that are not added to the collection are disposed of at the discretion of the Library. The majority of those materials are given to the Friends of the Library for their book sales, or sent to a third-party reseller. Materials that are determined to be of an unusable condition are recycled.

Any materials donated to the library legally and physically become the permanent property of the Library. Records of family and local history also become the permanent property of the Library. Files may be digitized and included in an online database.

We cannot accept the following items as donations:

- **Items which have been stored in damp conditions or basements**
- **Items which have a strong odor to them**
- **Reader's Digest condensed books**
- **Encyclopedias, travel guides, technical books or textbooks**
- **Newspapers**
- **Magazines**
- **Illegal copies of materials**
- **Uncorrected proof books**
- **Technology books (computer, internet, and smartphone, etc.)**
- **Evidence of rodent or insect damage**

- **VHS tapes**

To help you get the books into the library, we would request that you call ahead and reserve a time for drop off of books. We reserve the right to go through and eliminate any of the above items before bringing them in.

The Library will not appraise donated books for tax purposes. The Library will provide (upon request) a receipt for tax purposes of the donor with a space for the donor's estimated value of the materials.

Memorials gifts

Individuals or groups may wish to make donations to the Shelby County Public Library in memory of a friend or relative.

Memorial gifts are acknowledged as follows:

- An acknowledgement is mailed to the donor
- Notification is mailed to the designated family member or friend of the deceased informing them a donation has been made and who made it.
- Donor plates are attached to the materials purchased with the gift when appropriate.

Memorial donations are used to purchase books, audiobooks, and movies or to fund programs, depending on the wishes of the donor. The purchase of specifically identified titles with gift funds cannot be guaranteed. However, donors are encouraged to recommend subject areas.

(Approved by the Library Board of Trustees May 5, 2022)