

Peru Public Library

Collection Development and Management Policy

Introduction

The library works to build and maintain a balanced collection of physical and electronic material for the use of Peru library patrons. This policy sets the selection parameters for the material added to the library's collection regardless of format.

The library's collection is designed to support the needs of Peru residents first. The library does support cooperative collection development through its participation in reciprocal borrowing and interlibrary loan.

The Library Board affirms that choosing which library materials to borrow is an individual matter. While individuals are free to reject materials for themselves, they do not have the right to restrict another's freedom to read, hear, or view library material. The Library Board also affirms it is the responsibility of parents and/or guardians to monitor and supervise their own children's choice of library materials. The Board of Trustees of the Peru Public Library endorses the American Library Association's *Freedom to Read* statement, the *Library Bill of Rights*, and the *Freedom to View* statement.

After adoption of the *Collection Development and Management Policy*, the Library Board delegates the actual task of selection to the Library Director and applicable staff members.

Method of Selection

The library adds material of all format types to the collection, including but not limited to: physical books, ebooks, DVD's, audio books, electronic databases, magazines, newspapers, manga, graphic novels, music CD's and puppets.

Due to the vast number of items annually published or produced along with limitations of budget, space and format, the Peru Public Library cannot purchase all materials published or produced. Materials are selected for the collection with consideration for, but not limited to, the following aspects:

- Interest to patrons
- Readability and style
- Popularity of the author or subject
- Validity and timeliness of the information
- Authority of the author, publisher or producer
- Demand
- Patron suggestions
- Format and price

Selection policies related to the library's local history and genealogy collections are covered in the library's *Local History & Genealogy Policy*.

The library's collection is an active, dynamic circulating collection. To keep the collection fresh and dynamic, the library uses the *CREW Method* to regularly review the collection.

The basic criteria for removing items from the collection (weeding) are:

- Infrequency of use
- Poor physical condition
- Inaccurate or outdated information
- Unneeded duplication

Gift Materials

The Peru Public Library accepts donations of material. The same criteria used for purchasing material are applied when deciding whether to accept donations of books, etc. for the collection. Materials not meeting these guidelines may be given to the Friends for their book sale room, recycled, or otherwise appropriately disposed.

No staff member will assign a monetary value to any material which is accepted by the library. Upon request, acknowledgement receipts will be provided.

The library cannot generally accept special collections of materials that are to be kept together as a separate physical entity, nor can it accept gifts with restrictions as to use, permanence and/or location. Acceptance of such collections is at the discretion of the Library Director.

Cash gifts are accepted as memorials or donations towards purchase of library material. The donor is encouraged to make general suggestions concerning the format or subject area. Final selection of specific titles, however, will be made by library staff in accordance with the needs and selection policy of the library. These commemorative gifts will be acknowledged by a bookplate.

Censorship

Although it is occasionally necessary to restrict access to certain materials to prevent theft or mutilation, the Peru Public Library does not segregate materials on the basis of controversial subject matter. Material is not removed from the library collection solely because the ideas and/or topics presented may be objectionable to an individual Peru resident or group of residents.

Reconsideration of Library Materials

Peru residents with concerns about specific items in the library's collection are asked to discuss the matter with the Library Director.

After discussion with the Library Director, patrons may pursue reconsideration of materials by submitting the *Library Material Reconsideration Form*. The Board of Trustees shall be notified of the receipt of all such completed forms.

Upon receipt of a completed form, the Library Director and the applicable staff will review the material, making a decision regarding action to be taken. The Library Director shall promptly, by

written notification, inform both the individual and the library board of the decision which has been made.

In the event this decision is not satisfactory to the patron, the patron has the right to present the complaint to the Board of Trustees. This shall be accomplished by written request to the board president asking that the matter be placed on the agenda of a regular board meeting. The president of the board shall provide written notice to the patron of the date and time of the board meeting at which the board will consider the matter. The board shall review the matter in question and base their final decision concerning action to be taken on the Request for Reconsideration.

During the review process, the challenged material will not be removed from the library's shelves.