

# Peru Public Library

## Collection Development and Management Policy

### Introduction

The library's goal is to develop a well-balanced, high-quality collection within its limitations of budget and space. This policy sets the selection and deselection parameters for the material in the library's collection regardless of format.

The library's collection is designed to provide a wide range of materials that meet the diverse educational, informational, cultural, and recreational needs of our community. The library supports cooperative collection development through its participation in a shared catalog, reciprocal borrowing and interlibrary loan. As appropriate, the library enters into formal cooperative collection development projects.

The library board affirms that choosing which library material to borrow is an individual matter. While individuals are free to reject material 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 material. 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.

### Method of Selection

The library board delegates the actual task of selection to the Library Director(s) and applicable staff members. Material of all format types are added to the collection, including but not limited to: physical books, eBooks, DVDs, audiobooks, electronic databases, magazines, newspapers, manga, graphic novels, comic books, music CDs and items (Library of Things).

Material is selected for the collection with consideration for, but not limited to, the following aspects:

- Collection objectives
- Reading, listening or viewing enjoyment and popularity
- Existing subject coverage
- Public interest
- Patron suggestions
- Timeliness of topic
- Support for lifelong learning
- Diversity of viewpoint
- Demand

Items selected must meet one or more of these criteria. Conversely, meeting one or more of these criteria does not automatically qualify an item for selection. Residents of our district are strongly encouraged to suggest items, topics or authors they would like to see included in our collections. Individual items that may be considered controversial to some patrons or staff may be selected if their inclusion will contribute to the range of viewpoints in the collection as a

whole and if they meet one or more of the criteria listed. Selection of materials does not equate endorsement of the contents or views expressed in those materials.

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 and dynamic circulating collection. The library uses the *CREW Method* to review the collection, removing material as needed. The basic criteria for removing items from the collection (weeding) are:

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

### **Gift Material**

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, materials, etc. for the collection. Material not meeting these guidelines may be given to the Friends, recycled, or otherwise disposed.

No staff member will assign a monetary value to any donated material which the library accepts. We issue receipts acknowledging receipt of donation as requested.

The library cannot generally accept special collections of material 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(s).

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**

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. The Peru Public Library does not segregate material based on controversial subject matter, except to prevent theft or mutilation of library materials.

### **Reconsideration of Library Material**

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

After discussion with the Library Director(s), patrons may pursue reconsideration of material 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(s) and the applicable staff will review the material, making a decision regarding action to be taken. The Library Director(s) 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 its final decision concerning action to be taken on the request for reconsideration.

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

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