



Collection Development Policy

It is the goal of the Fortville-Vernon Township Public Library to offer free, educational, entertaining and engaging print, audio-visual, and digital collections for Vernon-Township residents of all ages. The Board of Trustees has established the following guiding principles to ensure the Library's collection meets the needs of the community it serves.

Selection:

Library staff utilize professional judgment and expertise in making collection development decisions, including the type, number and shelving location of items. The following criteria are used when selecting items for the collection:

- Library budget
- Availability
- Accuracy of information
- Enduring significance or interest
- Purpose
- Quality – of the publisher, author and subject matter
- Representation of controversial or diverse viewpoints
- Cost in relation to use, including appeal
- Professional and critical review
- Timeliness
- Support of Library programming
- Relation to other resources in the community

Collection Placement:

Separate collections will be maintained for children, teens and adults. It is up to the discretion of the Library Director for what items are shelved where. Library staff will shelve all materials and will regularly “read” the collections to ensure items are in order and in good physical condition.

Weeding and Evaluating the Collection:

Space in the Library is limited, making it necessary to discard obsolete, damaged, unused or redundant items. Library staff, under the supervision of the Library Director, will regularly and systematically review all collections.

Items that are weeded will be made available on the Library's donation cart or future book sales. If an item is too damaged to be used, it will be discarded. Patrons cannot purchase items directly from the Library's collection.

Request for Reconsideration:

The Library welcomes expressions of opinion from patrons concerning materials selected, or not selected, for the collection. If a patron questions the content, tone or placement of an item in the collection, they are invited to share their thoughts via a Request for Reconsideration of Library Material Form. The form will allow the patron to share specific concerns in writing, which will be reviewed by the Library Director and designated Library staff. All patrons who fill out the form will receive a written response from the Library Director, including the decision made on the title in question. These forms can be found at the Service Desk.

Patron Requests:

Patrons can request a specific title or item for the Library's collection. If the item is available to purchase and meets the Library's selection guidelines, it will be added to the collection and held for the patron requesting the item for one week. If the item does not meet the selection guidelines, Library staff will attempt to borrow the item from another library through the Inter-Library Loan service.

Donations:

Patron's donations are accepted at the Library and follow the selection guidelines. For the complete list of donation guidelines, please see Library's Donation Policy. The policy is available online or at the Service Desk.

In addition to the above policy, the Library also follows the professional recommendations of collection development as stated in *The Library Bill of Rights*, *Freedom to Read Statement*, *The Freedom to View Statement* and the *American Library Association's Librarians' Code of Ethics*.

Policy adopted by the Fortville-Vernon Township Public Library Board of Trustees on December 27, 2018.