COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

OBJECTIVES

The Graham Public Library acquires and makes available materials which inform, educate, entertain, and enrich people's lives. Since it is not possible for any library to acquire all materials, it is necessary to employ a policy of selectivity in acquisitions. The Library provides, within its financial and space limitations, a collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as timely, popular materials.

The purpose of this policy is to guide the library staff and to inform the public about the principles upon which collection development and maintenance decisions are made. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist the library staff in choosing from the array of available materials.

The Library's goal is to provide the Union Grove community with library materials that reflect a wide range of views, expressions, opinions and interests. Library acquisitions do not constitute the Library's endorsement of any content, but rather makes available its expression. The scope of the collection is intended to:

- Collect and organize materials in many formats (print, non-print, and digital)
- Select materials of varying levels of difficulty
- Provide a balance of differing viewpoints, beliefs, opinions, and interests
- Avoid duplication of resources
- Serve as a referral point for those seeking additional information or materials

The Graham Public Library Board of Trustees affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections. Further, the Library adheres to all relevant sections of Chapter 43 of the Wisconsin State Statues.

SELECTION CRITERIA

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- Need for added material in subject areas
- Availability through interlibrary loan or the SHARE consortium
- Physical limitations of the library space
- Relevance to community needs

- Public demand, interest or need
- Contemporary significance, popular interest or permanent value
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness
- Cost
- Quality of information
- Relation to existing collections
- Statement of challenging, original or alternative point of view
- Special needs of library patrons for materials in accessible formats

The Library serves as an educational resource for the community, but will not purchase material needed for formal coursework.

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases.

Materials created wholly or in part through the use of artificial intelligence (AI) may be considered for inclusion in the library's collection provided they meet the materials selection criteria outlined above. These materials may include print or other formats incorporating AI-generated or AI-assisted text, audio, video, or images. If such materials are added to the collection, they will be identified accordingly to the best of the library's ability.

RESPONSIBILITY FOR SELECTION

Selection of all materials will be the responsibility of the library staff, under the supervision of the Library Director, and operate within the framework of policies determined by the Library Board, and based on the above criteria.

Selection tools include professional journals, publishers' promotional materials, reviews from reputable sources and holds lists. Purchase suggestions from library users are welcome and are given serious consideration.

Responsibility for children's use of library materials rests with their parents or legal guardians. Selection of materials intended for use by adults will not be inhibited by the possibility that materials may be accessible for use by children.

SPECIAL COLLECTION

Per the bequest of Lena C. Graham—one of our Library's founders—the Library is to maintain a room to house the historical data of the village. As such, library staff and volunteers organize and develop a collection of local historical and genealogical significance. The inclusion, disposal, and acquisition of materials to this collection will be based on their relevance and

continuing value to Union Grove and surrounding areas. The Library Director and staff will make all collection maintenance decisions.

All materials in this collection are non-circulating; however, photocopies, scans, and photos of most items are allowed. Access to some materials may be restricted due to their fragility, rarity, and/or monetary value.

COLLECTION MAINTENANCE

The Library's collection is not archival (with the exception of Special Collections) and will be reviewed and revised on an ongoing basis. Professional library staff regularly review materials in the collection to ensure that they continue to meet patrons' needs. Materials that are worn, obsolete, irrelevant, or unnecessary duplications, are removed. Materials are not automatically replaced. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost within current budget restraints. Discarded materials will be disposed of or sold at our book sale.

GIFTS / DONATIONS

All monetary donations given to the Library will be deposited in the appropriate donation account; donations will be used as the donor requests and at the discretion of the Library Director and/or Library Board.

When the Library receives a monetary gift to purchase materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. Library staff, in accordance with the needs and selection policies of the Library, will make selection of specific titles. If the donor requests, the monetary gift may be applied to a specific line item in the Library's budget.

The Graham Public Library accepts donations of library-related materials such as books in good condition, DVDs, audiobooks, and puzzles with the understanding that the same guidelines of selection apply to materials acquired by purchase, also apply to donations.

The library does NOT accept encyclopedias, magazines, textbooks, VHS tapes, or cassettes. We will not accept items that have water damage, missing pages, are musty, moldy, in deteriorating condition, or are soiled or malodorous. Audiovisual materials must be in their original sleeves/packaging. Copies are not accepted.

The Library retains unconditional ownership of all donations and makes the final decision on acceptance, use or disposition. Appraisal of gifts for tax purposes is the responsibility of the donor. Due to lack of storage space, please call (262-878-2910) before bringing donations.

RECONSIDERATION OF LIBRARY MATERIALS

The library supports the individual's right to access ideas and information representing all points of view. The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the goals set forth in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents. No library materials will be sequestered, except for the purposes of protecting the materials from theft or damage.

Responsibility for reading, viewing and listening to library materials, as well as the use of the Library by children, rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.

While a person may reject materials for themselves and for their children, they cannot exercise censorship to restrict access to the materials by others.

PROCEDURES FOR REQUEST FOR RECONSIDERATION

Patrons requesting that an item be removed, relocated, relabeled and/or restricted from the collection must complete a "Request for Reconsideration of Library Materials" form. One form per item must be used.

The person requesting the reconsideration must be a resident of the Graham Public Library's service area which is the Village of Union Grove and adjoining townships. The person must have read/viewed/listened to the title in question.

Upon receipt of the form, the Library Board will appoint an Ad Hoc Committee to evaluate the material and make a recommendation regarding its future use. The committee will consist of:

- Two (2) Library Board members,
- One school librarian from within the Union Grove school district,
- Library staff selector of the area of the item in question.

The Ad Hoc Committee will:

- Read and/or examine the materials as a whole
- Check general acceptance of the materials through the use of professional journals and peer review.
- View the materials as a whole and not on individual passages or parts.
- At the earliest possible date, communicate their decision and the reasons for it, in writing, to the Library Board for final approval.

At the earliest possible date, the Library Board will communicate their decision to the person who initiated the reconsideration request.

The Library Board's decision is final.

Adopted by the Graham Public Library Board of Trustees December 13, 2000
Revised April 12, 2017, January 13, 2020, April 12, 2023, & October 14, 2026