

**Brodhead Memorial Public  
Library Collection Development Policy**  
Adopted by the Library Board of Trustees June 13<sup>th</sup>, 2024

### **Introduction**

1. This is the policy used for the development of the collection of the Brodhead Memorial Public Library. It defines the nature of the collection, specifies what types of library materials are included in the collection, and explains the basis for making collection management decisions. The purpose of this policy is to inform the public about the library's collection development process and to give guidance and direction to the library staff on issues relating to the selection of library materials and maintenance of the library collection.
2. This policy does not replace the judgment of library professionals. These goals and objectives will assist in the selection of available materials.

### **Collection Development Policies**

1. It is the Library's goal to provide a diverse Brodhead community with library materials that reflect a wide range of views, expressions, opinions and interests.
2. The Library provides free access to materials in a number of formats (print, media, equipment, and electronic) to all customers. All library users make their own choices as to what they will use based on their individual interests and concerns.
3. The following statements and policies have been adopted by the Library Board of Trustees. The Library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read," "Freedom to View" and "Statement on Professional Ethics" presented in the Appendix.

### **The Plan**

1. **Goals** – Except for certain areas of the collection as outlined in the following plan, the Library collection is not archival and is reviewed on a rotation basis to meet current needs. The plan works to support the library's goals as outlined below:
  - a. Provide a popular materials center
  - b. Support lifelong learning
  - c. Support cultural diversity
  - d. Provide a commons for community gathering
2. **Responsibility for Collection Development** – The designated staff of the Brodhead Library (selectors) are responsible for the selection of library materials and resources chosen to fulfill the above goals. Other members of the staff and the public may recommend materials for consideration. All suggestions are to be considered in accordance with the selection criteria described in this policy. The Director delegates to designated selectors the authority to interpret the policy in day to day decisions regarding the development of the collection and the subsequent selection of library materials and resources. Ultimate responsibility for collection development rests with the Library Director who operates within the framework of policies

determined by the Library Board of Trustees. The Director has the authority to reject or select items contrary to staff recommendations.

3. **Digital Materials** – The exceptions are digital materials, which are provided through a statewide buying pool, to which the Brodhead Library contributes funds. These materials include audio, video, and electronic books. These are provided through the Wisconsin Public Library Consortium and can be checked out through our online application, Libby. The Brodhead Public Library has no direct control over this selection, other than to recommend titles for license. The Selection Committee and WPLC Collection Development Policy can be found here: <http://www.wplc.info/committees/digital-media-vendorproduct-selection-committee>.

### C. Guidelines

1. The Selection of any material or resources does not constitute an endorsement.
2. The Library recognizes that many materials and resources are controversial and could offend some patrons.
3. Selection decisions are not made on the basis of approval or disapproval, but on the merits of the work, collection needs and interests of a diverse community.
4. Responsibility for children's use of library materials and resources lies with their parents, legal guardians, or caretakers. Selection decisions are not influenced by the possibility that material may be accessible to children.
5. The Library will add materials to its collection produced by authors, or publishers with Brodhead connections that meet the purpose and objectives of this policy.
6. The Library selects materials of varying complexity and format because it serves a public embracing a wide range of ages, educational backgrounds, interests, sensory preference and reading skills. When staff review and select materials for purchase, they consider the special needs of the community.
7. The Brodhead Memorial Public Library's collection development efforts focus on current and popular materials relevant to community interests.

### D. General Collection Development Objectives

1. **Fiction** – Fiction materials are selected to satisfy the recreational reading interests of persons of differing tastes and reading skills and to serve as educational tools that enrich human understanding. In addition to popular materials, a collection of standard and classic novels will be maintained as determined by long standing community needs and/or listing in an authoritative bibliography.
2. **Non-Fiction** – The library's nonfiction collection supports general community and educational interests in broad subject areas that provide library users with the opportunity to learn, develop skills, improve their daily lives, and broaden their perspectives. The focus of the non-fiction collection is on current materials intended to meet the general interests of all library users, rather than provide in-depth support for specialized subtopics. The library acquires materials of both permanent and current interests in a wide range of subjects based on the merits of the works as they related to community need. While most non-fiction is selected for its utility, some is selected for its ability to enrich and entertain. The library does not purchase textbooks unless

they provide the best material available on a given subject. Specialized technical works will be acquired only to the extent they are useful to a lay person. Each non-fiction item is evaluated in its entirety, not on the basis of a particular section.

3. **Reference materials** – Reference materials are those designed by arrangement and treatment of their subject matter to be consulted for specific items of information rather than to be read cover to cover (encyclopedias, dictionaries, bibliographies, directories, atlases, statistical resources, etc.). They are designated for in-library use only.
4. **Videos** – The library’s goal is to provide a collection of entertainment and educational videos that will enhance the library’s existing nonfiction and fiction collection.
5. **Audio books** – The library’s goal is to provide a collection of recorded instructional, educational and fictional materials that parallels most areas of the print collection in response to the needs of the visually impaired and to the current demand for audio books. Unabridged editions are preferred.
6. **Recorded music** – The library’s goal is to provide a collection of music of enduring popularity in the format most useful to library users. Selections will include instrumental and vocal music in most genres.
7. **Serials** – Serials are publications issued in successive parts and intended to be continued indefinitely. Serials include magazines, journals, newspapers, annuals, and other continuations in any format. Titles are purchased for their entertainment value and as an important source of current information.
8. **Computer based resources** – Computer based resources include information resources available via the internet. These resources should meet the same general selection criteria as print materials with special consideration given to technical quality and ease of use. The library’s focus is on Internet based information resources available through cooperative arrangements with the library system or other organizations. These are made available to library users through our website at [www.brodheadlibrary.org](http://www.brodheadlibrary.org).
9. **Nontraditional Materials** – The Library of Things is a collection of nontraditional library items to complement the mission of the Brodhead Memorial Public Library. A wide variety of items are included in the collection for patrons who may want to try something out before buying, may not be able to afford the item, or simply need the item for a limited period of time. More information about our library of things can be found in our Library of Things Lending Policy available on our website and at the library’s front desk.

## **E. Youth Collections**

The general collection development objectives, descriptions, and criteria for selection also apply to the children’s and Teen collections. The resources of the entire library are available to children and teens. It is the responsibility of the parent/guardian to determine the appropriateness of the materials for his/her child.

1. **Children's Materials** – Children's materials include a variety of collections that are intended to meet the recreational and educational needs of children from birth through age 10 including fiction, nonfiction, and the parenting collection. Board books, picture books, early readers, magazines, DVDs, Audiobooks, and early chapter books are collections unique to the children's area. These materials are selected for their role in developing literacy skills in children, their age-appropriate vocabulary and content, and for their popularity with children.
2. **Teen & Young Adult** – Teen and Young Adult materials are intended to meet the recreational, emotional, and educational needs of young people age 10-14 and 15-18+ respectively. This area includes fiction, non-fiction, graphic novels, kits, games, audio books, and magazines.

#### **F. Criteria for Selection**

1. The selectors must consider each type of material in terms of its own merits and the audience for whom it is intended. No single standard can apply to all acquisition decisions. Some materials may be selected primarily on artistic merit, scholarship, or value to the community, while others may be chosen to satisfy recreational and entertainment needs.
2. Some library materials are subject to widespread and/or heavy local demand. These high demand items may or may not meet the general and specific criteria contained in this policy. Selectors give serious consideration to the volume and nature of requests by members of the public. In addition, as the social and intellectual climate of the community changes, materials not originally recommended for purchase may become of interest. Such materials will be reevaluated as the need arises.
3. To build a collection of merit and significance, selectors acquire material according to objective guidelines. They evaluate acquisitions, whether purchased or donated to the library, primarily by examining reviews in one or more of the professional library review media and checking against the standards listed below.
  - a. Space limitations of the allocated shelving area for a collection.
  - b. Demonstrated or perceived patron interest, apart from professional reviews. An item in great demand may be purchased despite negative reviews.
  - c. Present and potential relevance to the community.
  - d. Support of the library's mission and role and enhances existing collection.
  - e. Value of item in proportion to its cost.
  - f. Literary and/or artistic merit.
  - g. Quality and durability.
  - h. Format, including those that reflect changes in technology and availability.
  - i. Nomination for major awards or prizes.
  - j. Reputation or qualifications of the author, performer or publisher.
4. The library maintains a website to meet the information needs of customers. The website is designed primarily to provide access to additional Internet resources. A secondary function of the website is to market the library to a range of customers beyond the immediate service area of the library. When possible, the website will point to existing reliable sources that provide topical information. Professional librarians use the general criteria outlined in the policy for

selecting Internet sites to be included on the library's website. A separate Internet Policy covers patrons' use of the Internet.

5. The library is a member of the South Central Library System and provides materials and services to all residents within the system who have library cards. The Brodhead Public Library collections are part of the greater LINK catalog.

### **Outerlibrary Loan and Suggestions for Purchase**

Library users who do not find desired materials in the library's collection or want materials that are not accessible through the South Central Library System may request that the materials be purchased or borrowed through outerlibrary loan. Patrons wishing to request such materials should either fill out our online form for suggesting a new title for purchase (<https://www.brodheadlibrary.org/suggest-new-title-purchase>) or fill out an outerlibrary loan paper form. The outerlibrary loan form can be found at the library's front desk.

#### **Materials not collected**

1. Rare books - The library does not collect rare or unusual materials that require special handling. This does not preclude the library's acceptance of donated materials that might be valuable or rare if they fit into appropriate selection criteria.
2. Genealogy materials - The library collects basic materials on genealogical research but does not collect more specialized publications such as family histories unless they are donated and are of local interest. Library staff will assist in locating desired genealogical information via outerlibrary loan and computer databases, time and resources permitting.

#### **Special Collections**

Special collections are created to make materials of a certain type or on a specific topic easier to find and browse. Materials are provided in special collections in quantities to meet demand and as the budget allows.

1. Large Print - The library will provide a variety of titles in this format, particularly fiction, to meet the demand of users with sight impairments.
2. Spanish Language - The library provides materials in a variety of formats to meet the needs of users studying English as a second language, Spanish readers, and bilingual readers.
3. Local History - Local history information is collected in the form of yearbooks, directories, indexes, local obituaries, Brodhead newspapers (in print, microfilm, and digital depending on availability), and published local histories.
4. Parenting Collection - The Parenting Collection, housed in the Children's area, is composed mainly of print materials, but may also include additional formats. This collection serves to assist parents and patrons who work with children in fostering the social, emotional, physical, spiritual, and intellectual development as well as the general well-being of children from birth through adolescence.

## **Selection Tools**

Since it is impossible for librarians to examine all items being considered for purchase, it is necessary to depend on reliable selection tools. These include professional journals, trade journals, subject bibliographies, publishers' promotional materials and reviews from reputable sources. Librarians should also be aware of materials reviewed in national newspapers and magazines, local publications, broadcast media, and reputable sources available on the Internet.

## **Collection Maintenance, Replacement, and Weeding**

The library collection will be kept current and attractive by a continual program of repairing, replacing, and weeding materials that are in poor condition, out of date, or little used.

1. Assigned library staff regularly reviews items in the collection to ensure that they continue to meet library users' needs. Materials that are worn, obsolete, unused, old editions, or unnecessarily duplicated are removed. It is the responsibility of the designated staff to assess the need for replacing materials that are damaged, destroyed, or lost. Items are not automatically replaced. Decisions are based on need, demand, and budget.
2. Collections may not outgrow their designated shelving area due to limited space.
3. Systematic weeding of the collection is necessary to keep the collection responsive to user needs and make room for newer materials due to the limited shelving space within the library. Old formats may be weeded when replaced by a new, more popular format. The library will dispose of discarded materials in a manner appropriate for their condition; they may be offered to the Friends of the Brodhead Library book sale, other organizations, or institutions in need of materials. Materials will be recycled, or disposed of as the library sees fit.

## **Intellectual Freedom**

Materials will not be selected on the basis of any assumed approval or disapproval. They will be chosen solely on the merit of the work as it relates to the library's mission and the expressed or anticipated needs and interests of the community. Library materials will not be marked or identified to show approval or disapproval of the contents, and nothing will be sequestered except to protect it from theft or damage. Responsibility for the reading of minors rests with their parents or legal guardians. Selection of adult materials will not be limited by the possibility that materials may come into the possession of minors.

## **Reconsideration of Library Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection are invited to discuss this concern with the Library Director. Our Challenged Materials Policy can be found on our website at: <https://www.brodheadlibrary.org/about/policies>

## Appendix

Library Bill of Rights:

<http://www.ala.org/advocacy/intfreedom/librarybill>

ALA Freedom to Read Statement:

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

ALA Freedom to View Statement:

<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>

ALA Statement on Professional Ethics:

<http://www.ala.org/advocacy/proethics>