

CRAWFORDSVILLE DISTRICT PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

Purpose of Collection Development Policy

The Collection Development Policy has been prepared to serve as a guide for library staff in the development and maintenance of the library collections and as an explanation of the materials selection process for our library patrons.

Intellectual Freedom Statement

The Crawfordsville District Public Library provides the public with a wide variety of viewpoints in information and materials without regard to the personal opinions of the library staff, board members or any individual member of the community. The belief that the individual is best able to judge for him- or herself the merit of individual positions is a cornerstone of democracy. An individual is free to consider all opinions available only when all perspectives are made available.

The Library serves as a forum for these diverse opinions. To this end, the Library Board has endorsed the American Library Association's Library Bill of Rights and the Freedom to Read Statement. The full text of the Library Bill of Rights is included in Appendix A. Information about the Freedom to Read Statement, including an excerpt, is available in Appendix B.

Selection

Scope of the Library's Collection

The purpose of the library is to provide collections, services, and programs that encourage the love of reading and learning in our community. We strive to organize books, periodicals, and other materials in a variety of formats and make them conveniently available to all the people of the community for use in the pursuit of entertainment, education, and information.

The library's primary service population is the residents who live or own property within Union Township in Montgomery County, Indiana. The boundaries of the township also serve as the boundaries of the library's taxing district. The 2020 Census records a population of 25,087 in Union Township.

Crawfordsville is home to Wabash College, a private liberal arts all-men's college. The institution contains an academic library to support the academic research and interests of its faculty and students. While Wabash College students and faculty may use CDPL's collections for their personal interests and entertainment, CDPL does not purchase items to augment the collection at Wabash College. Local history items about Wabash College may be collected.

The Library serves the interests of the community and, as such, strives to maintain an ever-evolving collection of general interest materials with added breadth and depth in the area of local history. It shall also be the policy of the library to maintain a collection of standard works, including classics of world literature as well as American and English authors.

Final authority for determining policy for selection and collection development is vested in the Board of Trustees of the Library.

Collection Development Responsibility

The Reference Department Head is responsible for the development – selection, acquisition, and de-selection – of the reference collections, adult fiction and non-fiction, large print materials, adult periodicals, adult media items, databases, and CDPL-owned online resource titles. Development of the children's and young adult collections is the responsibility of the Youth Services Department Head. The library director is responsible for the overall development of the collections.

Language

The majority of items selected for this collection will be in the English language; however, materials in other languages will also be considered to serve students and local non-English-speaking populations.

Current and Retrospective Collecting

The focus of the collection will be on contemporary sources as the needs of our patrons dictate current information for the majority of the collection.

Unless an item has been determined to be a classic in its field or valuable to our collection in other ways, older items may not be added to the circulating collection. Older items of local interest or value are candidates for the Local History collection.

Selection Criteria

Materials will be chosen based on the following criteria:

- Of interest to our library's patrons
- Appropriateness for our collection
- Accuracy
- Literary merit
- Reputation and/or credibility of author, publisher, or producer
- Significance of the work in its field
- General intent of author
- Quality of composition
- Quality in production; physical durability
- Need for balance in appeal to diverse audiences
- Need for balance of subjects within the collection
- Need for diverse opinions on a subject
- Positive critical reviews and information in professional selection aids
- Currency; recent information unless selected for historical significance
- Demand – anticipated or existing; circulation of author's previous works or works in that subject area
- Cost
- Shelf space availability

A materials selection policy establishes general guidelines for selection, but, because of the various factors involved, cannot establish specific rules for each decision. Selection staff must always exercise their knowledge and experience both of materials and of the community served. Whenever possible, decisions to purchase non-fiction materials on

controversial matters or in fields outside of the direct experience of selection staff will be made on the basis of reputable authoritative lists and recommendations from experts in these fields.

In doubtful cases, books may be purchased, read, and evaluated before a decision is made to add them to the collection.

Collection Categories and Formats

Physical and electronic items will be acquired in various formats and for various age groups and arranged in discrete collection categories. These categories may change occasionally as new formats/categories are introduced or as older formats/categories are no longer relevant and removed.

Current formats collected include fiction, non-fiction, and large print books and ebooks; periodicals (magazines, newspapers, and electronic magazines); media (DVDs, CDs, and electronic videos and music); and online databases. Local history items may also include microfilm, unbound documents such as letters, photographs, art, and other objects and documents.

Categories are divided mainly along age group lines (e.g., Adult Non-fiction, Juvenile Non-fiction, and Young Adult (teens) Non-fiction).

Materials in new technologies and emerging formats that are selected by the Library also must meet this policy's selection criterion.

Materials not typically collected are scholarly, highly technical, or specialized materials, which might normally be collected in an academic library. Textbooks, laboratory manuals, theses, dissertation and older media (e.g., audio or video cassettes, 8-track tapes, vinyl records) are not collected.

Review and Information Sources

Reviews published in professional journals, popular publications, and online sources are checked regularly and contribute to the selection process for already published titles and upcoming publications. These sources include, but are not limited to, Booklist, Library Journal, School Library Journal, Hornbook, Books and Culture, Publisher's Weekly, the New York Times and Chicago Tribune Book Review sections, and Kirkus Reviews.

Other traditional sources that may be used in the selection of collection items include: *Children's Core Collection*, *Fiction Core Collection*, *Graphic Novels Core Collection*, *Middle and Junior High Core Collection*, *Nonfiction Core Collection*, and *Senior High Core Collection*.

Purchase Requests

Collection development staff rely on the public and other staff members to request materials that may have been missed upon their initial publication. Purchase request forms are available at the service desks.

Collection development staff consider each purchase request using the same criteria as that for new materials.

The Library is often asked to purchase or accept donations of items that are written and/or published independently. This can include materials that are self-published/produced or items published through a vanity press company. The Library looks for materials that will appeal to a wide audience and meet the selection criteria laid out in this policy. Special consideration may be given to items of local or regional interest.

Gifts

Items given to the Crawfordsville District Public Library for the collection will be evaluated based on the same selection criteria used for purchased items and included in the collection if found to be a desirable addition.

All gift items become the property of the Library to be disposed of as deemed appropriate. If not added to the collection, and depending on the physical condition, gift items may be placed in the book sale, used for library event prizes, or recycled.

Gift items will be acknowledged with a receipt; however, it is the responsibility of the donor to set a value for donated items for tax-related purposes.

Memorial and Honor Gifts

A monetary donation for the purchase of collection materials is a thoughtful way to honor a loved one's memory or acknowledge a special occasion or achievement.

The donor may suggest the subject area(s) or author(s) to be considered for purchase. Every effort will be made by selectors to choose materials that will benefit the collection and please the donors. A gift or memorial bookplate will be placed in the item(s).

All library materials are subject to theft, damage, wear, and lack of use; the Library cannot guarantee that gift materials will remain a part of the collection forever. These items will be maintained on the same basis as other items in the collection.

Censorship and Areas of Controversy

Following the democratic principles under which the library operates, the Library is obligated to make all sides of an issue available to the extent possible, especially in the fields of religion, philosophy and politics. The fact that a book is concerned with a controversial subject is all the more reason it should be available in the Library.

The decision to purchase items that might be considered offensive to some on moral or other grounds shall be guided by qualified reviews and based upon the general intent of the author, previous reputation, and the status of the book as literature or other pertinent criteria.

Books that are pornographic or in obvious bad taste will not be purchased, but no book will be eliminated because of coarse language or frank treatment of certain situations which may be objectionable to some people, if, in the opinion of the staff or trustees, the author is justified by what he or she is trying to portray.

It is the library's duty to protect the rights of the mature reader. The parent or legal guardian of a minor is responsible for supervising that minor's use of library services and resources.

Collection Development for Non-print Formats and Special Collections

Audiovisual Materials

Materials will be selected based on critical reviews, local demand, availability, appropriateness for the collection, quality, and cost. Preferred non-print formats for the collection include CD and DVD. New formats will be tried from time to time to gauge their viability.

Genealogical Materials

General circulating genealogical book titles and recordings are placed in the Genealogy Collection and labeled with the GEN classification. Back issues of genealogy-related periodicals are shelved with this collection, but retain their original classification. CDPL also subscribes to online databases of genealogy materials. Local family histories are shelved in the RL local history collection described in the next section. The Reference Department Head has the responsibility for selection in this area.

Local History

The library collects paper-based materials, prints, photographs, art, electronic information, sound recordings and video recordings on all areas of Montgomery County. Material from adjacent counties may be added when materials are donated or if funds become available. The Reference Department Head has the responsibility for selection in this area.

The local history collections are non-circulating collections. Classifications include RA, RG, and RL:

- RA collection includes materials created by Montgomery County residents. Authors or artists who have been at Wabash College as students or short-term faculty are not included; faculty members who have become part of the community are included. Items in this collection may or may not be about Montgomery County, its people or institutions. Selection criteria for general collection items, such as the use of critical reviews, may be applied to items in the RA collection.
- RG collection includes materials on Tippecanoe, Clinton, Boone, Hendricks, Putnam, Parke, and Fountain Counties. This collection also has materials that cover multiple counties in Indiana and genealogy materials from anywhere other than Montgomery County. The collection contains items with information on the areas (e.g., Kentucky, Ohio, etc.) from which many people come to Montgomery County. Other materials may be considered on a case-by-case basis.
- RL collection includes materials about Montgomery County, its people, and its institutions.

Besides pre-existing historical and genealogical information, the library collects material as it is published that may someday be of historical or genealogical value, as funding is available.

The library offers Internet access to various indices and databases, including scanned images of original documents in our possession or loaned to us to be digitized (digitizing and indexing are subject to staffing and funding).

The library preserves the original appearance of the RA items; it repairs, binds, and makes facsimiles of RG and RL materials.

Original documents and extremely fragile or rare materials are in storage; facsimiles are shelved in their place. Duplicate copies of rare or locally-produced materials may be stored.

Online Resources

The library subscribes to commercially-available databases, purchases licenses to create its own database content, and subscribes to digital download services and makes them available for use within the library and on the CDPL website as allowed through vendor agreements. Some vendor agreements require that a database be accessible only within the library building.

Databases offered by CDPL are of two varieties:

CDPL subscribes to digital download services that allow patrons to borrow fiction and non-fiction titles for a specified amount of time on their personal electronic devices. Examples of digital download services include OverDrive and Hoopla e-resource collections.

Because commercial databases and other electronic resource subscriptions can be costly, CDPL participates in cooperative purchasing and consortia agreements in order to offer larger collections of online resources than the library might otherwise be able to afford on its own. Examples of such arrangements include discounted database purchases through Midwest Collaborative for Library Services (MCLS), access to the Indiana State Library's statewide database collection, and digital download purchasing through the Indiana Digital Library consortium.

Periodicals

Only high quality, general interest periodicals (magazines, journals, and newspapers) will be added to the collection with demand and value weighed against subscription costs.

The library will provide local, area, and national newspapers as a basic element of the collection. Current local periodicals include the *Crawfordsville Journal Review* and *The Paper of Montgomery County*.

Website Links

Links to well-designed and well-organized topical or local interest websites containing information that is accurate, current, and authoritative may be offered on the CDPL and CMMC websites

Collection Maintenance

Collection Evaluation

The collection will be evaluated using various methods of analysis to ensure the collection is being developed according to the needs of all subsets of our local community.

Evaluation of a subset/subject area of a collection or a collection as a whole may include the following factors: relevancy, need or demand, circulation statistics, representation of various or opposing viewpoints, and age of collection.

Typical analysis of individual items includes the following factors: condition, recent and lifetime circulation statistics, misleading or factually inaccurate content, superseded by updated edition, cost to replace, format, demand, and availability elsewhere.

De-selection

The process of de-selection, or weeding, is systematic and ongoing, and ensures that items no longer needed, relevant, or in good condition are removed from the collection. Criteria that may be used in the de-selection process are: lack of use or demand; damage or wear; lack of relevancy, outdated or superseded by an updated edition; contains factually inaccurate content; or has a status of Missing.

Depending on condition, de-selected items may be placed in the book sale, with proceeds supporting library programs; donated to other library collections; recycled; or taken to the landfill.

Damaged Library Materials

Library books, magazines and other materials damaged and paid for by patrons remain the property of the library. The library may choose to replace the item with an exact copy, a different version, a similar item on the same subject, or may decide not to replace the item, depending on availability to purchase and demand.

Replacement

Items removed from the collection because of damage, loss (including long overdue), or any other de-selection criteria will not be replaced automatically. Budget, need, demand, and other typical selection criteria for purchases will be factors in the replacement decision.

Materials Reconsideration Request

If a resident or a property owner within the library district feels that an item is an inappropriate choice for inclusion in the library collection or in a particular area, he or she should discuss the item with the director or the department head on duty and complete a CDPL Materials Reconsideration Request form.

A committee of three to five library staff members will review the material and the request, and the committee will provide a recommendation within three weeks. The patron will be contacted and informed of the committee's decision. If the matter is not resolved to the patron's satisfaction, he or she may ask that the library board consider the issue at the next regularly-scheduled board meeting. The decision of the library board will be final.

The Materials Reconsideration Request form is included as Appendix C.

Resource Sharing

Hundreds of thousands of book titles are published each year in the United States alone. No one library has the financial means or space to purchase and maintain even a majority of available titles, so libraries participate in reciprocal borrowing and interlibrary loan networks.

The Library has entered into resource-sharing partnerships with libraries locally and statewide. These reciprocal partnerships allow remote borrowing of items from network-participating libraries and institutions.

If a resource is unavailable through these partnerships, titles may be borrowed, when available, nationally through an interlibrary loan network of libraries.

The Collection Development Policy is a revision of the former Materials Selection Policy and Procedure, adopted 1/1973; revised 9/1981, 11/1994.

The Collection Development Policy was adopted 04/08/2010; revised 11/12/2015, 10/13/2022

Appendix A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996; January 29, 2019.

Appendix B

The Freedom to Read Statement

Excerpt: The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.

Adopted June 25, 1953, by the American Library Association Council and the Association of American Publishers Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

The full Freedom to Read Statement may be found at
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

CDPL Materials Reconsideration Request Form

If you wish to submit a request that Crawfordsville District Public Library (CDPL) reconsider either the location of a title in the library's collection or the inclusion of a title in the collection, please:

- Read or listen to the complete material, so as to comment on the title as a whole; and
- Complete this form, and submit it in one of the following ways with any supporting documentation you wish to add:

By mail: Director of Library Services
Crawfordsville District Public Library
205 S. Washington St.
Crawfordsville, IN 47933-2445

By email: dir@cdpl.lib.in.us

In person: Any public service desk or Administration Office

Date of request: _____

Please provide your name, address, and at least one way in which we may contact you:

Name: _____

Physical address (only residents or owners of property within the CDPL taxing district may submit material reconsideration requests):

Phone number: _____

Email address: _____

Are you representing yourself or a group? _____

If you represent a group, please provide the name and address of the group:

Please provide information about the item and what you found to be objectionable:

Author of material _____

Title of material _____

Type of material (book, magazine, CD, etc.) _____

Call number of material _____

Did you read, view, or listen to the entire work? Yes No (Please circle)

If not, which sections did you read, view or listen to? _____

What in the item did you find objectionable? Please be specific. _____

Why do you feel that this item is inappropriate for a public library or for the section in which it is shelved?

Are you aware of other opinions about this work from professional book review resources that the library might use?

Do you have a recommendation for an alternate resource to replace this item or enhance the subject area?

What outcome would you like to see considered for this item?

_____ Removal from the collection

_____ Transfer to another collection within the library

Which collection(s)? _____

Review process and timeline

The CDPL Board of Directors will be notified of the request at its next board meeting. The library board meets monthly on the second Thursday of the month.

In the meantime, a committee of three to five administrative and managerial level staff members will review the material along with your request and provide a recommendation within three weeks of the request date. You will be contacted and informed of the committee's decision at that time.

If the matter is not resolved to your satisfaction, you may ask that the library board consider the issue at the next regularly-scheduled board meeting. The decision of the library board will be final.

If you have any questions about this form or the materials reconsideration process, please contact the Director of Library Services at dir@cdpl.lib.in.us or 765-362-2242, ext. 103.