

## **COLLECTION MANAGEMENT**

### **General Objective**

The Amery Area Public Library provides books and other library resources for the interest, information, and enlightenment of all people in the community. The emphasis of the Library's collection is on quality information and popular works of fiction. The Library's goal is to encourage the maximum use of its collection by the greatest number of persons.

The Amery Area Public Library has as its basic philosophy the determination to offer to the people of our community a wide choice of materials representing all points of view. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft. The Amery Area Public Library subscribes to the Library Bill of Rights adopted by the American Library Association and to the Freedom to Read Statement and the Freedom to View Statement.

### **Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Amery Area Public Library Board of Trustees.

### **Criteria for Selection**

The Amery Area Public Library's materials selection policy must be flexible and broad. New acquisitions will be tested by the following criteria:

1. Reliability of information
2. Currency
3. Literary style and readability
4. Popular interest
5. Existing subject matter in the collection
6. Integrity of author and publisher
7. Availability elsewhere
8. Format

### **Interlibrary Loan**

Library users may access the collections of other libraries participating in the MORE shared system using their MORE library card and the online catalog. Interlibrary loan through WISCAT is used to obtain from other libraries those materials that are beyond the scope of the MORE

collection. The Amery Area Public Library agrees to lend its materials to other libraries through the interlibrary loan network and to make an effort to have its current holdings listed in WISCAT's online union catalog, which is accessible by other libraries throughout the state.

### **Gifts of Materials**

The Amery Area Public Library welcomes gifts of materials for the collection based on the following criteria:

- The Library, in accepting a gift of materials for the collection, assumes free and complete legal title to those materials.
- The decision regarding the acceptance or rejection of gifts will be determined by the library director.
- The Library will place in its collection only materials which meet the criteria stated in its Collection Management policy.
- The Library may dispose of materials which are deemed unsuitable for inclusion in the Library's collection.
- Customers who wish an appraisal of the materials they are giving to the Library must have these appraised prior to the transference of the gift to the Library.
- Upon request, library staff will provide a receipt for the gift of materials.
- Due to staffing limitations, the Library is not able to pick up donations of materials.

### **Monetary Donations**

Memorial donations of money for collection materials will be deposited in the library's gift and interest account. Donations may be designated for specific subject areas of the collection. Undesignated donations will be placed in the gift and interest account and combined with other donations for the purchase of materials. A bookplate acknowledging the donation will be placed in the materials purchased.

### **Withdrawing Materials**

A current, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees.

### **Request for Reconsideration of Library Materials**

Individuals, including Library Board members, may request reconsideration of a selection decision of library material. To receive consideration by the Library, all requests must be made in writing using the Library's request for reconsideration form.

The library materials about which a request for reconsideration has been made will not be removed from the collection, nor will their use be restricted in any way, before final action is taken by the Library Board on the request.

Within 30 days of the filing of the written request for reconsideration, the library director will send a written response to the complainant, explaining in detail his/her decision regarding the request.

Within 30 days following the written response, if it is the desire of the complainant, the request will be submitted, along with the director's recommendations, to the Library Board.

Within 90 days of the filing of the written request for reconsideration the Library Board will review the request and take final action on it. In making its decision, the Library Board will consider professional reviews and will employ all of the criteria of selection listed in the Library's Collection Management Policy, including the American Library Association's Library Bill of Rights, Interpretations of the Library Bill of Rights, Freedom to Read Statement and the Freedom to View Statement.

The complainant will be notified in writing of the Library Board's decision in the matter.

Requests for reconsideration about a particular item will not be considered by the Library more than once within a 12-month period.

*Approved by the Board of Trustees of the Amery Area Public Library, January 6, 2014, Revised July 25, 2022.*

## Request for Reconsideration of Library Materials

The Board of Trustees of the Amery Area Public Library has delegated the responsibility for selection and evaluation of library resources to the library director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Director, Amery Area Public Library, 104 Maple St W Ste B, Amery WI 54001.

Name:

Date:

Address:

City:

State:

Zip:

Phone:

Email:

Do you represent self?  Organization?

Resource on which you are commenting:

Book  Video  Display  Magazine  Library Program  Audio Recording   
Newspaper  Electronic information/network (please specify)  Other

Title:

Author/Producer:

What brought this resource to your attention?

Have you examined the entire resource?

What concerns you about the resource? (use other side or additional pages if necessary)

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?