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WESTERN PLAINS LIBRARY SYSTEM
COLLECTION DEVELOPMENT POLICY

Statement of Purpose

The mission of Western Plains Library System is to connect people to information and entertainment. In order to meet this mission, the System's collection must provide a well-balanced, wide range of materials in multiple formats accessible to all users. This document establishes policies and principles that guide the selection and removal of materials.

The System asserts the fundamentals of intellectual freedom and adheres to the principles of the American Library Association's *Library Bill of Rights*, the *Freedom to View Statement* and the *Freedom to Read Statement*.

Responsibility for the Collection

Ultimate responsibility for the collection rests with the Executive Director who may delegate specific responsibilities to staff members with professional education and expertise. All System staff members and members of the public may recommend library materials for purchase by the System.

Selection Criteria

Each item considered for inclusion in the System's collection will be judged on its own merits. All additions, whether purchased or donated, shall be evaluated using the following criteria:

- Favorable reviews in standard library reviewing sources;
- Current trends and timeliness;
- Reputation or Authority of the Creator(s)
- Adequate breadth and depth of coverage;
- Local or regional interest;
- Appropriateness of the format(s) for library use

Access

The System will provide access to information across the broadest spectrum of disciplines and points of view. By collecting and acquiring publications and related materials representing the widest diversity of ideas, the System expects to include items that reflect controversial, unorthodox or even unpopular ideas. Neither the WPLS Board of Trustees nor the System's staff will, either directly or indirectly, ban or censor any material that otherwise meets the stipulations of this policy. The presence of an item in the System's collection does not indicate any endorsement of its content by the System, the Board of Trustees or the staff.

The System's collections will not be labeled to restrict access, and no material will be separated from the main collection except rare and scholarly items of great value to protect them from damage or theft.

While the System's collection is available to all customers, decisions about the suitability of any material for minor children will be the responsibility of their parents or legal guardians. The System assumes no responsibility for restricting any customer's access to items in the collection.

Pursuant to federal and state statutes, the System will not purchase, borrow or otherwise provide access to any material deemed illegal in the State of Oklahoma.

Reconsiderations

There may be occasions when a resident of the System's service area may be concerned about a particular item in the System's collection. If the resident wishes the System to reconsider material that is in the collection, a *Request for Reconsideration* form is available at all branch libraries.

The Executive Director will send a written response to the individual initiating the request. Customers not satisfied with the conclusion of the Executive Director may appeal to the Western Plains Board of Trustees for further consideration.

Donations

The System accepts donations at its discretion. In accepting donations, the System reserves the right to decide which materials should be added to the System collection, which are given to other libraries and which are sold in book sales. Receipts for donations can only indicate the type and number of items donated. The donor is responsible for deciding the value of donated items.

Special Collections

As determined by the Executive Director, Special Collections may be maintained separately from the general collection for a variety of purposes including, but not limited to, improved access to specific topics; preservation of fragile material; or as part of a collaborative or cooperative agreement with an external organization. By their very nature, these collections attempt to keep materials preserved for an indefinite future. All considerations for the proper display, storage, use and maintenance of these collections are made with this principle in mind. Special Collections are regularly examined to determine if they continue to support the mission of the System and if necessary preservation activities are sustainable.

Collection Maintenance

To maintain an active, current and useful collection, library staff assess materials systematically throughout the year to determine their relevance to the public, the statements of this policy and the collection as a whole. In addition, the physical condition of items in the collection is continuously assessed to ensure an attractive presentation.

Criteria used in evaluating whether an item should be removed from the collection may include condition, usage, available shelving space and whether the item continues to meet the Selection Criteria.

Disposal of Withdrawn Items

All physical items withdrawn from the collection will be sold in WPLS libraries with proceeds being donated to branch Friends groups. Donations to other libraries will be considered on a case-by-case basis with final decisions made by the Executive Director.