

Collection Development Policy

Purpose and Scope

The Prairie du Chien Memorial Library acquires and makes available materials which inform, educate, entertain, and enrich people's lives. The purpose of our selection policy is to have a framework of selections based on community needs, from those expressed and from those community demographics and evidence of areas of interest. Although no library can acquire all materials due to budgetary and space constraints of the library, the library has a goal to provide materials that reflect a vast array of views, expressions, opinions, and interests. Specific acquisitions may include items that may be unorthodox or unpopular; however, the library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression. The library provides free access to materials in a number of formats to all current patrons. Being in a historical area, the library will continue to attain historical and archival material pertinent to the surrounding areas it serves. The library will provide access to online and digital copies of books, newspapers, as budget and time allows. Library users make their own choices on what they will use these materials based on individual interests and concerns. The library supports the right of each family to decide which items are appropriate for use by their children; henceforth, the responsibility of a child's use of all library materials lies with his or her parent/guardian. The library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read Statements.

Responsibility for Selection

Selection of all materials shall be the responsibility of the professional librarians who operate within the framework of policies determined by the library board of trustees. The library board may be the final authority in determination of policy to guide the selection of materials as needed.

Criteria

The Prairie du Chien Memorial Library's goal is to purchase the best materials available which meet the needs of the community and in the confines of the budget. Each resource must be considered for value, format, and audience for which it is intended. An item need not meet all of the criteria to be acceptable or purchased. Some resources may be judged primarily for their artistic merit, scholarship, or value to humanity; others are chosen to satisfy the informational, recreational, or educational interests of the community.

All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints and walks of life.

Librarians apply their judgment and experience in selecting materials according to the criteria listed below. Again, an item need not meet all criteria in order to be accepted. Materials may be judged as a whole rather than on isolated passages. In considering titles, librarians consult reviews, bibliographies, publishers' promotional materials, and other respected evaluative sources and/or sites. The library generally purchases current best sellers, giving priority to demand rather than to reviews or other relevant criteria. Purchase suggestions from library patrons are welcome and are given serious consideration.

The criteria include:

- suitability of physical form for use and the limitations of library space
- suitability of subject and style for intended audience
- present relevance to local interests and needs
- need for material in subject areas
- appropriateness and effectiveness of materials
- number and nature of requests from library users
- authentic historical or regional significance
- timeliness of materials
- importance as a document of the times
- availability of materials through interlibrary loans
- relation to existing collection and other materials on subject
- public demand, interest or need
- budgetary considerations
- vitality, readability or ability to sustain interest
- prominence and/or competence of author, creator, or publisher

Collection Maintenance, Replacement, and Weeding

The librarians on staff regularly review items in the collections to ensure that they are continually meeting the patrons' needs. Materials that are worn, obsolete, unused, or unnecessarily duplicated may be removed. It is the responsibility of the staff to assess the need for replacing materials that are damaged, lost, or destroyed. Items may not be automatically replaced. Decisions to replace an item are based on need, demand, budget, and criteria for selection.

Gifts

The library accepts gifts of new or gently-used books, DVDs, books on CD, and other library items. Gifts shall meet the same selection criteria as purchased materials. The library retains ownership of all donations and makes the final decision on acceptance, use, or disposal thereof. Any appraisal of the gift for tax purposes is left up to the responsibility of the donor.

When the library receives a cash, real property, and/or stock donation for the purchase of materials, prizes, or something specific the materials will be purchased to fulfill those wishes of the donor. The library staff will work in the accordance with the needs and selection policies of the library to make those selections of specific titles if requested. If no request is made, the library will purchase materials based on the criteria listed above.

Reconsideration of Library Materials

The library recognizes that some materials may be offensive or controversial to some patrons. Selection of materials will not be made on the basis of the approval or disapproval but solely on the basis of the objectives set in this policy.

Materials will not be marked/identified to show approval or disapproval of the contents of any of the materials. The responsibility for reading and the use of the library by children rests with their parents or legal guardians. Library staff will not act on their behalf in any situation. Selection of library materials will not be inhibited by the possibility that children may possess them. While a person may reject materials for themselves and for their family, they cannot exercise censorship to restrict access to materials by others.

Patrons requesting that an item be removed, relocated, labeled and/or restricted from any collection may fill out a Statement of Concern form and this will be brought to the attention of the library board.

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<https://www.ala.org/aboutala/offices/oif/LBOR-FTR-statement-pamphlet>

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ ZIP _____

Resource on which you are commenting:

_____ Book _____ Magazine _____ Newspaper _____ Audio-visual Resource _____ Other

Title: _____

Author/Publisher or Producer/Date: _____

1. What brought this resource to your attention?
2. To what do you object? Please be as specific as possible.
3. Have you read or listened or viewed the entire content? If not, what parts?
4. What do you feel the effect of the material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you want the library to do with this material?
8. Additional Comments:

Signature _____ Date _____

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Name _____ Date _____

Address _____ Phone _____

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Approved by Library Board Feb 16, 2026

