



## Collection Development Policy

### Objectives and Philosophy

The Webster Groves Library strives to build and maintain a collection that speaks to our local community as well as the wider world. Collection Development is the ongoing process of assessing the materials available for purchase, subscription or licensing, and making decisions about their inclusion and retention within the Library. The Library, within the constraints of its budget, selects a diverse range of materials in a variety of formats to support the informational, educational, cultural, and recreational needs of the population it serves.

The Library upholds the rights of each individual to privately read, listen to, and view the full range of published thoughts and ideas. All materials selected under this policy are protected by the First Amendment of the United States Constitution. The Library subscribes to the principles embodied in the [Library Bill of Rights](#) and its interpretations, [Freedom to Read Statement](#) and [Freedom to View Statement](#) adopted by the American Library Association.

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the needs of the community. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor children. The Library does not stand in the place of parents (in loco parentis).

### Materials Selection

- a. All selections and withdrawals shall be at the discretion of the Library Director under the authority of the Library Board of Trustees.

Direct selection of Library materials is delegated to employees qualified by this duty by education, training, interest, and job classification. Selectors are responsible for purchasing, evaluating, and maintaining Library collection materials within established selection criteria and withdrawal criteria. Electronic resources selection is based on applicable criteria where possible

- b. The collection shall include materials of lasting cultural and literary value as well as materials to fill contemporary interests and needs. Materials are evaluated as complete works and not on the basis of a particular passage. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the creator. Purchase of material by the Library does not mean endorsement of the contents or the views expressed in said materials. Other criteria for selection of materials include but are not limited to:
- Need for collection depth, balance and variety
  - Serious literary, artistic, political or scientific value
  - Local or regional interest and significance
  - Accuracy of information
  - Historical value
  - Authority and reputation of author, artist, producer or publisher
  - Favorable review by experts in the field
  - Recognition as award-winning or classic work
  - Appropriateness for intended audience
  - Price/library budget
  - Availability of material elsewhere in the community
  - Ease of use
  - Popular demand
  - Uniqueness of data included in electronic databases, or enhancement of access to data due to format
  - Support of the Library's mission
- c. Materials selectors shall use recognized book selection tools and resources for insight into critical evaluations of materials.
- d. Reviews in professionally recognized periodicals are a primary source for material selection. Standard bibliographies, booklists by recognized authorities and the advice of competent people in specific subject areas will be used. Purchases may also be made by librarians after examining the materials
- e. Library patrons will be encouraged to suggest materials for purchase, and procedures shall be in place to acquire those materials.
- f. The Library is a general library and except for local history and other areas characteristic of the community, does not provide in-depth coverage for special interests and does not perform the function of school libraries. Every effort will be made to obtain materials for special interests through interlibrary loan.
- g. Music, film, digital, and spoken word collections shall be governed by the same general principles as the book collection. A majority of the Library's downloadable e-books and audiobooks are available through a consortium membership. As the budget allows, additional copies and titles are purchased for

use only by the Library's cardholders. Items in the collection include popular adult fiction, nonfiction, teen and a limited number of children's titles. The aforementioned materials selection criteria apply to downloadable titles. Library users are also directed to free public domain e-books. The Library purchases titles in e-formats, intended for people from preschool ages through adults. Responsibility for a child's or teen's e-content selections rests with the parent or guardian, not with the Library

## **Library Materials**

- a. The Library shall attempt to provide a collection that satisfies the information, education, and entertainment needs of the largest number of Webster Groves community members possible. Materials may include but are not limited to books, periodicals, pamphlets, newspapers, video recordings, sound recordings, eBooks, eAudiobooks, and subscriptions to online databases. The Library will use sound judgment and review current public usage patterns before investing in any new medium.
- b. The Library may consider participating in any cooperative venture which may provide additional resources for materials.
- c. All materials except those in special demand and those that cannot be duplicated, such as rare, fragile, and expensive reference items, will be available for home use under established Library regulations and procedures.
- d. The library collections for patrons under age 18 are split into sections dependent on age: The "E" collection, which is intended for ages birth to 2nd grade, the "J" section which is intended for patrons 3rd grade through 8th grade, and the "YA" collection which is intended for patrons in 9th grade and above. There may be some variation in the age appropriateness of each collection. In general, decisions to place particular items in the collections are done by the standard of the average person, apply contemporary community standards nationwide, and are placed in the collection in accordance with the publisher's intended audience if available. This statement is required by Missouri Regulation 15 CSR 30- 200.015
- e. Patrons are not limited by the above age recommendations. All patrons are welcome to checkout any materials in our collections. Library personnel do not know what you consider appropriate for your child and are not responsible for their selections. Responsibility for a minor's reading must rest with the parent or guardian, not with the library.

## Collection Maintenance

The Library's collection is a living, changing entity. Continuous evaluation of materials is necessary in order to maintain an up-to-date, accurate, and appealing collection.

- a. Materials no longer useful will be systematically weeded from the collection according to accepted professional practices.
- b. The Library may choose to eliminate any medium from its collections, when it can be determined that its use or popularity has been supplanted by a newer or superior medium.
- c. General criteria for weeding or repairing materials include:
  - Physical Condition
  - Ability to repair
  - Availability of replacement
  - Cost of replacement
  - Usefulness
  - Physical space
  - Inaccurate or out-of-date information
  - Usage

## Reconsideration of Library Materials

The Library recognizes the right of individuals to question library materials, displays, presentations, and events. If a patron wishes for the library to reconsider the inclusion or placement of a particular title, display, presentation, or event, they can fill out and submit a [Request for Reconsideration form](#).

Once an official Request for Reconsideration is received the Director, along with the necessary Library staff will examine or review the material, presentation, event or display item and determine whether it conforms to the standards of Library policy.

Request for Reconsideration Forms will only be accepted and reviewed when submitted by a resident or taxpayer of the Webster Groves Library District.

Request for Reconsideration forms will not be accepted unless they are filled out in their entirety.

Each Request for Reconsideration form is limited to one item/display/presentation/event.

If a duplicate challenge is issued by anyone within a 6-month period, the Library will hold to the decision made about the initial challenge.

Requests for Reconsideration are considered to be “library records” such that certain disclosure is prohibited by RSMO 182.817. All forms and any action taken by Library Staff will be shared with the Webster Groves Public Library Board of Trustees. However, only the names or titles of challenged materials, presentations, events, or displays, and the results of the review will be recorded in official Library Board minutes.

## **Donations**

- a. The Library accepts any donation consistent with the type of materials it already collects. Donated materials should be clean and in sound enough condition to be either added to the collection or sold.
- b. The Library accepts no donations which are not outright gifts. No condition shall be placed on donations, and no demands made about their final disposition. Donations added to the collection may be eventually withdrawn based on the same criteria used to weed like materials.
- c. Donations not added to the collection or sold at the Library will be passed on to the Friends of the Webster Groves Library, to be included in their annual book sale.
- d. Cash donations are encouraged. Items purchased with donated funds may be marked with plates stating the donor’s name, or honoring a person, event or organization of the donor’s choosing.
- e. No gift of personal or real property, art objects, portraits, antiques or museum pieces shall be accepted without prior approval of the Board.
- f. Except for temporary exhibits approved by the librarian, the Library will not accept custody of materials which are not gifts accepted in accordance with the foregoing.

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