



**Whitewater**  
PUBLIC LIBRARY

## Collection Development Policy

Ultimate responsibility for the collection development policy lies with the Library Board of Trustees.

The duty of selecting, maintaining and withdrawing materials for the Library is delegated by the Library Board to the Library professional staff.

### CRITERIA FOR SELECTION

1. Materials selected will meet high standards in quality, content, expression and format. In accordance with the American Library Association's [2005 Resolution on Disinformation, Media Manipulation and the Destruction of Public Information](#), materials that spread disinformation will not be considered for the collection.
2. Whether purchased or donated, materials shall be considered according to the following criteria, although an item does not have to meet all of the criteria in order to be acceptable:
  - Appropriateness to Library's mission and service roles;
  - Suitability of subject and style for intended users;
  - Comments of reviewers, critics and publishers and/or critical acclaim as demonstrated in awards, nomination for awards, and/or reviews;
  - Quality of style, writing, physical format and construction;
  - Strengths and weaknesses of the existing collection;
  - Timeliness and accuracy of the information;
  - Reputation and authority of the author and publisher;
  - Inclusion of work in bibliographies, recommendation lists, indexes;
  - Purchase price and other budgetary considerations;
  - Contribution to balance of treatment of a controversial subject;
  - Contemporary significance or permanent value;
  - Relevance to the experiences and contributions of diverse populations;
  - Availability of materials through other libraries in the area;
  - Demand in the community;
  - Works by local area authors.

3. Taking the materials budget into consideration, the Library will attempt to respond to exceptionally high demand with purchase of multiple copies.

### **Whitewater History Collection**

Items that the Whitewater Public Library seeks dealing with local history include a wide range of materials:

- Books of historic significance (including those written by local authors)
- Telephone directories (prior to 1940)
- City directories (all will be considered because of missing volumes in the collection)
- Maps of Whitewater and surrounding areas (especially plat and insurance maps)
- Photos of historical significance
- Postcards
- Church directories
- Yearbooks (Whitewater City High School, Whitewater College High School, UW-Whitewater)
- Cookbooks (local churches, local civic organizations)

The Whitewater Public Library also seeks items of this type as gifts. Prior inquiries should be made before leaving any gift materials. All gifts become sole property of the Library. Materials may need to be rebound or otherwise altered to best preserve the donated item. The Library's acceptance of a gift is no guarantee that it will be added to the collection. If materials are not suitable or are duplicates, they may be sold, donated, traded, or disposed of in any manner which would benefit the Library.

The Library is happy to have the loan of yearbooks and directories for the purpose of photocopying. The copies are then hardbound and added to the collection. This method is very helpful for exceedingly rare or damaged materials.

## **MAINTAINING THE COLLECTION**

In order to maintain a collection which is current, reliable, in good condition, well-used, and which relates to the needs and interests of the residents of Whitewater, materials are withdrawn on a systematic and continuing basis. Materials are withdrawn when they are judged to be dated, inaccurate, seldom used, in poor condition, are duplicate copies of seldom used titles, not of historical significance, or otherwise no longer appropriate.

Withdrawn materials are given to the Friends of the Library except in certain circumstances where the discarded material can be used by another library, educational institution or non-profit institution. Outdated materials with no remaining value are discarded.

The Whitewater Public Library uses the “Criteria for Selection” in deciding whether to purchase replacement copies.

## **CONTROVERSIAL MATERIALS AND INTELLECTUAL FREEDOM**

The Whitewater Public Library does not promote particular beliefs or views. Rather, it provides a resource for the various opinions which apply to important, complex and controversial questions, including unpopular and unorthodox positions. Language, situations, or subjects which may be offensive to some community members do not disqualify material which, in its entirety, is judged to be of value by Library professional staff based on established guidelines. Materials are not marked or identified to show approval or disapproval of contents and no materials are sequestered except to protect valuable items from injury or theft. It is the view of the Trustees that responsibility for the selection of materials for children rests with their parents or legal guardians. The selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents consider inappropriate.

In the interest of protecting the individual’s right to have access to materials, the Library supports the following documents:

- [The Library Bill of Rights](#)
- [The Freedom to Read Statement](#)
- [The Freedom to View Statement](#)

If an individual or group has a concern about materials in the collection, please see the document entitled “Public Concerns about Library Resources” for information on the appropriate procedure for communicating the concern.