Shorewood-Troy Public Library

Collection Management Policy

Approved by the Board of Trustees, 11/8/10; Last Revised 03/13/2025

Purpose

The Shorewood-Troy Library's Mission Statement is "Building Community through the Joy of Reading, Learning, and Exploring!" Our Collection is primarily a popular-materials-based collection that serves a community from birth to elders. We want our readers to love the books that they read, so we select items in the formats that work for them, from board books for babies to streaming audio for adults. Our collection serves many needs: from beginning readers just discovering the joy of stories to adults wanting to relax with a good book or needing information about a medical or legal concern, our collection has items for all of them—and many more besides! Our selectors recognize that some formats eventually become obsolete while new formats begin. We also recognize that public libraries offer a source of entertainment, such as a chapter book for a new reader, a romance for a teen, a video game for a person in their twenties, or a movie for family night. Shorewood-Troy Library selectors recognize that our community comprises many people with various tastes, interests, learning styles, and beliefs. This policy outlines the guiding principles used to develop the Shorewood-Troy Library's Collection of items for Circulation.

Authority

The Board of Trustees is responsible for creating and setting the Collection Management Policy. They delegate the overall management of the Collections to the library's Director and Staff.

Criteria for Selection

Library Materials are generally selected based on the following criteria:

1. Popular demand
2. Value of information
3. Accuracy d. Relevance to community interests, needs, and languages spoken
4. Authority of the author in the field
5. Representation of varying points of view
6. Price, format or production quality

The library selects materials based on the values and interests of all community members. No material will be excluded because of the author's race, nationality, religion, or political or social views. The library does not advocate a particular viewpoint simply because a title was selected for the collection. The library attempts to purchase materials across a wide spectrum of political and social beliefs.

The selection criteria are presented in no particular order.

- No titles are excluded from the collection solely because the frankness of presentation might be offensive to some or because the material might not be suitable for all levels.
- Fiction titles are selected primarily because selectors believe it will be popular, high-circulating, or relevant to our community. Classics, especially those taught in the schools, will also be collected.
- Nonfiction is chosen for the authoritativeness of its information. Selectors may also select it because it is timely, they believe it will be popular or high-circulating, or it fills a need in the collection. The library does not collect textbooks.
- Tools used to select include review sources such as Library Journal, Booklist, Publisher's Weekly, and School Library Journal. Significant mentions in popular media, such as various talk shows or news shows or magazines, will also guide selectors.
- All materials containing a significant amount of information about Shorewood and the district or written by a library district resident will be acquired when available.
- When budget permits, appropriate suggestions for materials made by registered STPLD patrons will be considered.

Censorship

1. The Board of Trustees believes that censorship is an individual matter and declares that, while anyone is free to reject for themselves or their family members materials of which they disapprove, they cannot exercise this right of censorship to restrict the freedom of others.

2. The Library selects appropriate material for each age group. Special collections serve the needs and interests of preschool, elementary, and junior high age children. The library and its staff recognize that not every library item may be appropriate for every age group. Staff members are available to assist parents, guardians, and patrons with selecting materials that are the right selections for particular readers. We welcome the opportunity to help your family in making the right choices for your family.

3. There are no age restrictions on borrowing library materials. However, parents or guardians are responsible for monitoring library material used by minors.

4. The Library Board of Trustees upholds the principle of Freedom to Read. It declares that whenever censorship is involved, no material will be removed from the library except under the orders of a court of competent jurisdiction. The principles on which this policy is based are expressed in the "Library Bill of Rights," adopted by the American Library Association (ALA), and as amended by the ALA Council, and the following interpretations by the ALA Council: "Challenged Materials, Evaluating Library Collections, Exhibit Spaces and Meeting Rooms, Expurgation of Library Materials, Free Access to Libraries for Minors, Restricted Access to Library Materials, and Statement on Labeling," copies of which are incorporated herein or attached.

5. Patrons with complaints concerning specific library materials will be provided with a copy of the Collection Management Policy of the Shorewood-Troy Library and asked to complete a copy of the "Citizen's Request for Reconsideration of Materials." Upon receipt of said request, the Director will review the form and make an appointment with the patron for a consultation regarding the material. If the conversation with the Director doesn't satisfy the concern, the matter will be escalated to the Board of Trustees for their decision, at the next regularly scheduled Board Meeting. The Board's decision will be final.

Donations

1. Gifts of books and other materials will be accepted periodically by the Library with the understanding that these articles are given unconditionally and become the library's property. Books are rarely added to the library's collection, unless they relate specifically to local history. Book donations are usually given to the Friends of the Library for their book sales.

2. Gifts of money, real property, stocks, and bonds are encouraged and are most beneficial to the library in unrestricted form. Any restrictions or conditions attached to such gifts must apply to the mission and roles of the library and be acceptable to the Board of Trustees.

3. Personal property, art objects, memorial, or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects, and similar materials are generally not accepted as gifts by the library. Under certain circumstances, the library may receive such a gift if the Board approves all conditions of the Trustees.

4. The library will not accept any materials that are not outright gifts, nor will the library accept any materials that attach the condition of periodic or permanent display.

5. The library staff shall make no valuations or appraisals on potential or actual gifts to the library. A gift receipt form is available upon request.

Withdrawal of Material

The collection's materials will be periodically examined to discard materials to maintain a balanced, timely, and attractive collection. Items are removed from the collection because they are (in no particular order):

- Damaged (a new copy might be purchased, depending on demand)
- No longer circulating (typically hasn't circulated for 3+ years)
- The Library purchased multiple copies initially to meet demand, but multiple copies are no longer necessary
- Information is dated or obsolete

It is up to the Library's discretion regarding how withdrawn materials are disposed of. However, if items are still in a saleable condition, most are donated to the Friends of the Library for their book sale. If they are too damaged or worn, they may also be recycled or disposed of.

Review of Policy

The Board of Trustees will review the Materials Selection Policy biannually.