

Tipton County Public Library

Collection Development and Management Policy

The goal of Collection Development at the Tipton County Public Library is to ensure a balanced collection of materials that meets community needs and reflects the library's mission and vision.

Mission Statement

The Tipton County Public Library's mission is to provide resources for lifelong learning, to enrich lives and build community, and to be a welcoming place for all Tipton County residents.

Vision Statement

The Tipton County Public Library's vision is to be a center of information, innovation, and community life in Tipton County.

Responsibility

The Library Board delegates to the library Director the authority to select and manage all print, non-print, and electronic materials. Actual selection and management activities are the responsibility of library professionals assigned by the Director.

Scope

The scope of the collection is intended to meet the educational, recreational, informational, and cultural needs of all residents of Tipton County. The emphasis is on acquiring materials of wide-ranging interest, varying complexity, and various formats and perspectives for the general public. In striving to meet these objectives, the library will work within the limits of budget, space, and time. The library staff encourages the use of its interlibrary loan service to expand available resources. The collection is reviewed and revised continuously to meet the evolving needs of the community.

Self-published works or works by local authors will be considered using the selection and/or donation criteria in this policy. The term "self-published works," for the purposes of this policy, refers to those works published by a content creator independently and/or at their own expense. The term "local author," for the purposes of this policy, refers to any author who currently lives in the library's service area (Tipton County, Indiana).

The library will not accept used equipment for its "library of things." Other used items (e.g., games, puzzles, etc.) may be considered for the library of things according to the selection and/or donation criteria in this policy.

Selection Criteria

- Patron interest
- Popular demand and requests
- Reputation and authority of author or artist
- Excellence or reputation of the work
- Favorable reviews from professional library resources
- Accuracy and timeliness of information
- Literary, artistic, historic, or scientific merit

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- Appeal and relevance to community interests
- Relationship to other items in the collection
- Representation of diverse points of view
- Physical features and format
- Price and availability of funds
- Availability of material
- Creativity
- Core collection enhancement

Selection Resources

The selection tools used for acquiring materials will include professional library journals, trade journals, bibliographies, library vendors, publishers' promotional materials, and reviews from reputable sources. Other sources may include reviews in national newspapers and magazines, local publications, the broadcast media, and reputable sources available on the Internet.

Discarding and replacement of materials

In order to maintain a current collection which meets the needs of our community, the examination of materials is an ongoing process. An item is considered for discard when it is:

- Obsolete or contains inaccurate information
- Worn in appearance
- Damaged beyond repair
- No longer circulating
- A multiple copy

Materials that are withdrawn from the collection may be donated to the Friends of the Tipton County Public Library and sold at the Friends' Book Sales. Withdrawn materials may be replaced if they are still in print and are of continuing value to the collection, or they may be replaced by another work on the same subject.

Donations and Gifts

The Tipton County Public Library appreciates and encourages donations of books and other materials that are useful and in good condition.

Ownership of donated items transfers immediately and unconditionally to the library.

Library staff will determine if items will be added to the collection, donated to the Friends of the Library, donated to other institutions, or discarded.

Donated materials shall meet the same criteria as purchased materials for additions to the collection.

Materials will not be accepted with restrictions as to location or use.

Receipts acknowledging donations of materials are given to those who request them. However, the library cannot make any determination as to the value of the donations.

Criteria for Donations

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- Materials must be clean and in good condition. Materials that are marked, yellowed, damaged, or have a strong or foul odor will not be accepted.
- Historical materials will be considered on an individual basis.
- Textbooks and encyclopedias will not be accepted.
- Readers Digest condensed books will not be accepted.
- Materials donated by self-published or local authors are subject to the same criteria for selection and/or donation given in this policy.
- Periodicals will only be accepted on the day of the Friends of the Library Book Sale.

Reconsideration of Materials

Tipton County Public Library supports the Library Bill of Rights, which states: “Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Libraries should provide materials and information presenting all points of view on current and historical issues.”

Library staff are not responsible for monitoring the selection of library materials by minors. Parents, guardians, or caregivers are responsible for supervising minors in their care (age 17 and younger) and ensuring that they do not access materials in the library’s collection that they deem inappropriate.

If a patron finds an item objectionable, they should fill out a “Request for Reconsideration of Library Materials” form. No action will be taken by library staff or the Board of Trustees regarding an item unless this form has been completed. Forms received from patrons living outside of Tipton County will not be considered. An item may only be reconsidered once in a twelve (12) month period.

Once a reconsideration form has been received, the Director and administrative staff will review the material, and based on collection development guidelines, will make a decision whether to remove the item from the collection or to keep it in the collection. Materials will remain in the collection while reconsideration takes place.

The Director will reply in writing to the patron within fifteen (15) days of receipt of the request, giving the library’s decision. If the patron is not satisfied with the Director’s decision, they may appeal in writing within ten (10) days of receipt of the library’s decision to the Board of Trustees, who will review the matter at a regular Board meeting. The decision of the Board of Trustees will be final and binding.