



Collection Development Policy

Library Mission

To inspire lifelong discovery, facilitate collaboration, and connect people with resources.

Support for Intellectual Freedom

The library provides an impartial environment in which individuals and their interests are brought together with a universe of ideas and information spanning a wide and diverse spectrum of knowledge and opinions. The library board affirms the American Library Association's [Library Bill of Rights](#), [Freedom to View](#), and [Freedom to Read](#) policy statements in support of acquiring and managing collections.

Objectives

The library's materials collection is developed and managed to meet the cultural, informational, educational, and recreational needs of the library's service area. The library builds and maintains a patron-oriented collection by anticipating and responding to the needs and expectations of all facets of the community.

Responsibility for Selection

The Director is ultimately responsible for the selection of materials. Managers work with staff to oversee the development of the library collection by:

- Engaging in open, continuous, two-way communication with library patrons and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics
- Interacting with patrons with understanding, respect, and responsiveness
- Handling all requests equitably
- Working to understand and respond to community needs

- Understanding and responding to rapidly changing demographics, as well as societal and technological changes
- Recognizing that materials of varying complexities and formats are necessary to satisfy the diverse needs of library users
- Balancing individual needs and broader community needs in determining the best allocation of the collection budget for acquiring or providing access to materials and information
- Seeking continuous improvement through ongoing measurement

Selection Criteria

When selecting materials for the collection, CCPL librarians take into account the various interests and needs of patrons of all ages. Selection of materials is based on the goals and mission of the Carmel Clay Public Library. The library provides collections containing a wide variety of material formats, including print, audiovisual, and digital. Collection materials represent the broad range of human experience, reflecting the ethnic, religious, racial, sexual orientation, gender identity, and socio-economic diversity of the community it serves.

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. The selection of a given item for the library's collection should not be interpreted as an endorsement of a particular viewpoint.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable.

General Criteria

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by library patrons

Content Criteria

- Accuracy and authority
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest and enduring value
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

Special Considerations for Digital Sources

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of the physical space needed to house and store the information or equipment
- Availability in full text

Examples of Public Library Reviewing Sources

- *Booklist*
- *Kirkus Reviews*
- *Library Journal*
- *New York Times Book Review*
- *Publishers Weekly*
- *Shelf Awareness*

Special Collections: Local Author/Self Published

The library has a Local Author collection that includes a variety of items. These items are often self-published. The library will consider acquiring local author or self-published materials if they meet the selection criteria as outlined in the Collection Development Policy and include unique local content or information not otherwise

found in the collection. Library staff will not review or give feedback on local author materials.

Donations of these materials will be considered if the patron donating currently resides in Clay Township and has a current Carmel Clay Public Library card. Self-published or local author materials are subject to the same selection criteria as other donations.

Gifts and Donations

Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases. The library reserves the right to dispose of any gifts that are given to the library. The library will determine how to best incorporate such materials into the existing collection.

Gifts received by the library that are not added to the library's collection shall be forwarded to the Friends of the Carmel Clay Public Library for their disposition at a future sale. The proceeds from this sale shall accrue directly to the benefit of the library, in a fashion consistent with accepted library policies and services as determined by the Board of Trustees. Any items unsold by the Friends of the Library may then be donated to another organization or discarded.

Funds may be given for the purpose of acquiring materials recommended by library staff as prescribed in this policy or for purchase of specific items suggested by the donor. When the library receives a cash gift for the purchase of materials, the library staff must make the selection with the general selection principles set forth in this policy.

Restricted gifts may be accepted at the discretion of the Director. Generally, collections of materials will not be accepted with restrictions which would necessitate special housing or display, or which prevent integration of the gift into the general library collection.

As stipulated in the Indiana Library Law of 1947, as amended, all monies and/or securities received as a gift, donation, endowment, bequest, or trust will be entered as a separate fund and not credited to the library operating fund. Gifts of \$100 or more may be channeled through the Carmel Clay Public Library Foundation.

The library is not responsible for determining the value of any donated materials for tax or other purposes.

Free Publications and Unsolicited Free Publications

When considering whether or not to add a free publication to its collection or to serve as a distribution point for a free publication, the library will apply the same standards that it uses when selecting an item for purchase. This practice applies to both single and multiple-copy items.

Selecting Controversial Materials

The library fully endorses the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) policy statements. The library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

Materials available in the library present a variety of viewpoints and expressions. Controversial content of an item, or endorsement or disapproval by an individual or group in the community, does not cause an item automatically to be included or excluded from the library's collection. Library-initiated displays will not exclude topics, books, media, and other resources solely because they may be considered controversial.

The library affirms that the use of library materials is an individual and private matter. All patrons are free to select or reject materials for themselves, but they may not restrict the freedom of others to read or inquire. Parents and legal guardians are responsible for guiding and directing the use of library materials by their own minor children. Materials for adults are not constrained by the possibility that they may be accessed by children or teenagers. Materials are labeled only by classification or as a directional aid.

Collection Maintenance and Weeding

The library maintains a vital, current collection of physical and digital materials which meets the needs of the community in keeping with the library's mission, vision, and values. This is achieved through continuous review by professional library staff under the supervision of department managers.

Decisions for removal of items from the collection are based on, but not limited to, frequency of circulation, physical condition, usefulness, accuracy, space limitations, and holdings of other libraries. For example, multiple copies purchased to meet patron demand will be reduced once the initial demand has passed.

Professional library staff assess the need for replacing materials that are damaged, destroyed, or lost. Decisions are based on need, demand, and budget. Library staff generally follow the principles established in [The CREW Manual](#) for detailed weeding guidelines.

Withdrawn books are donated to the Friends of the Library for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of the Friends of the Library.

Reconsideration of Materials

Comments from CCPL resident cardholders about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The library welcomes expression of opinion by patrons, but it will be governed by this Collection Development Policy in making additions to or deletions from the collection.

The [Library Bill of Rights](#) and the [Freedom to Read Statement](#) of the American Library Association are guiding documents for this Collection Development Policy. Accordingly, the Board considers all materials selected under this policy to be protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with that patron.

A request made by a CCPL resident cardholder for reconsideration of library materials in the library's collection must be submitted on the applicable library form. If a completed and signed form is submitted to the library with all information provided, the request will be reviewed by the Director, in consultation with the manager and the selection librarian of the subject area of the collection. The material will remain in circulation during this review. A questioned item will be considered in its entirety, not judged solely on portions taken out of context. The Director shall respond in writing within six weeks of receiving the request.

The initiator may appeal the resolution to the Board of Trustees. The Board of Trustees will appoint a review committee to read, view, or listen to the work which is the subject of the request. This committee shall consist of three members: one shall be a librarian currently on the staff of the library, one shall be a current Board member, and one shall be a local citizen appointed by the Board who is otherwise

not affiliated with the library. The Assistant Director is responsible for forming the committee for Board approval.

Once the review committee is formed, the members will be given a reasonable time to read, view, or listen to the work in question. The committee will then meet to discuss the request and to make a formal recommendation to the Board concerning the action which is sought in the request.

Upon receipt of the recommendation of the review committee, the Board of Trustees shall consider the request and the committee's recommendation. The Board will then make a final determination on the request. A title that has completed the review process will not be accepted for reconsideration again for a period of at least five years.

Approved by the Carmel Clay Public Library Board of Trustees, May 2023