

Collection Development

Purpose

The collections of the Noble County Public Library (Library) are instruments through which community needs for all are met. Materials, both print and non-print formats, are provided to aid patrons in the pursuit of information, education, and recreation. Therefore, it is the Library's primary objective to offer materials based on the community's special character and general interests. Every item selected shall be an attempt to fulfill anticipated or current community needs, or, to fill a deficiency in the collection. The Library shall strive to represent all responsible opinions, although each side may not have equal representation by quantity.

Principles

Intellectual freedom is the core tenet of collection development. Library material meeting the selection criteria is not excluded because of the origin, background, or views of those contributing to its creation, and the Library's collection may include items that are considered controversial and may offend some users. Inclusion of objectionable language or attitudes in materials is not in itself a reason to exclude them from the collection. The Library's acquisition of these items does not constitute endorsement of their content but rather ensures their availability in support of open inquiry and independent thought. The Library affirms the rights of all individuals to choose whether or not to use its collections and to form their own opinions about the resources they use. Selection of materials intended for adults is not inhibited by the possibility that materials may be discovered by children. Responsibility for a child's use of library materials rests with their parent or guardian. The Library encourages each family to decide which items are appropriate for use by their children. Library materials are not sequestered except for the express purpose of protecting them from damage or theft. The Library objects to censorship in the fulfillment of its responsibility to provide information and enlightenment, and adheres to the principles of intellectual freedom adopted by the American Library Association.

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

Scope

The scope of the collection refers to the range and type of materials, as well as reading levels and formats, selected for all audiences. The scope is as broad as possible to allow for the expression of a wide range of topics and perspectives. Collections emphasize popular and in-demand materials and may include special formats such as large print books, audiobooks, e-materials, and materials in languages other than English to meet the diverse needs of patrons. The Library maintains special collections to provide information about local people and events, to highlight the works of local authors, and to meet the evolving needs of community members. The Library collections are not archival. No extraordinary efforts are made to retain last copies or out of print titles. Examples of special collections include:

- The Indiana Room Collection, which contains materials documenting the history of Noble County.

- The Library of Things Collection, which provides tools, technology, and non-traditional circulating items to help community members express themselves intellectually and creatively, and improve their self-sufficiency.

Selection Criteria

The Library strives to develop a viable collection of standard works of permanent value and popular materials of current significance, striking an overall balance between public demand and diversity of material. The interests and needs of the community, the individual merit of each item, and the library's existing collection, budget, and services are the main factors in selecting materials.

All materials purchased, donated, or requested are considered under the following criteria (Material selected does not need to meet ALL criteria):

- Community demand, interest or need; current or anticipated
- Recommendations of critical media reviewers; nomination for awards
- Prominence, authority and/or credibility of author, creator or publisher
- Representation of diverse identities and experiences
- Statement of challenging, original, or alternative point of view
- Contribution to breadth and balance of the collection
- Quality of packaging and production; durability
- Price and affordability
- Availability of space to house in the Library

Purchase Suggestions

To ensure a responsive collection which reflects the needs and interests of Noble County residents, the Library routinely considers patron suggestions for additions to the collection. Requests will be considered on a case-by-case basis and in accordance with criteria for selection.

Cooperative Relationships:

The Library encourages the use of interlibrary cooperation to better serve the needs of its patrons by expanding available resources through resource sharing and cooperative agreements that benefit the community such as through membership in Indiana Evergreen and the Indiana Digital Library consortium.

Gifts/Donations:

Items donated to the Library may be added to the collection, offered to the Friends of the Library, recycled, or disposed of if appropriate. No conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance. Items are not returned to donors. The Library **will not accept** professional medical or legal books, encyclopedias, magazines, or materials that are potentially moldy, infested, or have an odor. For additional information about donations, please see the Gift and Memorial Policy/Form.

Collection Maintenance:

The collection is routinely reviewed to ensure it continues to meet the needs of its patrons while providing diverse representation of community interests and experiences. Materials that are worn, no longer in high demand, or potentially obsolete may be deselected and removed from the

collection. The Library will assess replacing materials that are damaged, destroyed or lost. Items are not necessarily automatically replaced, as decisions are based on relevance, demand, and budget. The selection and deselection of materials is an ongoing process involving many different staff and frequent conversations with community members. We encourage patrons with questions about items in the collection to speak with the Executive Director or an Administrator. Patrons who wish to initiate a formal review process may complete the Request for Reconsideration of Library Materials available at any Library location.

Professional Collection: Library staff may order books that are only available for staff use, and they become a part of the professional collection. These are books that are closely tied to library initiatives, programming, and services as well as continuing education, which is why they must be available to staff at all times. Additional copies of these materials may be purchased for the circulating collection if appropriate. Items in the professional collection may be de-selected and discarded, recycled, or similar as deemed appropriate by the Director.