

Pine River Public Library District

Collection Development Policy

The freedom to seek information is a cornerstone of our democracy. The vision of Pine River Library is to serve the whole person and the whole community by sparking curiosity, supporting lifelong learning, inspiring creativity, and expanding cultural opportunities. As a community information center, the Library preserves and encourages the free expression of ideas essential to an informed citizenry.

I. Purpose of the Collection Development Policy

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the community of the Pine River Library. It also defines the scope and standards of the various collections.

As the community changes, the Library will need to reassess and adapt its collections to reflect new and differing areas of interest. Pine River Library is responsive to the changing ways the community accesses materials and information and evaluates these trends to make wise and cost-effective choices. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

II. Selection Philosophy

Pine River Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. Full, confidential, and unrestricted access to information is essential in order for patrons to exercise their constitutional rights.

The Library does not stand in loco parentis. Parents and guardians, not the Library, have the responsibility to guide and direct the reading, listening, viewing and Internet browsing choices of their minor children. The Library collection will be organized, marked and maintained in a non-judgmental, objective manner to help people find the materials they want. Materials will not be restricted, sequestered, altered, or labeled by the Library because of controversy about the author or the subject matter. Selection or retention of materials does not constitute an endorsement of the content by the Library or Board of Trustees.

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III. Selection Responsibility

Though the overall responsibility for the collection rests with the Library's management, the responsibility for selecting and retaining materials is delegated to qualified and knowledgeable staff who employ the criteria outlined in this policy. The final responsibility for materials selection and retention resides with the Library Director.

IV. Donations

The Pine River Library accepts donations for the library's collection that fall within needed subject categories, as determined by the Library management and the staff. Donated additions must meet the same selection criteria as purchased materials. Please see the Pine River Library's Donation Policy for more information.

V. Scope of the Library Collection

As a public library serving a diverse community, the Pine River Library places major emphasis on access to information. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, languages and interests of users of all ages. Budget and space limit the collection to materials of high interest to its patrons.

In addition, the Pine River Library is a member of the Marmot Library Network, a statewide consortium of public, school, and academic libraries that maintain a shared collection of millions of titles. Items in this shared collection are available to Pine River Library cardholders on request.

VI. General Criteria

- Suitability of format or physical form for library use and as user demand dictates, based on universal criteria established in this policy
- Cost relative to the value the item contributes to the collection
- Space required relative to the value the item contributes to the collection
- The extent to which the item supplements, expands on, or supports the existing collection, rather than duplicates it
- Relevance to observed and anticipated community needs and desires
- Reputation and qualifications of the author, creator, or publisher of the work as established through evaluation in professional journals
- Local significance of the author or creator of the work

a. Content Criteria

- Comprehensiveness of treatment, including breadth and depth
- Skill and purpose of author or creator
- Consideration of the work as a whole, rather than a specific passage or passages

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- Evaluation of the currency and accuracy of the information contained, to the extent that is possible
- Representation of diverse points of view
- Representation of important movements, subjects, genres, or trends of local, regional, national, or global significance
- Long-term or historical significance or interest
- Relevance of the information to immediate local requirements

b. Electronic Format Criteria

- Ease of use of the product
- Accessibility to multiple users
- Access to needed equipment

VII. Specific Selection Criteria

Adult Fiction

The Library's collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics, and important novels of the past. The library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users.

Adult Non-Fiction

The Library aims at acquiring materials which are educational, informational, or of interest to our diverse community.

The Library also has two special collections: a unique collection of books on local history and a collection of fly-fishing books.

Children's Collection

To encourage life-long reading habits, the children's collection provides materials in a variety of formats and genres to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of the library community from infancy through grade eight. The materials are selected with regard to the stages of emotional and intellectual maturity of children. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature.

Teen Collection

A teen collection has been established to satisfy the library needs of patrons from the approximate age of 13 to 18 years. The type of materials selected differs significantly from the children's collection because of the social, emotional, and intellectual maturity required to read them. Priority is given to popular titles, graphic novels, and themes of contemporary interest to the target age groups.

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Foreign Language Materials

The Library maintains a growing collection of foreign language materials aimed at meeting the recreational and informational needs of our community.

Large Print

The large print book collection meets the needs of our visually impaired patrons. The major focus of the collection is popular fiction, along with high interest non-fiction such as biographies and health-related materials.

DVDs

The Library collects DVDs to meet the educational and recreational needs of adults and children. DVDs are collected under the same general guidelines as other collection materials.

Audio Materials

A small collection of music CDs are available at the Library. Current audio purchases are only in compact disc (CD) format because of their availability and popularity. The adult music collection consists of works by major classical and contemporary composers, as well as popular music, folk music, rock, jazz, and local musicians. Children's music CDs includes folk and nursery songs.

The adult collection of audiobooks on CD encompasses popular fiction and nonfiction, as well as recordings of literary classics, language instruction, and general educational topics of popular interest.

Textbooks

Recognizing the responsibility of schools and universities to provide access to required textbooks for their students, the Pine River Library does not acquire textbooks required for school curricula.

Periodical Collection

The library's newspaper and magazine collections are aimed at meeting the research and recreational reading needs of the community. The periodical collection consists of a diversity of publications in fields that are of interest to the community. Journals that are highly technical or scholarly are generally not included in the collection. In addition to magazines, the collection includes state and local newspapers.

Digital Materials

In response to growing demand Pine River Library has a growing selection of digital materials.

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E-Books and E-Audiobooks

The Library provides access to downloadable audio materials that include adult, teen, and children's fiction and non-fiction titles that follow the general guidelines and content criteria for books. Collection development responsibilities are shared among the Marmot Library Network member libraries.

Electronic Resources

Electronic resources extend the collection by providing timely and versatile access to information in electronic format. Many of these resources contain specialized information beyond the scope of the library's print collections; others have information that does not exist in print format. Electronic resources are carefully evaluated with consideration to cost, frequency of use, and ease of access to library users.

Library of Things

In response to the Library's 2022 strategic plan interviews and national library trends, Pine River Library added a "Library of Things" collection in 2023. The criteria for selection is that items are useful, entertaining, financially beneficial, or educational.

VIII. Collection Maintenance

Maintenance of the library's collection through constant re-evaluation by the library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are withdrawn from the collection.

IX. Discarding Library Materials

Library materials are discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

X. Replacements

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Availability of additional copies in the library consortium
- Cost and availability

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XI. Request for Reconsideration of Materials

Persons from the Pine River Library District wishing to recommend the removal of a particular item in the library collection may submit a Request for Reconsideration Form. Please see the Pine River Library's Challenged Materials Policy for more information.

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