

# POLICY

**Subject:** Collection Development Policy  
**Approved By:** CUTPL Board of Library Trustees  
**Approval Date:** 11-17-2009, 09-20-2011, 06-24-2014, 03-17-2015, 10-15-2019  
**Effective Date:** 11-17-2009, 09-20-2011, 06-24-2014, 03-17-2015, 10-15-2019  
**New ( ) Revised ( ) Reviewed (X)**

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## Purpose of Policy

The purpose of the Culver Union Township Public Library Collection Development Policy is to provide guidelines for day-to-day acquisition and withdrawal decisions, resource allocation and long-range planning of collection needs in accordance with the Library's mission statement. CUTPL supports the ALA Library Bill of Rights:

### Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

## **Selection Process**

1. Ultimate responsibility for materials selection rests with the Library Director who operates within the policies determined by the Board of Trustees. The Library Director delegates the responsibilities for specific subject areas and formats regarding the evaluation, acquisition, retention and withdrawal of materials.
2. 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. Each title is judged as a whole, and isolated passages in themselves are not used as criteria. The library will provide, as far as possible, materials treating all sides of controversial issues - materials that give evidence of a sincere desire to be factual, that are written in a reasonable fashion, and that show results of careful study.
3. Standard collection development tools, including but not limited to professional and trade journals, bibliographies and lists, publishers' catalogs, and reviews published in reputable sources are used in the selection process. Purchase suggestions from patrons are also an important resource.

## **Scope**

The scope of the Culver Union Township Public Library collection refers to the formats offered, the treatment, and the level of difficulty. Materials selected for the library collection are intended to meet the cultural, educational, informational and recreational needs of the residents of Culver-Union Township. The scope of the collection is intended to offer a choice of format, treatment and level of difficulty so that most needs can be met and service given to individuals of all ages, within current budget guidelines and constraints. Our emphasis is on acquiring materials of wide-ranging interest to the general public. The collection is reviewed and revised on an on-going basis to meet current needs.

The library encourages the use of interlibrary cooperation to better serve the needs of its patrons by expanding available resources. The Library has joined the Evergreen Indiana Library Consortium which encourages resource sharing through intra-library loan between participating libraries.

## **Format**

Materials are purchased in the most appropriate format for library use. Formats include print, audiovisual and multi-media materials. The library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community it serves. The library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection. Choice of new formats will be based on patron demand, community trends, new product development, and positive critical reviews.

## Gifts

The Culver Union Township Public Library gratefully accepts gifts and donations with the following conditions:

- Gifts for the library should be of such a nature that usage falls within the mission statement of the library.
- Gifts should be viewed as an addition or supplement to, not a reduction of, the operating budget of the library.
- The Library Director will determine if gifts are acceptable under this policy. Gifts resulting in ongoing costs to the institution, such as staffing or special maintenance, will require approval by the Board of Trustees.
- The purchase of specifically identified titles with gift funds cannot be guaranteed, nor does the donor have the right of approval of titles before purchase. However, donors are encouraged to recommend subject areas.
- Depending on the wishes of the donors, some donations may be referred to the Gift Fund of the Culver Union Township Public Library or the Friends of the Library.
- The library accepts gifts of materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchase materials. Materials may be disposed of without notifying the donor if later examination indicates that the library cannot use them.
- Gifts of a more specific nature, such as works of art, furniture, equipment, special collections and real property, shall be referred to the Library Director for acceptance in consultation with the Board of Trustees. When funds are donated for specific purposes, the amount and nature of the expenditure must be approved in advance if not in accordance with the library's current programs and policies.
- Any gift accepted by the Library is subject to the following 3 conditions:
  1. The Library retains unconditional ownership of the gift; and makes the final decision on the use of the gift or any disposition of the gift.
  2. Library bookplates will be placed in library materials purchased with gift funds. Programs and services made possible by gift funds will include recognition of such benefactors in their supporting literature.
  3. The Library will not appraise donated books for tax purposes. The Library will provide (upon request) a receipt for tax purposes of the donor, with a space for the donor's estimated value of the materials.