

# PAULINE HAASS PUBLIC LIBRARY

## **POLICY: Collection Development**

Approved by Library Board: November 20, 2024

### **INTRODUCTION**

The Board of Trustees of the Pauline Haass Public Library has adopted the following collection development policy to guide librarians and to inform the public of the principles upon which collection development and management decisions are based. Collection development is the ongoing process of assessing the materials available for purchase or licensing and making decisions on their inclusion and retention.

The mission of the Pauline Haass Public Library guides the selection of materials, as they do the development of services and allocation of resources.

#### **MISSION:**

The Library's mission is to connect people to information, ideas, and one another in a vibrant and welcoming community-responsive environment.

The Board of Trustees of the Pauline Haass Public Library has adopted the American Library Association's Library Bill of Rights and Freedom to Read statements, which are appended.

### **OBJECTIVES**

The Pauline Haass Public Library acquires and makes available materials and information which inform, educate, entertain, and enrich persons as individuals and members of society. Since it is not possible for any library to acquire all materials, it is necessary for every library to employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as timely materials on current issues.

The collection offers materials in a choice of format, treatment, and level of difficulty. "Materials" has the broadest possible meaning and includes but is not limited to print, audiovisual and electronic formats. The collection is defined as materials that are selected; those selected materials may be physically owned by the Library or may be accessed electronically. "Selection" refers to the decision that is made to add a given item to the collection, or to provide access to it through electronic sources. Not all materials and information found via the Internet are part of the collection; only those links provided on the Library's website are sites that have been selected.

Selection is based on community needs, both those expressed and those inferred from study of community demographics and evidence of areas of interest.

New formats are considered for the collection when, by industry report or national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collection.

Impartiality and judicious selection shall be exercised in all materials acquisition practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item, and objectives for development of the collection. The Library will be aware of the resources available in surrounding libraries and will develop its collection with this in mind. In general, scholarly, highly specialized, or archival materials are beyond the scope of the Library's collections.

All library materials are available for use by all customers. Access to materials is ensured by the way they are organized, managed and displayed, and by the way staff interact with customers. The Library participates in local and national consortia and interlibrary loan networks for the purpose of providing awareness of and access to materials not in the Pauline Haass Public Library collection.

## **RESPONSIBILITY FOR SELECTION**

Responsibility for the selection of library materials rests ultimately with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. Staff members who are qualified by reason of education, training, or experience share this responsibility. The Department Heads oversee the selection process and ensure that selectors' choices reflect the Collection Development Policy of the Library. No staff member may be disciplined for selecting an item that meets the Library's criteria for selection but that is later deemed to be unsuitable to the Library's collection.

The Department Heads track the materials budget to ensure a flow of new materials throughout the year, according to budget allocation. Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials and reviews from reputable sources. Suggestions from staff members not directly involved with selection, and from customers, are encouraged and given serious consideration in the selection process.

## **CRITERIA FOR SELECTION**

Selection involves a general knowledge of each subject area and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies on the subject, and a recognition of the needs of the community.

To build a well-balanced collection of merit and significance, materials in all forms must be measured by objective guidelines. Since the library does not promote particular beliefs or views, the collection contains various positions on important questions, including unpopular or unorthodox positions. The Library actively strives to ensure that materials representing many differing views and a broad diversity of human thought and creativity are represented in its collection. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers.

Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Selection does not constitute an endorsement by the Library of the contents of the work. Responsibility for choosing what an individual will read, view, or listen to rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that material may be accessible to children.

The Library recognizes the purposes and resources of other public, special, and academic libraries in Waukesha County, particularly those libraries in the CAFÉ consortium of which the Library is a member, and does not needlessly duplicate materials.

The Library does not acquire textbooks and/or other curricular-related materials unless such materials also serve the general public or unless the information in such materials is not otherwise available.

The Library acknowledges a particular interest in local history, and will add to its collection works produced by authors, printers or publishers with local connections that meet the purposes and objectives of this policy.

The Library seeks to select materials of varying complexity and format because it has a public encompassing a wide range of ages, educational backgrounds, interests, sensory preferences and reading skills.

The Library purchases and maintains audio-visual materials based on the same selection principles and guidelines as those for other materials.

Library materials are not marked or identified to show approval or disapproval of the contents and materials are not sequestered except for the purpose of protecting them from damage or theft.

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable. Several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community.

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 material on the subject
- attention by critics and reviewers
- potential user appeal
- requests by the public

Content criteria:

- authority
- comprehensiveness and depth of treatment
- skill, competence, and purpose of 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
- relevance and use of the information
- effective characterization
- authenticity of history or social setting

Special considerations for electronic information 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 store the information or equipment
- availability in full text

Selection may also be limited by the following factors:

- physical limitations of the building
- price and format
- availability of low-demand materials in other library collections

Selection of library materials will not be influenced by:

- the possibility that they may come into the possession of children or young adults
- the liability of materials to theft or mutilation

## **DONATIONS AND GIFTS**

Donations of materials are gratefully accepted with the understanding that the Library may add them to the collection if they meet established standards for purchased materials, with emphasis on currency, physical condition, and need. All gifts added to the collection must be available for public use. Materials donated to the Library, whether added to the collection or not, become the property of the Library, and will not be returned to the donor. There is no obligation for the Library to retain ownership of the item.

Materials not added to the collection will be given to the Friends of the Library Book Sale or disposed of by other means. The library cannot place a monetary value on gifts for tax purposes, but receipts are provided upon request.

Monetary gifts are always welcome and may be designated as memorials. When monetary gifts are intended for the purchase of materials, Library staff will make the determination of what titles to buy, using the same criteria as for all other purchases.

Gifts of non-library items such as paintings, portraits or art objects ordinarily will not be accepted. If accepted, the item become the property of the Library, and will not be returned to the donor. There is no obligation for the Library to retain ownership of the item.

## **EVALUATION AND WITHDRAWAL OF MATERIALS**

An attractive, up-to-date, currently useful collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the library collection after careful consideration of these factors:

- physical condition
- currency of information
- lack of use
- superseded by a new edition or better work on the same subject

Space needs and cost of replacement are also factors in decisions to withdraw materials.

Although every effort will be made to replace needed materials which are withdrawn, the Library takes the position that it is better to have no information on a subject than to have materials which are inaccurate or in poor physical condition.

Materials withdrawn from the collection may be given to the Friends of the Library Book Sale or disposed of by other means. Individual items that are being withdrawn will not be saved for specific individuals.

## **REQUESTS FOR RECONSIDERATION**

The choice of library materials by library users is an individual matter. While individuals may reject materials for their own use, they cannot restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration of their selection, a Request for Reconsideration Procedure (appended) has been developed to assure that objections or complaints are handled in an attentive and consistent manner. Once an item has been approved for purchase, based on the selection policy of the Board of Trustees and the criteria for selection, it will not be automatically removed upon request.

## **ADDENDA:**

Library Bill of Rights

Freedom to Read

Request for Reconsideration Procedure

Citizen's Opinion Concerning Specific Library Materials

Adopted by Library Board: May 1989

Last reviewed and revised: November 2024

## THE 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 18, 1948.

Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

## THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that



publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers Foundation for Free Expression  
The Association of American University Presses, Inc.  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

## Pauline Haass Public Library

### Procedure for Reconsideration of Library Materials

Approved by Library Board: November 20, 2024

Any individual expressing an objection to or concern about library materials should receive respectful attention from the staff member first approached. Staff members should use their best judgment in attempting to answer the concerns or clarify the situation. After that, they should refer patrons to the manager responsible for that area of the collection, who will informally discuss with the patron their concerns and explain the relevant parts of the Collection Development policy. If that conversation is not sufficient to address the individual's concerns, they will be referred to the Director. If, following that conversation, the patron wishes to pursue a formal reconsideration, the following procedure will be followed:

1. A "Request for Reconsideration" form must be completed and signed for the request to be considered. Residents of the Village of Sussex and of municipalities without libraries of their own in Waukesha County may request reconsideration of a selection decision.
2. Completed forms that are turned in at any service desk will be forwarded to the library director. Within one week of receipt, the director will respond in writing to confirm receipt and advise the individual of the reconsideration process. This communication will include a copy of the Collection Development Policy of the Pauline Haass Public Library.
3. The director will appoint an advisory staff committee, which should include the manager of the collection area in question and other professional staff as appropriate in the discretion of the Director. The Director will serve as chair of the committee. Each committee member will review the item in its entirety. During the review process, the material in question will remain available for circulation.
4. The committee will gather professional reviews and other relevant information, and each committee member will review the item in its entirety. The committee will meet to discuss their findings and each member will provide the Director with a written recommendation within four weeks.
5. Within one week of receiving these recommendations, the Director will make a decision regarding the disposition of the material and will communicate this decision in writing to the complainant. The Director will inform the Library Board of all requests for reconsideration and the outcome.
6. The complainant may appeal the Director's decision by submitting a written appeal to the Library Board within 10 business days of receipt. Appeals will be handled as follows:

- a. The item will be placed on the agenda of the next regular meeting of the Pauline Haass Public Library Board of Trustees. To allow the trustees sufficient time to review the item and all relevant documentation, forms received less than two weeks before that month's meeting may be postponed to the next month's meeting.
- b. The complainant will present their position to the library board during the public comment period. They and any other speakers must adhere to the Comments from Citizens at Library Board Meetings policy; please see that document for more. If there are a large number of persons who wish to speak, the Library Board will develop additional guidelines to ensure an orderly process.
- c. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures. On the basis of this determination, the Board may vote to uphold or override the decision of the Director. As a non-partisan, quasi-governmental body, the Board cannot base its determination on personal views or because the materials or their author/creator may be viewed as controversial or objectionable. Items are selected based on the whole of their work and will be judged on the whole of their work, not on an isolated passage or section.
- d. The Board's decision is final.

### **Previous Reconsideration Requests**

Decisions on reconsidered materials shall stand for five years before new requests for reconsideration of those items will be entertained. Repeated requests by an individual or a group to reconsider materials with differing titles but similar content or subject matter will be restricted as follows:

- The Library Director will notify the complainant(s) that the item(s) in question, having already undergone a thorough review and reconsideration process, will not be reevaluated.
- In the event that a complainant charges a particular item is not protected under the First Amendment of the Constitution of the United States of America, the onus of proof rests with the complainant.

Last revised by Library Board: November 2024

**PAULINE HAASS PUBLIC LIBRARY**

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

The Library values your opinion. Residents of the Village of Sussex and of municipalities without libraries of their own in Waukesha County may request reconsideration of a selection decision. Please complete this form, indicating as clearly and legibly as possible the nature of your concern. Only completed, signed forms will be accepted. Please use the reverse side of this form if you need additional space for your answers.

YOUR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

1. LIBRARY MATERIAL(S) CONCERNED:

- |                          |                                  |
|--------------------------|----------------------------------|
| _____ Book               | _____ Video/DVD                  |
| _____ Magazine/Newspaper | _____ Other Audiovisual Material |
| _____ Audio              | _____ Other                      |

2. Title \_\_\_\_\_

Author or Producer \_\_\_\_\_

3. What brought this item to your attention? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Did you read, view or listen to the entire work? \_\_\_\_ Yes \_\_\_\_ No If no, what parts?

\_\_\_\_\_  
\_\_\_\_\_

5. What is your objection to the material? Please be specific; cite pages if necessary:

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6. Is there anything positive about the material? \_\_\_\_\_

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7. What do you believe is the theme of the material? \_\_\_\_\_

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8. Are you aware of how literary critics and reviewers judge this material? \_\_\_Yes \_\_\_No

9. What do you feel might be the result of reading, viewing or listening to this material? \_\_\_\_\_

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10. What action would you recommend the library take regarding this material?

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11. What material would you recommend that would convey a valuable picture and perspective of the subject treated? \_\_\_\_\_

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**I ACKNOWLEDGE THAT ONCE SUBMITTED, THIS FORM BECOMES A MATTER OF PUBLIC RECORD (WIS. STAT. 19.32)**

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Name of group represented (if any) \_\_\_\_\_