



West Lafayette Public Library

Subject: Collection Development Policy

Effective Date: Oct 11, 2023

Authorized By: Board of Trustees, West Lafayette Public Library

Review: as needed, no later than 2025

Policy

- New*
- Revised*

Purpose of Policy

The Collection Development Policy serves as a guide to the methods and rationale used by staff when making collection development decisions for the Library. It is centered on professional best practices, including the American Library Association's Library Bill of Rights and Freedom to Read statements.

Responsible Parties

The Library Board of Trustees will adopt and regularly review a Collection Development Policy. The Library Director will be responsible for interpreting and enforcing the Policy and allocating financial resources for the acquisition of materials. The Director will assign collection development tasks, including selecting and deselecting, to Library staff with appropriate training and areas of expertise.

Scope of Collection

West Lafayette Public Library is a popular materials library and collects materials to serve the informational and recreational interests of residents of West Lafayette and Tippecanoe County. Materials will represent the diversity of residents and provide access to a variety of views and topics, even if the content may be controversial or unacceptable to others. West Lafayette Public Library is a member of the Evergreen Indiana Consortium which grants patrons access to a wider selection of materials than found within the building.

Materials are purchased in a variety of formats to meet the various goals of the Library and needs of the community. Decisions are made based on availability, cost, increased patron accessibility, durability, and popular demand.



Special Collections

Local History

The focus of the Library's Local History Collection is the city of West Lafayette. The Archivist will actively seek out and accept donations that further cultivate the Local History collection. Items added to the local history collection include documents, photos, audio materials, digital video, film reels, scrap books, and diaries.

Selection Criteria

General selection criteria for all areas will include the following:

- Quality of writing and illustration (where relevant)
- Accuracy and authoritativeness of material
- Date of publication and currency of information
- Physical quality of the material
- Popular interest on a local, national, or global scale
- Cost to acquire and maintain the item
- Contribution to the breadth and depth of the collection
- Availability through alternative lenders or digital resources
- Library's capacity in regards to maintenance, safety, or space

Selection Tools

Selection of materials is guided by a variety of resources including professional review journals, popular media, industry awards and recognitions, and retail trends.

Patron Requests

West Lafayette Public Library welcomes patron requests for materials and strives to satisfy these requests. Materials requested by patrons will be considered for purchase with attention given to the criteria listed above. The Library reserves the right to not purchase any item for any reason. Interlibrary Loan is considered an extension of the Library's collection and will be considered for materials that will not have continued local demand or do not meet the selection criteria.

Gifts & In Memoriam Items

Items donated may be added to the collection, sold in the library book sale, or offered to organizations for charitable use or resale. Gift materials added to the collection will be subject to the same selection and deselection terms as other materials.



Deselection Criteria

All selection and deselection of materials for West Lafayette Public Library is done with the library's mission and the needs of our users in mind. Materials are continually evaluated to determine that the collection is serving the community. When done with care and intention, collection management improves the utility, attractiveness, and vitality of the public library.

An item is considered for withdrawal when it is:

- Inaccurate or outdated
- Worn beyond repair
- Superseded by a newer edition or different work
- No longer circulating and determined to not meet community needs
- A duplicate copy of a low-demand title

Items that meet criteria for withdrawal are reviewed carefully by qualified library staff before being removed from the collection.

Deselected materials will be recycled. Items in acceptable condition may be offered to community members, organizations for charitable use or resale.

Requests For Reconsideration

Refer to the Request for Reconsideration Procedure