

# Selection Policy

Fond du Lac Public Library

Board approved: February 16, 2023

Previous policy dated: February, 21, 2019

The Fond du Lac Public Library serves the community by promoting literacy, lifelong learning, and diversity through customer friendly access to services that inform, entertain, and inspire.

The library provides the community with materials in a variety of formats, and which express a range of opinions and views; including some which may be considered unpopular or unorthodox. The library's inclusion of these materials does not constitute endorsement. The Fond du Lac Public Library Board adheres to the American Library Association's [Library Bill of Rights](#), and its [Freedom to Read](#) and [Freedom to View](#) policy statements.

Responsibility for teen and children's reading or viewing rests with the parents or legal guardians. Parents or legal guardians are the only ones who may restrict their children, and only their children, from access to library materials. Minors have free access to library materials in all departments. The library staff does not serve in loco parentis (in the place of a parent).

## Objectives

The Fond du Lac Public Library provides its community with materials to meet informational, cultural, educational, and recreational needs as best it can with the resources it is provided. Collection decisions are made by anticipating and responding to customer needs.

Collection decisions are made with our strategic initiatives in mind, in particular:

- Expanding the library's commitment to Equity, Diversity, and Inclusion
- Increasing resources for groups for whom the library is an underutilized resource
- Being a place where new ideas are encouraged and incubated
- Acting as a gathering place for ideas and discussions

## Responsibility for Selection

Selection of library resources is done by the library's professional staff. Designated staff are responsible for specific areas of the collection, under the guidance of Library Coordinators. Ultimately, responsibility of selection falls to the Library Director, who operates according to the

policies determined by the Fond du Lac Public Library Board. Selection staff respond to the needs of the community by handling requests equitably, engaging in two-way dialog with customers whose needs vary greatly, responding to changing demographics and technological needs, and reviewing the collection on a regular basis to determine areas that could be improved.

## Formats

The library may purchase, lease, or subscribe to information and materials in a variety of formats, including:

- Print: books, documents, magazines, newspapers, zines, pamphlets, and maps
- Audiovisual Media: DVDs; Blu-ray; audiobooks and digital audio players; CDs; and video games
- Electronic Media: electronic books; downloadable audiobooks, videos, and music; databases; software; and internet sites linked from the library's website or the library's internet computers
- Other: equipment; educational toys; microforms; cake pans; multimedia kits; devices for the visually impaired; recreational materials; and selected audiovisual equipment

## Selection Criteria

Selection decisions are based on the following criteria for all age categories, with user interest being a cornerstone of library collection development:

- Circulation statistics
- Conversations with users and potential users
- [Direct user requests](#)

Beyond user interest, other considerations for selection may include the following. Please note that all criteria need not be met for every item:

- Currency of material
- Contribution the material makes to the scope of the collection
- A favorable review in a recognized review source
- Inclusion on recent awards lists
- Reputation, significance, or popularity of author
- Educational or informational significance
- High degree of potential user appeal
- Representation of diverse viewpoints
- Continuation of a currently held series
- Price and availability

Special considerations for Electronic formats include:

- Ease of use
- Availability of materials for multiple users at the same time
- Accessibility of platform
- Equipment needed to access the material
- Technical support
- Physical space needs for storage of information and/or equipment
- Price and availability

The above guidelines may also be applied to equipment and other non-book resources, as well as websites linked from our website. Links should be reviewed regularly for accuracy and currency.

## **Acquisition Guidelines**

The library attempts to limit wait times for new and popular materials to 3 months or less. Hold ratios help determine when additional copies of an item should be purchased. When warranted, additional copies are purchased based on demand.

Customer requests to purchase materials published within the last 12 months will be honored if the item meets our standard selection criteria listed above. Materials older than 12 months may be borrowed from another library if available; or purchased depending on availability, budget, and the likelihood of repeated use by others.

The Fond du Lac Public Library is connected to libraries throughout the state and nation through email and Interlibrary Loan (ILL), further enhancing the collection beyond what the library can acquire.

To remain fiscally responsible, the library may opt to join cooperative purchasing agreements, such as the Wisconsin Public Library Consortium. The Fond du Lac Public Library Board acknowledges that in joining such consortiums, selection decisions may not fall to Fond du Lac Public Library staff.

The library does not acquire material for the sole purpose of supporting a particular educational curriculum. The acquisition of research materials is weighed against demand, budget, space and availability in other local and regional libraries.

## **Collection Maintenance and Weeding**

Budget and space limitations prohibit keeping every item ever acquired. The library maintains introductory materials for most subject areas. State resources, such as Badgerlink and the Wisconsin Public Library Consortium, expand the information available.

Weeding is an essential part of collection management for several reasons:

- Studies indicate that regular weeding increases circulation
- Weeding saves time for customers and staff, making materials easier to find and more likely to be stored within reach
- Removing worn and damaged material makes the collection more appealing
- Staff involved with weeding gain a better understanding of the strengths and weaknesses of the collection
- There are monetary costs associated with keeping an item, just as there are in acquiring an item

The collection will be weeded regularly, except for items dealing with local history and genealogy, which are to be weeded only with oversight of the Library Director. Decisions to weed are based on how frequently the item is checked out, publication date, condition, and the availability and cost of newer and/or more accurate materials. Items that are worn, obsolete, unused, or unnecessarily duplicated are removed. Items are not automatically replaced. Decisions to replace an item are based on cost and availability, current demand, availability of the item in other libraries, and adequacy of coverage in the subject area. Considerations for the weeding of local history materials include: availability of the item digitally, availability of the item within state or local genealogy and/or local history collections, and how closely the item covers events concerning Fond du Lac and Fond du Lac County.

## **Deselection Plan**

Here is the library's plan for continuous maintenance of the collection:

- Deselect any circulating item that is no longer in demand, with the exception of special items such as local history materials, or books whose removal would erase a topic from the collection.
- When appropriate, deselected items are sold at the library's Chapter 52 bookstore, through an authorized reseller, or donated to community collections; such as shelter, correctional, and other social services agencies. Proceeds, if any, support library programs and services.
- Review the physical locations and current turnover rates of individual collections, and consider relocation or marketing alternatives as appropriate.

## **Teen and Children's Materials**

It is recognized that there is a wide range of maturity among youth. Some materials in the Teen and Children's collections might not be considered appropriate by all adults for all teenagers or

children. Each child or teen, along with their caregiver, decides what material is suitable for them. While some books and media are too mature for one child or teen, other youth may be ready for them.

Levels of maturity, educational skills, and unique interests are considered when selecting books for addition to the youth collections. High interest and popular culture items are selected heavily and in duplicate to meet temporary high demands.

## **Related Policies**

See also:

- Discarded Books & Materials Policy
- Gifts and Memorials Policy
- Interlibrary Loan Request Policy
- Local Materials and the Media Policy
- Reconsideration of Material