

Horicon Public Library

Materials Collection Policy

Objectives

The purpose of the Horicon Public Library is to provide all individuals in the community with carefully selected materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. The Library collects materials in a wide range of topics, formats, and levels of complexity for persons of all ages. Materials considered to be outside the scope of the Library's Mission will not be purchased.

The American Library Association's *Library Bill of Rights* and *The Freedom to Read and The Freedom to View Statements* have been endorsed by the Horicon Public Library Board of Trustees and are a basic tenant governing the selection of materials for the Library.

Responsibility for Selection

The ultimate responsibility for selecting library materials rests with the Horicon Public Library Board of Trustees, who delegate the duty of selecting, maintaining, and withdrawing materials to the Horicon Public Library professional staff. The selection of material is guided by the Library's Mission Statement, budget, and the directives of the selection policy. The director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

Main points considered in the selection of materials are, but not limited to:

- individual merit of each item
- popular appeal/demand
- suitability of material for the clientele
- existing library holdings
- budget
- availability of materials through other libraries in area
- contribution to balance of treatment of a subject

An item does not have to meet all criteria to be acceptable, nor the lack of review or an unfavorable review the sole reason for rejecting an item. Materials are considered based on the work as a whole.

Patron requests will be considered and evaluated using the same criteria as those applied to purchased materials.

Gifts and Donations

The Library welcomes gifts and memorials of funds, books, and other materials, with the understanding they will be evaluated using the same criteria as those applied to purchased materials. Donations not needed may be disposed of as the director sees fit. Selections will be made by the director if no specific material is requested.

(updated 3/2014, updated 4/2017, Updated 1/2019, Revised 12/2021)