COLLECTION DEVELOPMENT POLICY

PURPOSE

The Appleton Public Library ("APL" or "library") selects resources and develops collections in many different formats to provide individuals with a wide range of informational, recreational, and educational resources which are easily accessible and cost-efficient. Widespread interest and usage are the most powerful influence on the library's collection. The library acquires resources reflecting the full diversity of points of view on topics of interest to the public. The library's collection is developed to support the needs and interests of individuals with respect for each individual's journey and does not place value on one patron's needs or preferences over another's.

POLICY

1. One objective of APL is to select, organize, preserve, and make freely available resources that help our community:

    a. pursue continuing education.
    b. develop their creative capacities.
    c. increase knowledge of and participation in the affairs of the community, the country, and the world.
    d. understand their cultural heritage and that of others.
    e. enhance job-related knowledge and skills.
    f. use their leisure time creatively and enjoyably.
    g. obtain needed information.

2. To achieve these ends, the library provides resources to patrons of all ages. It seeks to direct and stimulate life-long learning by offering a carefully selected collection of resources and skilled professional guidance in their use.

3. The library challenges censorship and endorses the Library Bill of Rights and the Freedom to Read Statement, as adopted by the American Library Association. The library strives to provide access to all legally obtainable content. This includes content that reflects a diversity of issues, whether they be political, economic, religious, social, ethnic, or sexual. Our collection reflects a diversity of content, not an equality of numbers.

4. The final responsibility for content selection lies with the library director ("director"). The responsibility for initial selection of content is shared by members of the staff. Recommendations from the public are welcomed and given full consideration for acquisition.

5. The library does not encourage nor discourage any specific beliefs or views. It is the library's goal to provide our diverse community with resources that reflect a wide range of views, expressions, opinions, and interests.

6. Resources judged to be of lasting value are added to the collection. Those resources meeting present and anticipated user interests may also be provided. Resources listed in standard public library indices will generally be acquired. Selection of content is done according to professional standards and established selection and review procedures.
7. Selection of resources may be influenced by many factors, including but not limited to the following:

    a. budgetary considerations.
    b. attention of critics, reviewers, media, and the public.
    c. physical limitations of the library building.
    d. suitability of the format and construction.
    e. availability of specialized materials in other local libraries.
    f. availability of material through interlibrary loan.
    g. the need for added content in subject areas.
    h. the special needs of library patrons for resources in accessible formats.
    i. languages used in the library's service area.
    j. representation of an important movement, genre, trend or national culture.
    k. commercial availability of the content.

8. Resources for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, and lead to recognition and appreciation of literature and reflect the diversity of the community and our world. Parents and legal guardians have the sole responsibility for their child's reading, viewing, and listening of library materials. The library does not intrude on that relationship, nor can materials be limited by the possibility that it may inadvertently come into the possession of minors.

9. The library welcomes donations and suggestions for titles to add to our collection. We have created these guidelines to answer questions from local or self-published authors as well as individuals interested in donating resources to the library:

    a. All content added to the collection must meet the selection criteria in our Collection Development Policy.
    b. Our primary goal is to add resources that will appeal to a broad audience or have local significance.
    c. A positive review in a major review journal (such as *Kirkus Reviews*, *Booklist*, or *Library Journal*) is the best way to bring a title to our attention. We do not consider paid reviews or Amazon reviews. Availability to purchase the book from a library vendor (such as Baker & Taylor or Ingram) will significantly increase the likelihood that we will add it to the collection.
    d. Due to time constraints and the volume of inquiries we receive, we are unable to meet with individual authors, or to notify authors of our decision.
    e. If you wish to bring a book to our attention, you can send information via email to askus@apl.org. Please include:
        i. Information about the book – title, author, ISBN, publisher, publish date, distributor.
        ii. Links to any professional reviews or news coverage.
        iii. A brief description of the book and its intended audience.

f. Area residents may donate one copy of your book to the library. All donations become the property of the library. We will review the book and, if it meets our selection criteria, we will add it to the collection.
g. Donations not added cannot be returned to the donor but will be sent to Friends of the Appleton Public Library to sell at their book sales, in accordance with library policies.

10. The library collection is kept attractive and current by a continual program of repairing, discarding, or replacing worn, under-utilized, and obsolete materials. Withdrawn materials may be donated to Friends of Appleton Public Library or disposed of by other means as determined by the library in accordance with other library and city policies.

11. Plans for the development of specific collections may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of the specific collection. All such plans shall comply with this policy. Resources may be organized in collections according to age appropriateness, literacy level, format or language.

12. Selection of and access to electronic resources are integral to fulfilling APL's mission. The library links to web-based resources available via the library's website. These resources are evaluated using this policy.

13. APL belongs to several consortium organizations that provide content for use by our patrons and provides content in return. The library is the resource library for the Outagamie Waupaca Library System. Additionally, our interlibrary loan (ILL) service expands access to resources outside of the library's collection.

14. Despite the care taken in selection, it is natural for differences of opinion regarding suitable material or material location to arise. Thus, individuals may discuss their personal objections to the inclusion or exclusion of a specific item with staff.

    If the discussion does not satisfy the individual, and the individual resides in the library's legal service area as described by Wis. Stat. § 43.52, they may choose to complete a Request for Reconsideration, available at any service desk or online. The form will be forwarded to the appropriate staff in charge of similar resources, who will consider the request in a timely manner in consultation with the director. The material questioned will be reviewed, in its entirety, and once a decision has been made regarding the retention or removal of the material the director will issue a letter to the person explaining the decision. The item will remain as part of the collection until the review is final.

    If the person is dissatisfied with the decision of the library director, they may appeal to the APL Board of Trustees ("library board") within fourteen (14) regular business days after the mailing date of the decision. The library board will reconsider the decision based at its next regularly scheduled meeting, allowing for fourteen (14) calendar days review time by the library board. Should the library board receive multiple appeals, they may extend the timeline to assure a thorough review of the appeals in question. The board will create a schedule and the individual(s) appealing the decision shall be notified of the date, time, and location of the meeting when the library board will hear the matter and may appear at the meeting to be heard as part of public participation. Should the person requesting the appeal be unable to appear in person, they may ask the library board to consider the merits of the

request based on a written statement.

The library board shall base its decision on whether the material conforms to this policy. The request will be heard and voted on in accordance with the Board of Trustees' Bylaws Policy. The decision of the library board shall be final.

Approved: 4/2000. Amended: 10/2008, 10/2015, 12/2018, 4/2023.