

# Cedarburg Public Library Policy Manual

## Collection Development and Management

### I. Policy Objectives

- Support the mission of the Cedarburg Public Library to provide the community with open access to information and ideas through a wide range of print, audio/visual and electronic resources in an accessible, efficient and cost effective manner
- Guide the library staff in the selection and management of materials for the library
- Inform the general public about the guidelines for selection and withdrawal of library materials
- Assert the Cedarburg Public Library's unconditional adherence to the principles of intellectual freedom as expressed in the American Library Association's [Library Bill of Rights](#) and the [Freedom to Read](#) and [Freedom to View](#) statements, which are an integral part of this policy

### II. Responsibility for Selection

Ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of policies determined by the Cedarburg Public Library Board of Trustees. This responsibility may be delegated to other qualified members of the library staff. Recommendations from the public are encouraged and seriously considered in the selection process.

### III. General Principles and Criteria for Materials Selection

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- The individual merit of each item and its relation to its subject area
- Relation to existing collections, including the holdings within the resource sharing system
- Public demand, interest or need
- Contemporary significance, popular interest or permanent value
- Prominence, authority and/or competence of the author, creator or publisher
- Presentation of challenging, original or alternative point of view
- Suitability, quality and accessibility of format
- Local relevance
- Replacement of outdated, worn or damaged items
- Budget and space considerations

In selecting materials, staff apply knowledge and insight gained from their professional education, training and experience. Reviews, bibliographies and award lists are the primary, but not the only, sources of information for selection new materials. The lack of a review or an unfavorable review will not be the sole reason for rejecting a title that is in demand. Materials are judged on their overall worth rather than on excerpts taken out of context. The selection of resources on controversial issues will focus on maintaining a diverse collection that represents various views.

### IV. Interlibrary Loan

Because of limited budget and space, the library cannot own all requested materials. Therefore, interlibrary loan is used to obtain materials beyond the scope of this library's collection. In return for utilizing interlibrary loans to satisfy the needs of its patrons, the Cedarburg Public Library agrees to lend its materials to other libraries through the same interlibrary loan network.

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### **V. Gifts and Donations**

The library accepts gifts of books and other items with the understanding that they will be judged by the same selection criteria as other materials and accepted or rejected accordingly. The library retains unconditional ownership of all donations; the Director makes the final decision on use or disposition. Items not added to the collection are given to the Friends of the Library, which supports the library.

When the library receives a cash donation for the purchase of materials, whether as a memorial or for any other purpose, the donor's wishes will guide the general nature or subject area of the materials purchased. Library staff will choose items that meet the library's selection criteria, taking into consideration patron requests for specific titles.

### **VI. Collection Maintenance, Replacement and Weeding**

Professional library staff regularly review the library's collection to ensure that it continues to meet patron needs. Items that are worn, obsolete, inaccurate, unused, unnecessarily duplicated or superseded by newer editions are removed. This process is the responsibility of the Director and is authorized by the Board of Trustees. Materials which have been lost or discarded because of wear are not automatically replaced. Materials withdrawn from the collection may be given to the Friends of the Library for their book sales or disposed of by other means. Gifts and memorial items are subject to this maintenance policy.

### **VII. Controversial Materials and Censorship**

The Cedarburg Public Library does not promote particular beliefs or views. It does strive to provide information from various points of view so that an individual can examine issues freely and make his or her own decisions. Some materials are controversial; any given item may offend someone. Selection for the library will not be made on the basis of anticipated approval or disapproval, but solely on the principles described in Section III of this policy. While anyone is free to reject materials on behalf of herself and her children, no one may exercise censorship to restrict others' access to materials.

The Cedarburg Public Library unconditionally adheres to the principles of intellectual freedom as expressed in the American Library Association's [Library Bill of Rights](#) and the [Freedom to Read](#) and [Freedom to View](#) statements, which are an integral part of this policy. Copies of these documents are available on request.

Parents or legal guardians are responsible for choosing material for their own children. Selection of library materials will not be inhibited by the possibility that they may come into a child's possession.

Library materials will not be marked or identified to indicate controversial content. No library material will be sequestered except to protect it from damage or theft.

Citizens who wish to comment on a specific item in the collection are referred to the [Materials Reconsideration Policy](#) and may complete a [Request for Reconsideration of Library Materials](#) form. Requests to remove materials will be considered within the context of the principles set forth in this policy document.

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The policies of the Cedarburg Public Library are reviewed and revised as needed at least every five years by the Library Board of Trustees. This policy replaces previous statements regarding materials selection and reconsideration.

February 16, 2000      Materials Selection Policy adopted by the Joint Library Board  
Current revision adopted by the Cedarburg Public Library Board of Trustees

**Revised and Approved**  
**July 25, 2018      Cedarburg Public Library Board of Trustees**