Racine Public Library
Collection Development Policy

I. Purpose

Due to the volume of publishing, as well as the limitations of budget and space, the Library must have a selection policy which defines the makeup of the collection and explains the basis for making collection management decisions. This policy informs the public about the principles upon which selection decisions are made. It also provides direction in collection development and material selection for the Library's selectors. This policy does not replace the judgment of Library professionals. The stated goals and objectives contained herein will assist them in their selection of available materials.

II. Definition

"Selection" refers to the decisions that must be made either to add materials to the collection or to retain materials already in the collection. "Withdrawal" refers to permanently removing an item from the collection.

III. Goal

The goal of the policy is to provide guidelines for developing a diverse, well-balanced and broad collection of materials for all age groups for the education and recreation of the residents of Racine Public Library's service area, which is defined as the municipalities in Racine County which lie east of I-94.

IV. Responsibility

The Racine Public Library Board considers and adopts a Collection Development Policy, which they authorize the Executive Director to administer. The Executive Director designates staff who are qualified by reason of education, training, and experience to develop selection and acquisition procedures and to make selection and withdrawal decisions. Because the Executive Director must be able to answer to the Library Board and the general public for selections made by staff, they have the authority to reject or select any items contrary to the recommendations of the staff. The Executive Director allocates the materials budget annually.

No employee will be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy and accepted procedures.

V. General Principles

Basic to this policy are the guidelines established by the American Library Association in its most current Library Bill of Rights and Interpretations of the Library Bill of Rights, Freedom to Read Statement (adopted by the Racine Public Library Board as the cornerstone of the Library's commitment to intellectual freedom), and Freedom to View Statement (appended.)

The Racine Public Library considers all types and formats of media to be in the realm of human expression and part of the human record. Because the Library functions in a rapidly changing society, it is flexible about changes in materials, both in format and style of expression. Materials in alternative formats are judged in terms of the Criteria for Materials Selection.

VI. Criteria for Materials Selection

A. General Criteria: The selection of library materials involves the following factors and considerations:

- The experience and knowledge of staff selectors
- The community's needs and interests
- Holdings and availability of other area library resources
- The Library's existing collection
- The Library's materials budget

B. Criteria for judging materials:

- Materials are judged on the basis of the work as a whole
- The material has received attention of critics, reviewers and/or the public
- Lack of reviews or an unfavorable review is not sufficient reason to reject a title

C. Specific Principles: Preference will be given to materials that meet some, but not necessarily all, of the following criteria:

- Accuracy and authoritativeness of content
- Scope and authority of subject matter
- Quality of writing
- Date of publication/copyright
- Cost and availability of material
- Availability of space
- Currency of information
- Promotion of reading
- Local importance, and/or historical value
- Interests, demands and needs of individuals in the community
- Physical durability and quality of the format
- Reputation of the author or publisher
- Quality of organization, readability and style
- Uniqueness or special features
- Relevance to the existing collection's strengths and weaknesses
- Permanent value as source material
- Importance as a record of the times
- Vitality and originality

D. Gifts: The Library accepts gifts in accordance with the Racine Public Library Gifts and Donations Policy.

E. Textbooks: Providing textbooks and curriculum material is generally held to be the responsibility of the schools. Materials will not be purchased for the sole purpose of supporting a curriculum. Textbooks will be considered for the collection when they supply the best or only information on a specific topic.

F. Requests: All requests and suggestions will be considered using the selection principles described in this policy.

G. Reference Collection: Librarians may choose to catalog some items to remain in the building at all times. The decision to do that is based on heavy use, cost, or frequency of referral by staff.

H. Periodical Collection: A collection of print magazines and newspapers is maintained for browsing purposes and as a supplement to the book collection. Selection of periodicals is reviewed yearly and based on the following criteria:

- Appeal to the general interest
- Preservation of a balanced viewpoint within the collection
- Availability of content via online resources

I. Racine History Collection: The Library maintains a collection of local history materials. Selection guidelines for the Racine History Collection can be found in the Racine History Room Rules and Regulations.

VII. Specific Library Collections

A. Materials for Children

- The Youth Services Department serves children from birth through grade eight, parents, guardians, and teachers.
- In selecting materials for children, the Library's goal is to make available a collection which satisfies patrons' informational and recreational needs.
- Materials are selected which meet the general needs of the majority of children. Materials whose qualities make them valuable to children with special needs, talents, problems, or interests are also considered.
- The general criteria for materials selection for children are the same as those stated in section VI of this policy, with the addition of vocabulary suitable to the age of the intended audience and quality of the illustrations.

B. Materials for Young Adults

The Young Adult Collection includes materials intended for high school readers, 9th through 12th grades. It is a transitional collection for readers moving from the children's collection to the adult collection. As such, these materials are chosen to

reflect the higher level of social, emotional, and intellectual maturity required of the readers.

C. The Bookmobile
The Bookmobile contains a small collection of popular materials for all ages in a variety of formats.

D. Materials and equipment for people with visual impairments, such as large-print books, magnifiers, and audio books are acquired according to patron demand. The Library also encourages patrons with special needs to use the resources of the Wisconsin Talking Books and Braille Library.

E. Local Authors Collection
The Library recognizes local literary and creative efforts by maintaining a Local Authors Collection of books donated by authors currently residing in Racine County. Donations must be physical copies, sturdily bound, accompanied by a Local Author Submission Form (appended), and meet the standards outlined elsewhere in this policy. The Library accepts single copies of each work, and up to three unique works per author per year. Books donated to this collection become library property and are subject to regular collection maintenance. The Library reserves the right to refuse any title or remove any title without notice, at any time, for any reason.

VIII. Library Consortium and Interlibrary Loan

The Racine Public Library is a member of the SHARE consortium, which consists of all libraries in the Prairie Lakes Library System and Kenosha County Library System. Libraries in this consortium share a common integrated library catalog. Patrons may place holds on items owned by other libraries in the consortium and those items will be delivered to the Library as they become available.
Interlibrary Loan is used to obtain from other libraries those materials that are beyond the scope of the Library's collection and the collections of the other libraries in the SHARE consortium. In return for this service, the Racine Public Library agrees to lend its materials to other libraries through the same Interlibrary Loan network.

IX. Weeding and Withdrawal of Library Materials

A. Weeding is defined as the continuous evaluation of library materials and is necessary to maintain a vital, useful, and up-to-date collection.

B. Selection of materials for weeding is based on the following criteria:

- Materials worn out through use
- Ephemeral materials which are no longer timely
- Materials no longer considered accurate or factual
- Materials which have had little recent use

- Excess copies of a title no longer in demand

C. Material that is withdrawn may be replaced based on the selection criteria.

D. Disposal of materials weeded from the collection is accomplished according to the following priorities:
- Withdrawn materials may be made available to other tax-supported libraries or institutions, as deemed appropriate by the director.
- Materials not made available to other tax-supported institutions and deemed to have potential resale value are kept for the Friends of the Library book sale, where they are offered on a first-come, first-served basis.
- Materials unsuitable for other institutions or resale are discarded.
- The Library will not accept requests to hold weeded materials for individuals.

X. Reconsideration of Library Materials

I. The Library recognizes that our collection may contain materials that some patrons may find objectionable and may omit materials that some patrons feel are important. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in this policy.

B. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect them from damage or theft.

C. Responsibility of the reading habits of children rests with the child's parent(s) or legal guardian(s). Selection of materials for the collection is not inhibited by the possibility that items may inadvertently come into the possession of children.

D. Anyone requesting an item be withdrawn from the collection must be a current Racine Public Library cardholder. Patrons meeting that criteria are encouraged to discuss their concerns with a Department Supervisor, the Deputy Director, or the Executive Director. If the patron is not satisfied with the response, the Department Supervisor, Deputy Director, or Executive Director will provide the patron with a "Request for Reconsideration of Specific Library Materials" form (appended) to complete and return to the library. Upon receipt of this written request, the Executive Director will appoint an ad hoc committee from the professional staff including, but not limited to, the selector for the subject area of the item in question. The committee will make a written recommendation to the Executive Director, who will then decide the disposition of the item. The Executive Director will, at the earliest possible date, communicate their decision, and the reasons for it, in writing to the person who initiated the request. The

Executive Director will inform the Board of all requests for reconsideration and their disposition.

XI. Cataloging of Library Materials

All items must be cataloged in accordance with generally accepted professional cataloging principles approved by the American Library Association. For print materials, the Dewey Decimal System and Library of Congress Subject Headings, most current editions, are used.

Approved by: RPL Board of Trustees
Approved Date: July 15th, 2021: reviewed in July of 2022 with no changes recommended
(amended November 20, 2014; September 15, 2016; March 21, 2019; July 15th, 2021; October 16th, 2025)
Review Schedule: Annual
Next Review Date: October 2026

RACINE PUBLIC LIBRARY

Request for Reconsideration of Specific Library Materials

Title_____Author_____

Format (book, magazine, DVD, other) _____

How much of the work in question did you read, listen to, or otherwise use?

_____

Please state your comment, suggestion, or criticism of the material as specifically as possible, including page numbers, timestamps, etc.

_____

_____

_____

_____

How was this material brought to your attention?

_____

Are you objecting to this material on behalf of yourself, your family, an organization, or the community as a whole?

_____

Have you read the Racine Public Library Collection Development Policy? _____

If yes, in what way does the work in question violate this policy?

_____

We strive to represent a variety of viewpoints in our collections. If applicable, please suggest other materials that better express your point of view, or your tastes. All suggestions will be considered for purchase, subject to our usual selection criteria.

_____

_____

Your name (please print) _____

Signature_____ Date _____

Address_____

Email_____ Phone _____

Library Card Number (required): _____

This form may only be used to request reconsideration of a single item in the library's collection. A new form must be completed for any additional reconsideration requests, up to three per calendar year per requester.

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Racine Public Library

Local Author Submission Form

If you wish to donate a single copy of an original work in the spirit of providing public access to your work, the completion of this form is the first step in the consideration process. To ensure your work is considered as a new materials donation, please mail or drop off your material at the address listed below. Please include a copy of this completed form with your donation, along with any professional reviews (this does not include reader reviews on websites like Goodreads or Amazon) and information on any local media coverage of your work. Donations not accompanied by a Local Author Submission Form will not be considered.

Racine Public Library
Attn: Local Author Collection
75 7th Street
Racine, WI 53403

Circulation Information:

Title:_____

Author Pen Name:_____

Group Name (If Applicable):_____

ISBN:_____ Cost:_____

Date of Publication:_____ Publisher:_____

Intended Audience (Adult, Teen, Children): _____

Intended Genre: _____

Information for Internal RPL Records:

Legal Name:_____

Current Address:_____

Email Address:_____

Phone Number:_____

Please review Collection Development Policy VII E:

The Library recognizes local literary and creative efforts by maintaining a Local Authors Collection of books donated by authors currently residing in Racine County. Donations must be physical copies, sturdily bound, accompanied by a Local Author Submission Form and meet the standards outlined elsewhere in the Collection Development policy. The Library accepts single copies of each work, and up to three unique works per author per year. Books donated to this collection become library property and are subject to regular collection maintenance. The Library reserves the right to refuse any title or remove any title without notice, at any time, for any reason.

My signature below indicates that I have read and understand the Library's Collection Development Policy VII E. I wish to donate a copy of my work to the Racine Public Library with the full understanding that my donation will not be returned to me, regardless of the selection decision made by the Collection Development staff at the Racine Public Library.

Signature:_____ Date:_____