

Land O' Lakes Public Library	
Title:	Collection Development
Review Cycle:	Every 3 years
Revision Approval Date:	Feb. 14, 2024

Objectives

- The Land O' Lakes Public Library provides its patrons with carefully selected materials to aid in the pursuit of education, information, research, and pleasure.
- The library recognizes its responsibility to have available a representative selection of materials on subjects of interest to its users. The library takes no sides on public issues; does not attempt to promote any beliefs or points of view; nor does it endorse the opinions expressed in the materials held. The library provides a variety of materials, within the limitations of space, budget, and availability, to enable people to make their own decisions.
- The Land O' Lakes Public Library endorses the [American Library Association's Library Bill of Rights](#) and [American Library Association's Freedom to Read Statement](#) which affirm that free and convenient access to ideas, information, and the creative experience, is of vital importance to every citizen today.

Selection

- The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Land O' Lakes Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, the director has final authority over selection.
- The director will consider the following criteria during selection process:
 1. Contribution item will make to existing library collection
 2. Relevance to community needs
 3. Individual merit of each item
 4. Budget
 5. Popular demand/appeal

Collection Maintenance

- An up-to-date, attractive, and useful collection will be maintained through a continual discarding and replacing process. Replacement of volumes is dependent upon current demand, usefulness, recent acquisitions, and availability of newer editions.
- Weeding the collection is the responsibility of the library director and is authorized by the Board of Trustees. Weeding should be done on a continual, rotating basis to ensure all areas of the collection are weeded at least every five years. Withdrawn materials will be handled by the director and placed in the used book sale or discarded according to the director's judgement.

Land O' Lakes Public Library: Request for Reconsideration of Material Form

The Land O' Lakes Public Library Board of Trustees has established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Land O' Lakes Public Library
4242 County Hwy. B
Land O' Lakes, WI 54540

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Do you represent self? _____ Or an organization? _____

Name of Organization: _____

1. Resource on which you are commenting:

____ Book (e-book) ____ Movie ____ Magazine ____ Audio Recording
____ Digital Resource ____ Game ____ Newspaper ____ Other

Title _____

Author _____

2. What brought this resource to your attention? _____

3. Have you examined the entire resource? If not, what selections did you review? _____

4. What concerns you about the resource? _____

5. Are there resource(s) you suggest, to provide additional information and/or other viewpoints on this topic? _____

6. What action are you requesting the committee consider? _____
