

## **COLLECTION DEVELOPMENT POLICY**

Approved by the Red Wing Public Library Board of Trustees on March 9, 2022. Red Wing Public Library (RWPL) is committed to providing exceptional library service, ensuring access to information, and upholding the intellectual freedom of community members. The goal of RWPL's materials collection is for community members to find themselves reflected in it and to have access to a variety of points of view, experiences, and opinions. This policy is guided by the American Library Association's Library Bill of Rights, Freedom to Read, Freedom to View, and Guidelines on Intellectual Freedom. Responsibility for the collection rests with the Library Director, under the authority of the Red Wing Public Library Board of Trustees. Materials are selected or retained based on the merit of the work and its ability to meet the needs and interests of the community. The addition of an item does not represent approval of its contents. Since RWPL holds a large collection for a broad audience, some materials might be considered controversial and/or offensive. Each library patron must determine for themselves which materials are consistent with their personal or family values; these values apply only to the use of library materials for themselves. Parents and legal guardians have the responsibility for their children's use of library materials.

### **SCOPE OF COLLECTION**

Red Wing Public Library collects, organizes, and makes available materials of interest and value for the community. Collections are broad, current, and popular, but not complete. However, general collections of unique historical value to Red Wing and Goodhue County are collected when possible. Collections provide general coverage of subjects and reflect the characteristics of the community. The community has a role in shaping library collections by participating in the collection development process through purchase suggestions and feedback.

### **COLLECTION DEVELOPMENT AND MANAGEMENT CRITERIA**

Materials are evaluated according to one or more of the following criteria: availability for purchase; affordability; current and anticipated needs and interests of the community; evaluations in review media; appropriate format for library use; suitability of subject and style for intended audience; accuracy and timeliness of content; author's, artist's, or publisher's qualifications and/or reputation; of general interest; contribution of a work to the diversity of the collection and its relation to other materials on the subject; different points of view; unabridged editions; and receipt of, or nomination for, major awards or prizes, or inclusion of the title in standard bibliographies or indexes. RWPL does not attempt to collect all of the works by an author. Additional criteria apply to special collection areas as detailed below:

- Genealogical and historical materials: Print, audio, visual, and electronic databases covering Red Wing and Goodhue County are collected. RWPL does not duplicate the materials or services provided by Goodhue County Historical Society.
- Government documents: RWPL is not a Federal Depository Library.

- Textbooks: RWPL does not collect textbooks.

Red Wing Public Library continuously reviews its collection. Materials are withdrawn if they are not useful, current, or relevant. Other factors taken into consideration are use, community interest, and availability of other material on the subject. Withdrawn materials may be given to the Friends of the Red Wing Public Library.

### **REQUEST FOR REVIEW OF LIBRARY MATERIALS**

First, library patrons may request review of an item's place in RWPL's collection by submitting a Request for Review forms. Forms are available at the service desk. Second, the decision of the selector may be appealed by submitting a written request to the Library Director. Third, library patrons may appeal the Library Director's decision by submitting a written request to the Red Wing Public Library Board of Trustees. A discussion regarding the appeal will be scheduled during a Board meeting. Decisions are based on careful review of the Request for Review form, the material, RWPL policies, and guiding documents. The final decision on appeals rests with the Red Wing Public Library Board of Trustees.

### **GUIDING DOCUMENTS**

- American Library Association's Library Bill of Rights  
<http://www.ala.org/advocacy/intfreedom/librarybill>
- American Library Association's Freedom to Read  
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- American Library Association's Freedom to View Statement  
<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>
- American Library Association's Guidelines on Intellectual Freedom  
<https://www.ala.org/advocacy/intfreedom/censorship/faq>