La Porte County Public Library
Collection Development Policy

This policy sets criteria for La Porte County Public Library's collections, including the use, selection, and management of materials both physical and digital.

Philosophy

La Porte County Public Library (LPCPL) takes a community-driven approach to the collection development process. Community-driven collections create a collaborative process between community members and the library. To achieve community-driven collections, library staff not only use data to drive decision-making, but also factor in customer interactions, staff observations, and input from community partners in regard to collections.

For a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other Library staff, and evaluation of review copies from publishers, while also ensuring adequate availability of literary staples. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions. LPCPL strives to provide materials representing diverse viewpoints, in order to be the best source for accurate information within our community. We recognize some materials may be considered controversial and may offend some users. The existence of a particular viewpoint in the collection is not an endorsement of that particular point of view, but an expression of the Library's adherence to the principles of intellectual freedom.

The Board of Trustees of the Library adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections. The Library uses the American Library Association's [Library Bill of](#) [Rights](#) and [Freedom to Read Statement](#) as support for balance in collection development.

The Board of Trustees delegates collection development and management to the Director, who oversees the process conducted by the Administrative Team, librarians, and other appropriate staff.

Staff who perform collection development duties are required to attend professional development trainings to maintain appropriate certification/licensing and remain current on industry trends.

Selection Guidelines

The Collection Management Librarian, along with other librarians, select materials in accordance with the Collection Development Policy and these selection guidelines:

- Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes, and biographies.
- Consider the identified, expressed, or anticipated needs and interests of individuals in the general community.
- Include different viewpoints, values, philosophies, cultures, and religions whenever possible. Selections will not be made on the basis of any assumed approval or disapproval.
- Focus on in-demand, current interest titles (purchasing multiple copies as needed) while also cultivating materials in a broad range of subjects.

- Utilize standard selection sources recognized by Library professionals to identify materials to be purchased.
- Utilize specialized knowledge of Library staff.
- Consider the reputation and/or significance of author, publisher and/or producer.
- Select a variety of reading and comprehension levels based on community needs.
- Provide a wide variety of formats to meet differing customer needs.
- Consider customer requests within the overarching principles of selection.

Standard selection sources used to identify items for purchase include reviews from professional journals, catalogs, and online resources. The following sources are used to review materials:
- Industry journals and magazines such as *Library Journal, School Library Journal, Booklist, Publisher's Weekly, Kirkus, Horn Book*, etc.
- Popular magazines such as *BookPage*, *People*, *Entertainment Weekly*, etc.
- Vendor provided reviews
- Popular websites such as Amazon, Good Reads, CommonSenseMedia, etc.
- Webinars and trainings
- Emails/newsletters/online communications from publishers

AI-generated materials must meet the above selection criteria to be considered for inclusion in library collections. This includes, but is not limited to, human-guided AI, AI edited, or AI-narrated works. Local creators are not given special consideration for AI-generated works.

Access to Collections
The Library Bill of Rights and Access to Library Resources and Services for Minors of the American Library Association states that the rights of an individual to the use of a library should not be denied or abridged because of age, race, religious beliefs, sexual orientation, national origin, socioeconomic or education level, or social or political views.

In selecting library materials for children, the Library's policy is to provide a diverse, equitable, and inclusive collection that meets the informational, recreational, and cultural needs of children from birth through 8th grade.

The responsibility for reading, listening to, viewing and using library materials and equipment by minors rests with parents or legal guardians.

- Materials intended for youth, ages 0-10, are cataloged for the youth collection.
- Materials intended for youth, ages 11-15, are cataloged for the teen collection.
- Materials intended for ages 16 and older, are cataloged for the adult collection.

Scope of the Collection
LPCPL's collections focus on materials that will meet the needs and interests of a wide audience of customers – including materials of contemporary significance and permanent value. We want to be the community's first source of practical information and fuel lifelong passion for reading and learning. The Library encourages customer suggestions of items to be included in the collection. Customer recommendations are evaluated by the same selection standards used for all library materials.

LPCPL materials are distributed across several locations including the Main Library, branch locations, mobile library, and online. Items can be requested for use at another LPCPL location. Main Library collections are meant to offer a broad choice of materials to meet the diverse needs of all users.

Collections at branch locations are intended to be browsing collections with current and popular materials that meet the interests of the communities that branch serves.

Interlibrary loan (ILL) provides access to specialized materials available only in other libraries.

The Library supports student learning at all academic levels with supplementary materials for reading or reference use by individuals. Materials for curriculum support are provided according to selection criteria and are intended to be supplemental materials for classroom instruction. The Library does not purchase locally adopted textbooks. Multiple copies of a single title for classroom use are not guaranteed.

Digital Resources
Selection of and access to electronic resources are integral to fulfilling the mission and objectives of the LPCPL. The Library provides a number of web-based resources available via the Library's website, selected using the criteria outlined in the Collection Development policy. These are considered a part of the Library's collection. However, not all materials and information found via the internet are part of the collection.

The Library's Local Digital Archive complements the physical collection and focuses on the direct connection to La Porte County. National or state history events within the collection focus on the events' impact on LaPorte County and its residents. Digital Archive collections are managed using the selection standards and processes outlined in this policy.

LPCPL Digital Local History Collections support research into greater La Porte County: Including local industry, historical people, events, locations, architecture, and local genealogy. These collections contain a variety of materials such as photographs, locally written and researched documents, newspaper articles, and oral histories. The copyright status of each item in this collection varies and though the Library makes every effort to determine and provide this information, any use of copyrighted works is at user discretion. Copyright guidance provided by the Library should not be considered legal advice.

Consortium Memberships
LPCPL belongs to a variety of consortium organizations that provide materials and databases for use by our Library users. LPCPL, along with the other public library systems across the state, receives access to a wide variety of databases purchased with state funds through the Indiana State Library.

Library of Things
The Library collects non-traditional circulating materials that are within the scope of LPCPL's collections. These tools, technology, equipment, or kits may be used in support of community partnerships or initiatives. Library of Things collections are managed using the selection standards and processes outlined in this policy.

Materials Budget
The materials budget is set annually to meet or exceed Indiana State Library Standards. The materials budget is recommended by the Director and approved by the Library Board of Trustees through the budget process.

Managing the Collection
Standard selection resources are used to identify items for purchase including reviews from professional journals, catalogs, and relevant websites. The Library acquires materials in a variety of formats, to provide for the evolving needs and expectations of the community. The Library uses data and industry trends to decide when to add new formats to the collection and when to discontinue formats from the

collection. LPCPL maintains high quality, accurate, and current collections through regular selection, inventory, and weeding. Materials that are outdated, no longer in demand, or physically worn out are discarded from the collection. Inventory and weeding are ongoing processes at all locations. Discarded materials are given to the Friends of the Library in accordance with IC 36-12-3-5.

Materials of local historical significance may be transferred to the Indiana Room Collection at the discretion of the Director. While these items may have previously been popular within the children's or adult collections, they are no longer considered to be of current popular interest to those audiences; however, they retain their local historical importance and should be kept for research and educational use.

Donations
Donations of works that are self-published or by local authors are accepted and considered for inclusion in the collection with the understanding that they may not be added to the collection and are subject to the same collection management guidelines as all materials. Items that are not added to the collection are given to the Friends of the Library.

Internal Review of Materials
Periodically, materials must be reviewed based on content. This may be part of an audit, regular weeding project, or on an as needed basis. The following criteria will help us define poor content when reviewing materials internally:
- Outdated and obsolete information.
- Inaccurate or false information.
- Topics that are no longer of interest or are a part of outdated popular culture.
- Mediocre writing style.
- Superseded editions.
- Material that contains biased, racist, or sexist terminology or views.

After reviewing materials one of the following decisions will be made with approval from the Director:
- Retain in the collection
- Move to a new collection
- Remove from the collection

Requests of Reconsideration
The Library accepts public requests for reconsideration for the review, relocation, or exclusion of any library material. Requests and items are reviewed and evaluated according to the selection standards used for all library materials.

Some of the Library's digital content is provided using third party vendors. In instances where individual title selection is not available, selection of the service will be based upon the reputation and overall content offerings of the vendor. In these circumstances, the Library is unable to reconsider digital materials that Library patrons object to, but may inform the third-party vendor of user concerns.

Revised and Adopted on May 19, 2022 by the La Porte County Public Library Board of Trustees
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LA PORTE COUNTY PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF MATERIALS OR SERVICES

NAME _____ DATE _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ EMAIL _____

DO YOU REPRESENT: ☐ YOURSELF   ☐ AN ORGANIZATION (Name) _____

☐ BOOK ☐ CD   ☐ DVD ☐ PPERIODICAL ☐ E-MATERIAL   ☐ DISPLAYY ☐ PROGRAM   ☐ OTHER _____

TITLE _____ PUBLISHER _____

AUTHOR _____ CALL NUMBER/ SPINE LABEL _____ COPYRIGHT _____

1. What brought this work to your attention? _____

2. Please indicate how much of the work you have read, viewed, or listened to:

   ☐ Entire work   ☐ Portion(s) of the work.   What parts? _____
   _____

3. To what in the work do you object? Please be specific. Cite pages, sections, etc.
   _____
   _____

4. What do you feel might be the result of reading, viewing, or listening to this work?
   _____
   _____

5. For what age group would you recommend this work? _____

6. What do you believe is the theme of this work? _____
   _____

7. What professional reviews of this work have you read? _____
   _____

8. Please explain how this work does not comply with LPCPL's Collection Development Policy

   (printed on the reverse side): _____
   _____

9. What would you like this library to do about this work?

   ☐ Return it to the staff selector/selection committee/department for re-evaluation.

   ☐ Other. Explain: _____

10. In its place, what work would you recommend that would convey a valuable picture and perspective

    of the subject treated? _____

SIGNATURE _____

Feel free to attach additional pages if necessary.   DATE _____