

## Collection Development Policy

WaKeeney Public Library supports its community with access to an organized collection of books and other media formats for patrons' cultural enrichment, general interest, and information needs. Under the authority of the library board, the library director is ultimately responsible for the curation of materials based on these criteria:

- Mission and goals of the library
- Current appeal and popular demand
- Local interest or recommendations from the public or library staff
- Enduring value; significance of the subject matter
- Reputation of the author, artists, publisher, or producer
- Professional and popular media reviews; awards, or nominations
- Space and budget limitations; availability in other formats or Interlibrary Loan
- Physical durability
- Relation to existing collection

Replacements copies of lost or worn items may be purchased if there are no new or more appropriate materials on the subject, the item is considered a classic or timely, or the library does not already own a copy of a similarly appropriate item on the subject.

The following material formats shall be included in the library's collection:

- Books—hardback primarily, paperbacks when hardbacks are unavailable (standard text or large text editions and graphic novels)
- Periodicals—newspapers and magazines
- Audio-Visual Formats: Movies/Documentaries/TV Miniseries DVDs and Audiobooks CDs

The director will make purchases of these categories as percentages of the library's budget for circulating materials: 62% Fiction; 10% Non-fiction; 15% DVDs; 7% Audiobooks; 6% Periodicals.

The primary vendors will include: Ingram Library Services, Center Point Large Print, Thorndike Press/Cengage/Gale (Large Print), Amazon, Midwest Tape, and Magazine-Line.

### Gift Donations

WaKeeney Public Library accepts the donation of physical materials to be used at the discretion of the library director using the criteria outlined above. Donors may request a receipt acknowledging the donation, but staff may not assign a dollar value. Donors will be advised that there is no guarantee any items will be incorporated into the library collection. Donations may instead be offered to the public on the "Free Books" shelf in our outer lobby.

### Weeding

The library director will annually weed certain items from the collection that exhibit:

- Inaccurate or dated information
- Deteriorating physical condition
- Non-circulation over many years (exceptions: classic literature, cultural relevance, famous author, etc.)

### Complaints

In the event of a patron complaint about an item in the collection, library staff will follow the steps outlined in the Censorship Policy.

The Library Board will review the Collection Development Policy at least once every three years.