ALICE BAKER MEMORIAL PUBLIC LIBRARY
POLICY: Collection Development
Approved by Library Board: 7/13/2026

INTRODUCTION

The Board of the Alice Baker Memorial Public Library, hereafter "the Library", has adopted the following collection development policy to guide librarians and to inform the public of the principles upon which collection development and management decisions are based. Collection development is the ongoing process of assessing the materials available for purchase or licensing and making decisions regarding their inclusion and retention.

The Library Board is responsible to the taxpayers, parents, children, and other residents of the Town and Village of Eagle to ensure the Library is a place that welcomes all of Eagle's residents and where intellectual growth and discussion is encouraged. To facilitate a suitably welcoming and stimulating atmosphere, the following standards are intended to help the Library select materials. The public Library may not be used to promote a specific ideological worldview but rather to provide a wide range of subjects and viewpoints.

The mission of the Library and the Standards below guide the selection of materials.

MISSION:

It is the mission of the Alice Baker Memorial Public Library to provide open and equal access to information, resources, and services in order to meet the informational, educational, cultural, and recreational needs of the community. Resources are delivered in a user-friendly and service-oriented manner. The library fosters the spirit of exploration, the joy of reading, and the pursuit of knowledge for all ages.

STANDARDS:

The Library Board establishes this policy and the accompanying Standards to guide the development and stewardship of the Library's Collection. As a publicly funded institution, the Library serves as a repository of high-quality, decent, and enriching materials that inform, educate, and support the intellectual life of the people of Eagle, Wisconsin. This includes historical, philosophical, educational, recreational, informational, and cultural materials. The Library does not adopt, endorse, or promote any single ideological worldview over another; instead, it maintains a collection that reflects a broad range of subjects and perspectives presented in a respectful and responsible manner. Materials that contain sexually explicit images or that tend to promote or incite the reader to have a reaction of physical violence are not to be included in the collection.

Certain materials--such as non-erotic art, historical war photography, and educational works--may be included in the collection even if they contain content that might otherwise be considered sexually explicit or graphic; however, access to these materials by children is restricted without parental or legal guardian consent as defined in the "Children's Materials" subsection, below.

OBJECTIVES

The Library acquires and makes available materials and information which inform, educate, entertain, and enrich persons of the community of Eagle, WI. Since it is not possible for any library to acquire all materials, it is necessary for every library to employ a policy of selectivity. The Library provides, within its financial and spatial limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as timely materials

on current issues.

The Library Board acknowledges that no individual can make selection decisions entirely free of personal bias. This Collection Development Policy is designed to provide clear, consistent guidelines that help library staff evaluate and acquire materials with the goal of impartial, balanced, and community-oriented selection.

- "Materials" includes print, audiovisual, audio, digital, and electronic formats. Electronic libraries (or e-libraries) generally refer to collections requiring electricity to access, including older formats like microfilm, CD-ROMs, and tapes. Digital libraries specifically feature resources in digitized, computer-readable formats (like PDF, HTML, or EPUB) often accessible over networks. Libraries offer a vast, diverse range of materials including books, e-books, DVDs, Blu-rays, magazines, newspapers, and audiobooks. They also house databases, reference materials, local history items, music CDs, video games, maps, microforms, and sometimes special collections.
- "The collection" is defined as materials that are selected; those selected materials may be physically owned by the Library or may be accessed electronically.
- "Selection" refers to the decision that is made to add to, retain, or delete a given item from the collection or to provide access to it through electronic sources. Not all materials and information found via the Internet are part of the collection.

The collection includes various material formats. New formats are considered for the collection when, by industry report or national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collection.

Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item, and objectives for development of the collection. The Library will be aware of the resources available in surrounding libraries and will develop its collection with this in mind. In general, scholarly, highly specialized, or archival materials are beyond the scope of the Library's collections.

All library materials are available for use by all adult customers. However, minors will follow restrictions listed later in the policy. Access to materials is ensured by the way they are organized, managed and displayed, and by the way staff interact with customers. The Library participates in local and national consortia and interlibrary loan networks for the purpose of providing awareness of and access to materials not held in the Library's collection.

Selection is based on Eagle's community needs, both those expressed and those inferred from study of community demographics and evidence of areas of interest.

RESPONSIBILITY FOR SELECTION

Responsibility for the selection of library materials rests with the Library Director, who operates within the standards and policies set by the Library Board. Staff members who are qualified by reason of education, training, or experience may be delegated this task. The Library Board maintains the authority under the Request for Reconsideration Procedure below to review any material selected to ensure it is in accordance with the policy herein set forth. No staff member may be disciplined for

selecting an item that meets the Library's criteria for selection but that is later deemed to be unsuitable to the Library's collection.

The Library Director tracks the materials budget to ensure a flow of new materials throughout the year, according to budget allocation. Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials and reviews from reputable sources. Suggestions from staff members not directly involved with selection, and from library customers, are encouraged and given serious consideration as part of the selection process. Selection of materials takes into consideration turnover requirements from the Wisconsin Department of Instruction, county standards requirements for number of materials, and the need for the public library to be a repository of knowledge and information.

CRITERIA FOR SELECTION

Selection involves a general knowledge of each subject area and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies on the subject, and recognition of the needs of the community.

To build a well-balanced collection of merit and significance, materials in all forms must be measured by objective guidelines. Since the library does not promote particular beliefs or views, the collection contains various positions on important questions, including unpopular or unorthodox positions. The Library actively strives to ensure that materials representing many differing views and a broad diversity of human thought and creativity are represented in its collection. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers. In keeping with the Standards stated above, sexually explicit images or materials that tend to promote or incite the reader to have a reaction of physical violence are not allowed in the collection.

Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Selection does not constitute an endorsement by the Library of the contents of the work. Responsibility for choosing what an individual will read, view, or listen to rests with the individual. Responsibility for the use of library materials by minors rests with their parents or legal guardians.

The Library recognizes the purposes and resources of other public, special, and academic libraries in Waukesha County, particularly those libraries in the CAFE consortium of which the Library is a member, and does not needlessly duplicate materials.

The Library does not acquire textbooks and/or other curricular-related materials unless such materials also serve the general public or unless the information in such materials is not otherwise available.

The Library acknowledges a particular interest in local history, and will add to its collection works produced by authors, printers, or publishers with local connections that meet the purposes and objectives of this policy.

The Library seeks to select materials of varying complexity and format because it has a public encompassing a wide range of ages, educational backgrounds, interests, sensory preferences and reading skills.

The Library purchases and maintains audio-visual materials based on the same selection

principles and guidelines as those for other materials.

Library materials are not marked or identified to show approval or disapproval of the contents and materials are not sequestered except for the purpose of protecting them from damage or theft.

All acquisitions, whether purchased or donated, are considered in terms of the criteria below. An item need not meet all of the criteria in order to be acceptable. An item must meet three (3) of the general criteria *and* four (4) of the content criteria to be added to the collection. This provides a more objective way for staff members to make selection decisions without fear of criticism, as well as reducing the risk of bias.

General criteria:

- present and potential relevance to Eagle's community needs, not primarily the needs of the county, state, or nation
- suitability of physical form for library use
- suitability of subject and style for intended audience
- cost
- importance as a document of the times
- relation to the existing collection and to other material on the subject attention by critics and reviewers
- potential user appeal
- requests by the public
- status as an original source

Content criteria:

- authority
- comprehensiveness and depth of treatment
- skill, competence, and purpose of author
- reputation and significance of the author
- objectivity
- consideration of the work as a whole
- clarity
- technical quality
- representation of diverse points of view
- representation of important movements, genres, or trends
- vitality and originality
- sustained interest
- use of original sources
- accuracy of the work
- authenticity of history portrayed

Special considerations for electronic information sources:

- ease of use of the product
- availability of the information to multiple simultaneous users
- equipment needed to provide access to the information
- technical support and training
- availability of the physical space needed to house and store the information or equipment
- availability in full text

Selection may also be limited by the following factors:

- physical limitations of the building
- price and format
- availability of low-demand materials in other library collections

The potential for theft or mutilation shall not determine whether an item is added to the collection.

CHILDREN'S MATERIALS

The children's collection is developed to support learning, growth, and the development of a lifelong love of reading. The Library Board recognizes society's responsibility to protect young readers from materials that are harmful. Accordingly, the selection of children's materials is guided by the need to avoid content defined as "Harmful to Children" under WI §948.11 or "Obscene" under WI §948.125(b).

The Library Board recognizes that the American Library Association's position is that all persons, regardless of age, should have access to information of any type, including material generally understood to be harmful to minors. The Board understands that parents and legal guardians have the inherent responsibility to guide their children's decisions especially when accessing materials that may cause harm. Wisconsin state statute clearly defines materials that are harmful to children. Therefore, in the Library, materials that can reasonably be characterized as "Harmful to Children" under WI §948.11 or "Obscene" under WI §948.125(b) shall not be available to minors without the written consent of a parent or legal guardian.

The Library Board recognizes the statutory exemption for libraries in WI Statute §948.11(4)(b), which protects library staff and trustees from felony charges if a minor accesses harmful material in the public library. However, the Board denies the notion that this exemption requires the public library to provide children with harmful materials. While the library cannot be responsible for children accidentally coming in contact with these materials or accessing them with parental or legal guardian consent, the library will utilize practices that are intended to prevent access to these materials by children without written parental or legal guardian consent.

The general selection criteria used for the Library's collection apply equally to children's materials, with the following specific provisions:

- Children's materials may not contain content defined as "Harmful to Children" under WI §948.11 or "Obscene" under §948.125(b).
- Minors may access any materials in the Library so long as those materials have not been deemed "Harmful to Children". A signed Parental Consent form must be on file for a minor to check out an item that meets the statutory definitions of "Harmful to Children" or "Obscene".

DONATIONS AND GIFTS

Donations of materials are gratefully accepted with the understanding that the Library may add them to the collection if they meet established standards for purchased materials, with emphasis on currency, physical condition, and need. All gifts added to the collection must be available for public use. Materials donated to the Library, whether added to the collection or not, become the property of the Library, and will not be returned to the donor. There is no obligation for the Library to retain ownership of the item.

Materials not added to the collection will be given to the Friends of the Library Book Sale or disposed of by other means. The library cannot place a monetary value on gifts for tax purposes, but receipts are provided upon request.
Monetary gifts are always welcome and may be designated as memorials. When monetary gifts are intended for the purchase of materials, the Library Director or staff will make the determination of what titles to buy, using the same criteria as for all other purchases.

Gifts of non-library items such as paintings, portraits or art objects ordinarily will not be accepted. If accepted, the item becomes the property of the Library, and will not be returned to the donor. There is no obligation for the Library to retain ownership of the item.

EVALUATION AND WITHDRAWAL OF MATERIALS

An attractive, up-to-date, currently useful collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the library collection in accordance with the Library's Mission and Standards stated above. The Library shall make a list of weeded items available for review by any resident, patron, or board member upon request.

Popular, browsing-collection magazines are generally kept for six (6) months to two (2) years, unless such magazines have historic, local, specialized, or other value which indicates they should remain in the collection.

Although every effort will be made to replace needed materials which are withdrawn, the Library takes the position that it is better to have no information on a subject than to have materials which are inaccurate or in poor physical condition.

Responsibility for the weeding of library materials rests with the Library Director, who operates within the standards and policies approved by the Board. Staff members or other persons qualified by reason of education, training, or experience may be delegated selection responsibility in areas in which they have expertise. However, ultimate responsibility still rests with the Director, who answers to the Library Board.

If an employee, patron, or any other person discovers an item in the Library's collection and believes it does not comport with this policy, including materials containing sexually explicit images or that promote violence as listed by the Standards above, the item will be assessed by the Director. If deemed to align with this policy and thereby be maintained in the collection, the Request for Reconsideration Procedure may be initiated by anyone wishing to appeal the decision. The Board shall review the material in question and compare it against this policy. The Board's decision on whether to maintain or weed an item shall be final. The decision shall be documented in the minutes of the Board, and the Director shall implement the Board's decision regarding the item in accordance with the disposal procedure below.

The Board recognizes that it will take time for the above Standards to be implemented. The Library will actively work to ensure that the current collection is aligned with this policy and will have assessed all materials within three (3) years of the Board passing this policy as dated below. The Request for Reconsideration Procedure is available to persons who wish to expedite consideration for a certain item.

DISPOSAL OF UNUSUED MATERIALS

Materials withdrawn from the collection may be given to the Friends of the Library Book Sale or disposed of by other means. Reasonable efforts will be made to dispose of books in a useful way. Materials that are considered "Harmful to Children" as defined by WI §948.11, "Obscene" as defined by §948.125(b), or those that tend to promote or incite violence as stated in the Standards above will be discarded in the trash. Materials in poor condition may be recycled. Other materials may be given to the Friends of the Library Book Sale, donated to a variety of locations, or disposed of if they are undesired and no other use may be found for them within a reasonable amount of time. Items that are being withdrawn will not be saved for specific individuals.

REQUESTS FOR RECONSIDERATION

The choice of library materials by library users is an individual matter. While an individual may reject materials for their own use, they cannot restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration of their selection, a Request for Reconsideration Procedure (appended) has been developed to assure that objections or complaints are handled in an attentive and consistent manner. Once an item has been approved for purchase, based on the selection policy of the Library Board and the criteria for selection, it will not be automatically removed upon request.

SEVERABILITY

If any provision of this Library Policy is found to be unlawful, invalid, or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity or enforceability of the remaining provisions. All other terms shall remain in full force and effect, and shall be interpreted so as to best fulfill the intent of the policy as a whole.

ADDENDA:
Request for Reconsideration Procedure
Citizen's Opinion Concerning Specific Library Materials

Adopted by Library Board: July 13, 2026



Board President Signature

July 13, 2026

Date Signed