



Collection Development Policy

Purpose and Mission Statement

The Lake Wales Public Library is committed to a collection that meets the needs of the public it serves.

The Collection Development Policy sets the standard for the selection of materials and the maintenance of the collection, all of which supports the Library's mission statement:

To provide informational, educational, and recreational services to the citizens, organizations, and businesses of our community. The library strives to supply desired services as rapidly, efficiently, and courteously as possible, always recognizing that information is the foundation of an enlightened community.

Responsibility for Selection

The Library selects materials for its collection on the basis of literary, educational, informational, and recreational value. The ultimate responsibility for material selection rests with the Library Director or designee, who operates within the framework of policies determined by the Lake Wales Library Board.

The goal is a unified, high-quality, consistent collection that reflects this library's audience and service area.

The Library offers free access to ideas and information encompassing all areas of knowledge and opinions to all citizens in an open, non-judgmental atmosphere. The Library does not promote particular beliefs or views, nor does the selection of a resource express or imply endorsement of the viewpoint of the author, publisher or vendor. No title is excluded on the basis of moral, racial, religious, or political belief.

Selection

Tools used in selection include professional journals, trade journals, subject bibliographies, publisher's catalogs, and promotional materials, reviews from recognized and reputable sources, lists of recommended titles, and recognized literary or multi-media awards.

Purchase suggestions from customers are also an important source and are given consideration.

Cooperative Collection Development

Cooperation among libraries delivers more information from a wider variety of sources than a single library can provide. Cooperation permits better resource allocation and leads to more intensive use of collections. Some resources are shared among the Polk County Library Cooperative (PCLC).

Electronic databases and other resources are made available to all PCLC members through consortium contracts.

General Criteria for Selection of Library Materials for Adult Materials:

The following is a list of general criteria to be considered in the selection of library materials. This list is not in priority order, nor is it meant to be exhaustive.

- Appropriateness to the library's mission and service roles within this community;
- In-print and electronic availability to purchase or access;
- Requests by patrons and staff;
- Suitability of format for user's need;
- Community needs as represented in surveys and assessment tools;
- Relevance to the experiences and contributions of diverse populations;
- Value of resource in relation to its cost;
- Authority, accuracy, and accessibility of presentation;
- Currency of information;
- Reputation of author, publisher, or issuing body;
- Popular titles are duplicated as necessary to meet the demand
- Popular, high-demand cultural or newsworthy subjects;
- Subject matter and scope;
- Historical significance;
- Quality and style of writing;
- The Library will not purchase textbooks or other curriculum materials related to any particular educational courses;
- Relevance to the community of Lake Wales, Florida, the immediate geographical region, Polk County or Florida.

General Criteria for Selection of Library Materials for Young Adults:

The collection reflects the diverse interests of the public from grades 9 to 12th

- Extensive use of book reviews;
- Purchases based on demand that may not be notable for their literary quality or artistic merit;
- Special emphasis is made for award winners, such as Sunshine State Young Readers;
- Age-appropriate content and multicultural or gender influences;
- Specialized bibliographies and reviews;
- Quality and aesthetics of illustrations to stimulate the imagination;

- Information and stories that represent a spectrum of family styles and values; materials that represent the richness and diversity of youth's local and world community;
- Materials that meet the particular developmental needs and stages of youth, including issues and concerns faced by youth.

General Criteria for Selection of Library Materials for Children:

The collection reflects the diverse interests of the public from birth to 8th grade.

- Extensive use of recognized library or national book reviews;
- Purchases based on demand that may not be notable for their literary quality or artistic merit;
- Special emphasis is made to add award winners, such as Sunshine State Young Readers, etc.
- Awareness of curriculum-based needs of public, private, and home school students and instructional staff;
- Age-appropriate content, multicultural, and gender influences.
 - Consideration is given to purchases required to meet the demands of the public, private, and home-schooled students located in the greater Lake Wales area.
- Emphasis on quality, critically acclaimed materials as demonstrated in recognized awards, specialized bibliographies and reviews;
- Quality and aesthetics of illustrations to stimulate the imagination;
- Information and stories that represent a spectrum of family styles and values;
- Materials which represent the richness and diversity of children's local community;
- Materials that meet the particular developmental needs and stages of children.

Formats

The Library purchases materials in a variety of formats including but not limited to books, Audiobooks, eBooks, eAudiobooks, multi-media kits, periodicals, and DVDs. The Library also provides access to a number of online databases and services.

Large Print:

- Popular reading available to a segment of the community that requests this print format.

Special Collections:

Genealogy:

The Library maintains a small collection of genealogy reference materials. The Polk County Historical and Genealogical Library has one of the most thorough collections in the Southeast. The Library relies on the depth of this collection for patrons. Purchases are made with emphasis on local genealogical materials, state genealogical materials, and books that guide users through the process of genealogical research.

Self-Published Books

The Library receives requests from local authors to add their books, which they have self-published, to our collection.

The Library wishes to support local authors while maintaining established standards needed in its permanent collections. Often, self-published books do not meet the requirements outlined in our Library Collection Development Policy to be a candidate for the permanent collection. Typically self-published books have not received reviews in standard published sources, and do not meet the criteria that the Library has in place for inclusion in its collection.

The Library has an established *Local Authors* shelf. Please see the [Self-Published Books Policy](#).

Gift/Donation Procedures

Gifts of books and library materials are gratefully accepted by the Lake Wales Library Association (LWLA). Donations that fall within established criteria are accepted at the LWLA Used Book Store, located in the Library. The LWLA reserves the right to sell or otherwise dispose of gift materials.

Donations must be left in the bookstore during the Library's regular hours of operation. Donations will not be accepted if left outside the library or in the Library's Book Drops.

When a patron offers to give books or audiovisual materials to the Lake Wales Library Association, the following guidelines apply.

Materials must not:

- be dirty, moldy, burnt, smell of smoke or water damaged;
- be missing covers or pages;
- contain excessive writing, markings, highlighting, or cut;
- show evidence of pest infestation.

The LWLA does not accept Readers Digest Condensed Books, encyclopedias, workbooks, study guides, textbooks, or professional materials more than three years old.

If there is a question about these guidelines or a special situation, the questions will be referred to a representative of the LWLA.

The LWLA will accept hardcover and/or paperback books and audiovisual materials if they are in very good condition and fall within the criteria listed above. Local and regional history materials are welcome.

These gifts are inspected by volunteers for odor, water damage, wear, and age. Appropriate material may be added to the LWLA — Friends of the Library Bookstore or sold through online resources.

If not in acceptable condition the LWLA reserves the right to donate to another local non-profit for resale or recycling. Once donations are inspected and accepted by LWLA volunteers the donor may not reclaim them. **All** donations become the property of the LWLA.

Donations are tax-deductible. The LWLA has been determined to be a not-for-profit, 501 (c)3 organization by the Internal Revenue Service. Receipts for materials donations are available at the Library's **Circulation Desk**. The donor must provide the number of items donated in the categories of hardback books, paperback books, or DVDs.

By federal law the LWLA is not able to assign a monetary value of a materials donation.

Collection Maintenance/Weeding/Replacements

In order to provide an up-to-date, relevant collection worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are seldom used or are superseded by a new edition or better work on the same subject. Titles are withdrawn from the Library's collection through systematic weeding by the librarians or because of loss or physical damage.

Other considerations when deciding on replacements include the number of copies of a title the Library owns, the availability of current materials on the subject, the value of the work in its subject area, its listing in standard bibliographies, and cost.

Systematic evaluation and weeding of the collection are required in order to keep the collection responsive to patron needs, to ensure its vitality and usefulness to the community, and to make room for newer materials. For this reason, subject areas should be reassessed for relevancy and currency every 3 years for non-fiction, fiction, and AV materials at a minimum, although certain areas may require more frequent review.

The disposition of weeded library materials is in compliance with City of Lake Wales Ordinance 2011-31, Division 7, Section 2-476.

Request for Reconsideration of Library Materials

The Library subscribes to the American Library Association's Library Bill of Rights, which states in part, that "Books and other library resources shall be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials shall not be excluded because of the origin, background, or views of those contributing to their creation."

If a library patron wishes the Library to reconsider the purchase of a particular item the patron must complete and sign the [Request for Reconsideration of Library Materials Form](#). When the Library Director receives the form, they will present the request to the Lake Wales Library Board at their next regularly scheduled meeting.