

COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

Responsibility for the Collection

The ultimate responsibility for building, maintaining, and managing the library's collection rests with the director, who may delegate specific responsibilities to staff members with professional expertise and experience. Suggestions from the public are encouraged and are evaluated by the staff based on the library's selection criteria. The director may establish special collections on an as-needed basis to meet the interests and needs of the communities it serves.

Selection Criteria

Consistent with the library's core values, each item shall be considered for inclusion in the general collection based on its own merits and its relation to its intended audience. All additions to the general collection whether purchased or donated, shall be evaluated using the following criteria:

- Appeal to the interests and needs of individuals in the community,
- Current trends and timeliness,
- Literary, artistic, or graphic presentation,
- Reputation or qualifications of the author(s) or creator(s),
- Local demand, interest, impact, or significance,
- Accuracy, authenticity, thoroughness, and documentation,
- Appropriateness of format(s) for library use.

In order to provide members with access to a broader collection than could be made available locally, the library participates in interlibrary lending networks to share a wide range of resources with other cooperating libraries. Interlibrary loan is an adjunct to, not a substitute for, collection development and maintenance.

Collection Maintenance

To maintain the effectiveness of the library's total collection, the library shall attempt to systematically remove materials no longer useful. The library does not automatically replace all materials withdrawn because of loss, damage, or wear. Need for replacement is weighed with regard to several factors: number of duplicate copies, existence of adequate coverage of a field, similar material in the collection, later or more authoritative material, and current demand for the particular subject or title.

Access

1. The library will provide access to information across the broadest spectrum of disciplines and points of view. By collecting and acquiring publications and related materials representing the widest diversity of ideas, the library expects to include items which reflect controversial, unorthodox or even unpopular ideas. Neither the Wynnewood Public Library nor the library's staff will, either directly or indirectly, ban or censor any material that otherwise meets the stipulations of this policy. The presence of an item in the library's collection does not indicate any endorsement of its content by the library or the staff.
2. Library material will not be labeled to restrict access, and no materials will be separated from the main collection except rare and scholarly items of great value, in order to protect them from damage or theft.

3. While the library's collection is available to all members, decisions about the suitability of any materials for minor children will be the responsibility of their parent or legal guardians. The library assumes no responsibility for restricting any member's access to items in the collection.
4. Pursuant to federal and state statutes, the library will not purchase, borrow, or otherwise provide access to any material deemed illegal in the state of Oklahoma.

Reconsiderations

The library will reconsider the selection or placement of any item within the collection when a registered member completes and submits the Reconsideration Form which is available upon request from staff. The director will send a written response to the individual who submitted the request.

Disposing of Withdrawn Items

All physical items withdrawn from the collection will become the property of the Wynnewood Friends of the Library.

Gifts

Gifts to the library are appreciated. Gifts of money and materials are accepted with the understanding that the director shall evaluate the materials using the criteria set forth in the library policies and that said items become the property of the library. The library is under no obligation to replace these gifts if they become lost, damaged or worn, or to keep them after they have become obsolete or of no further value to the library.

Monetary gifts for books and/or equipment shall be accepted. The director shall consult with the donor to ensure, so far as possible, that the selections are mutually satisfactory and whenever possible compatible with the life interests of the donor or person being honored. Gifts not designated for specific materials or equipment may be invested or retained for future use by our FOL group, depending upon the wishes of the donor.

Approved by the Library Board 10-24-2022