

# COLLECTION DEVELOPMENT PLAN FOR HEDBERG PUBLIC LIBRARY

*Pages 2 – 11 and Appendices*

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## INTRODUCTION

This collection statement is a reflection of Hedberg Public Library's ongoing commitment to provide a great collection on diverse topics in various formats. A document stating the goals, objectives, and background of the library collection, along with policies for selection and maintenance of the collection, is needed to provide the structure for meeting our commitment to provide a well-rounded collection.

## PURPOSE

The purpose of the plan is to guide present and future selectors in developing the collection to meet the needs of the Janesville community, as well as to explain collection building principles and processes to staff and to the public. The plan also outlines responsibilities of persons involved in selection and provides guidelines for special contingencies. It describes each area of the library collection and advocates specific future development for each.

## MISSION AND CORE VALUES

### READ – LEARN

### EXPLORE – GROW

**We are your library:**

- **Providing a welcoming and accommodating environment**
- **Building and maintaining diverse and useful collections**
- **Maximizing access to information and materials**
- **Creating partnerships throughout the community**
- **Meeting and exceeding expectations of those we serve**

**Hedberg Public Library's core values are to:**

- **Value and respect our public**
- **Value and respect our employees, volunteers and Friends of the Library**
- **Maximize access and use**
- **Maintain the highest possible standards**
- **Maintain an open and creative learning organization**

## COLLECTION DEVELOPMENT

### PRINCIPLES

The library's mission statement guides materials selectors in the development of the collection and the allocation of funds. The library endorses the American Library Association's "Bill of Rights," "The Freedom to Read," "The Freedom to View" and "Free Access to Libraries for Minors," statements included in this plan as Appendix A. The library supports the individual's right to access ideas and information representing all points of view. Materials selected are intended to meet the diverse informational and recreational needs of HPL users, both those expressed and those identified by staff based on community demographics and use of the current collection. The collection reflects the community's various cultures and contemporary standards.

The selection of any title does not constitute endorsement of its contents. The library recognizes that many materials are controversial and that any given item may offend a customer. Decisions are not made on the basis of any anticipated approval or disapproval, but solely on the title in relation to building the collection and serving customers' interests.

In keeping with the Library Bill of Rights, Hedberg Public Library (HPL) does not restrict access to library materials based on the age of the user. The library believes that parents (or legal guardians) have the sole right and responsibility to restrict access of their own children to library resources (HPL Board Policy A201 Borrowing Privileges). There may be a rare occasion when an exception is made to this policy, but only with the library director's approval and only due to unusual circumstances. Such a restriction would be established only after input from appropriate staff and after careful review of the item in question. Each case must be considered on its own merits, but in all cases the library does its best to adhere to the Library Bill of Rights. Likewise, the library's policy of free access to minors does not influence the purchase of controversial materials.

### COMMUNITY DESCRIPTION

The county seat for Rock County, Janesville, is a city in southern Wisconsin within two hours travel time of Madison, Milwaukee and Chicago. Statistics provided by the Wisconsin Department of Public Instruction for 2010 rank Hedberg Public Library 12<sup>th</sup> among libraries statewide for population served (81,689 including both city residents and surrounding townships).

The City of Janesville, 10<sup>th</sup> largest in Wisconsin with a population of 63,575 has experienced slow growth in the 21<sup>st</sup> century. The average age of Janesville's population increased from 35.3 years in 2000 to 37.1 years in 2010. According to city projections, the average age of Janesville's population will continue to increase as the baby boom generation reaches age 65 and medical

practices advance. According to the 2010 census, Hispanics represent 5.4% of the total population.

Mercy Health Systems is the largest employer in Janesville, followed by the School District of Janesville, Rock County and GHC Specialty Brands/Lab Safety Supply. The closing of the General Motors (GM) plant in December 2008 marked a shift from Janesville representing a manufacturing based economy to one that is service based.

In Janesville, 90% of the residents have a high school education or higher, with 22% having one or more college degrees. The School District of Janesville is the tenth largest of the 462 school districts in Wisconsin. Its current staff of 1,394 (947 full-time and 447 part-time) serves 10,400 students. The School District, with a 2009-2010 high school graduation rate of 92.7%, has an excellent academic reputation.

Janesville is home to a number of charter schools, including:

- Rock River Charter School serves approximately 140 students and offers online courses, GED preparation and a School–Age Parent Program.
- Janesville Virtual Academy provides individualized instruction and brings students, parents and community together in support of a standards-based learning environment.
- TAGOS Leadership Academy educates the “whole child” in a project-based, supportive and safe environment
- Janesville Academy for International Studies enables high school students to experience world culture and investigate global issues during a daily three-hour program.

With the closing of the GM factory, attendance at the two colleges in the Janesville area–University of Wisconsin–Rock County and Blackhawk Technical College–surged as a greater number of high school graduates pursued post-high school education and those who had previously been in the workforce returned to school for retraining. The area has also seen an increase in the number of students taking online or distance education courses.

Both the GM plant closing and 2008 recession had a significant impact on the local economy. Unemployment rates hover between 8.5% and 9.5%. The percentage of people at or below the poverty level from 2005-2009 was 11%.

Janesville has a wealth of social service and other regional agencies to respond to those affected by the economic downturn. A number of the agencies partner with the Rock County Job Center which has provided some coordination of services. Janesville area residents have less disposable income and look to the library for informational as well as recreational materials in a variety of formats. Among the organizations the library works with are Collaborative Organizations Responding to Dislocation (CORD) and the Rock County Historical Society. HPL borrower

registration is high compared to the national average for libraries serving similar sized populations, with 69,277 registered as of January 2012, including 51,377 city residents. Averaging HPL's 2011 total circulation of 1,153,991 by the number of registered borrowers, the number of items circulated per borrower was 16.7. This reflects a loss of 2.5 circs per borrower over the past decade.

## COLLECTION DEVELOPMENT POLICIES

### OBJECTIVES

HPL's primary objectives are to acquire, organize and make available print, non-print and digital materials which inform, educate, entertain and enrich library patrons, including works of contemporary significance and works of enduring value. The library also recognizes an immediate duty to offer materials for enlightenment and recreation, even though such materials may not have enduring interest or value. The collection is not archival. It is reviewed and revised on an ongoing basis to meet contemporary needs.

### SCOPE

The collection is intended to provide individuals of all ages and abilities with resources in a variety of formats, treatment and levels of difficulty so that most individuals' library needs can be met. Providing access to electronic information for adults and young people is an important component of the library's collection development process. The collection is intended to offer supplemental materials for persons pursuing educational programs, including job training, literacy instruction and other lifelong learning endeavors. The library also serves as a starting point for those who seek more advanced works housed in other institutions. The library avoids needless duplication of materials available from other Rock County libraries with holdings in the RockCat Catalog or other institutions in the state.

### COLLECTION LEVELS

As adapted from the American Library Association's *Guide for Written Collection Policy Statements*, 1996, collection levels are defined as:

**Minimal Level:** A subject area in which few selections are made beyond very basic works. A collection at this level is frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn.

**Basic Information Level:** A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals. The collection is frequently and systematically reviewed for currency of information.

Study or Instructional Support Level: A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. At the study or instructional support level, a collection is adequate to support independent study and most learning needs of the clientele of public and special libraries, as well as undergraduate and some graduate instruction. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained.

Comprehensive Level: A collection in which a library endeavors, so far as it is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, and other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that is essentially a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts.

Most areas of the HPL collection are developed to "minimal level". Other areas are developed to "basic information level". No collection rises to the "comprehensive" level.

## CRITERIA

The criteria for the evaluation of materials include popular demand for a title or subject matter, authoritativeness of author and publisher, timeliness, accuracy, price, indexing and other organization of materials, reviews, literary or artistic merit, enduring value, social significance, scarcity of material on the subject, and availability of materials elsewhere. Any or all of these factors are used when selecting materials to build a well-rounded collection with many viewpoints to meet community needs, but the primary consideration is public demand. Specific considerations for each area of the collection are noted under the Collection Development Guidelines section of this policy.

## COLLECTION DEVELOPMENT PROCESS

### SELECTOR RESPONSIBILITY

Final selection responsibility lies with the director who delegates to staff the authority to interpret and guide the application of policy in day-to-day decisions. Unusual problems are referred to the director for resolution. The collection manager coordinates the selection process. Members of the HPL collection team participate in the selection of library materials. Appointments to the collection team change as the needs of the library change and as areas of staff expertise change. As of the writing of this plan, the collection team is comprised of the collection manager, selected reference librarians, the young adult librarian, the bilingual coordinator, the head of youth services and the stacks maintenance technician. The collection

manager provides appropriate selection tools and tracks the materials budget to ensure a flow of new resources throughout the year. Acquisition tasks are performed by the technical services staff and include choosing vendors, placing orders on the online catalog and monitoring the status of orders.

## TOOLS

Selection of materials is done from reviews in professional journals, popular magazines, newspapers, the non-print media, subject bibliographies and recommended lists, publishers' catalogs, customer requests, Internet sites and salespeople. Standard tools used may include *Library Journal*, *Booklist*, *Publisher's Weekly*, *Baker and Taylor's Forecast*, *The New York Times Book Review*, *People*, *Entertainment Weekly*, *Fiction Catalog*, *Multicultural Review*, *School Library Journal*, *Horn Book*, amazon.com, BookPage, BookLetters and publishers' web pages.

## STANDING ORDERS

Materials that are updated annually or every few years and which are necessary to the collection are put on standing order. A majority of them are circulating titles including travel, how-to, collectible, college guide and test review series. A small number of reference titles are on standing order.

## MULTIPLE COPIES

The library buys multiple copies of print and audiovisual materials that have high patron demand, e.g. current best sellers. In popular subject areas, e.g. resumes, names and witchcraft, selectors try to have a variety of titles with duplicates of the most requested titles. The library may purchase "Jackpot" copies of popular adult books or audiobooks and DVDs. Jackpots are items that cannot be reserved, allowing for availability of some high-demand titles. Checkout for Jackpot items is for one week only and higher fines are generated when overdue. For some periodicals, customer demand (in-house use and high circulation rates) warrants multiple subscriptions, e.g. two copies of the *Janesville Gazette*, *Wisconsin State Journal*, and *Consumer Reports*. With access to national newspapers readily available online, the library currently subscribes to only a few print titles, e.g., *The New York Times*.

## FORMATS

The format should be appropriate for library use, e.g. a size that can be accommodated on shelves or digitally accessible. Books are generally purchased in hardcover editions because of their durability. However, paperback editions are purchased because of the popularity of their format for recreational reading, for multiple copies of titles expected to be in demand only currently, for titles used infrequently, for lower cost, or when that is the only format in print. Binding should be durable, the print clear and the paper good. Workbooks to be filled out by the user or other "consumable" works, (book with perforated pages, loose form sheets and spiral

bindings) are not desirable but are purchased if the specific item under consideration is needed to meet customer demand.

## NEW FORMATS

New formats shall be considered for the collection when national surveys and local requests indicate a significant portion of the HPL community expresses an interest in and/or has the necessary technology to make use of the format. Availability of items in the format, cost per item, and the library's ability to handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence deletion of a format from the collection.

## CUSTOMER REQUEST

The library encourages and welcomes customer suggestions, comments and ideas about the collection and its development. Selectors give high priority to purchase requests from customers. All customer requests are subject to the same selection criteria as materials purchased by library staff. Reasons for not purchasing items include obsolescence, lack of availability, narrow subject area, price, and misinformation. The library determines where the item will be located in the collection.

The "Purchase Request" sample form is included in this plan as Appendix C.

## GIFTS

Gifts to the collection can be in the form of money or can be actual materials. All gift materials are subject to the same selection criteria as materials purchased by library staff. If a gift is selected, it will become part of the general collection. A gift may be rejected if it does not meet the guidelines in this collection plan or if it requires special shelving or circulation procedures. A periodical subscription represents an ongoing commitment for a library, one that does not lend itself to being acquired on a gift basis. For this reason, periodical subscriptions are not accepted as gifts, but will be considered for purchase by the library.

Many donations consist of boxes or bags of materials that are accepted on behalf of the Friends of Hedberg Public Library and their shop. These materials are inspected by staff who select items desirable for the collection. Donors may be given a form for such materials, which the donor may use for tax purposes, but the library does not give appraisals of value. Donated materials are not returned to the donor.

Individual titles are frequently donated by authors, publishers, legislators and businesses. These gifts are subject to the same selection criteria as materials purchased by staff and are not returned if rejected for the collection.

The most welcome gift is one of money where the donor recognizes the need for more materials and is not concerned with specific titles or subjects. However, broad subject designations are acceptable if they meet purchase guidelines. Gift monies are channeled through the Hedberg Public Library Foundation. Donations of money are acknowledged with letters of thanks; gift plates are affixed to donated items, when format permits.

## TEXTBOOKS

Because textbooks are expensive and date quickly, the library does not attempt to acquire textbooks or other local curriculum-related materials except when such materials would also serve the general public. For example, the collection is sometimes best developed by adding elementary, secondary or college textbooks in such subject areas as math, physics, chemistry and psychology, since there may be few materials in any other format and they may add substantially to the collection.

## COLLECTION MAINTENANCE

### WORN ITEMS

Selectors examine on a weekly basis items identified as worn and/or in need of mending. After examination and consideration of collection needs and circulation rates, a selector designates each item for mending, rebinding, withdrawal, or withdrawal and replacement. These designations are also necessary in the weeding process.

### WEEDING

Titles are withdrawn from the library's collection through systematic weeding by selectors every three years. Some subject areas where currency is very important, e.g. medicine, law and travel, are weeded every two years. Systematic evaluation and weeding of the collection are required of selectors in order to keep the collection responsive to customers' needs, to ensure its vitality and usefulness to the community, and to make room for newer materials. Weeding identifies damaged items; out-of-date materials; extra copies not being used; materials no longer appropriate for the collection; and subjects, titles or authors no longer of interest to the community.

Weeding also helps selectors evaluate the collection by identifying areas or titles where additional materials are needed or where updated editions are desirable. Holdings of other area libraries are considered in making de-selection decisions, as are listings in standard bibliographic tools. Withdrawn materials in good condition and selected periodical runs are given for sale at the "Ground Floor." Some withdrawn local history materials are given to the Rock County Historical Society or the Area Research Center for Rock County at University of Wisconsin-Whitewater. No materials are held for or given to individuals.

Selectors evaluating materials for withdrawal are influenced by circulation rates, especially those of the past year. Lists are generated for items that have not circulated for specified time periods, to alert selectors to these prime candidates for weeding.

### SELECTOR REVIEW

Some items are at risk of being taken or, if checked out, not returned. On a monthly basis, selectors receive an electronic copy of a “Selector Review” list for their selection area. The selectors identify titles for replacement. Highly vulnerable titles will only be replaced twice.

### RECONSIDERATIONS

The library will reconsider materials in its collection upon written request. Receipt of the *Citizen's Request for Reconsideration of Library Materials* form is acknowledged by the collection manager. Appropriate selectors review each request along with the materials challenged. The selectors submit a written recommendation to the director who then communicates a decision and the reason for it, in writing, to the person who initiated the request for reconsideration. In the event that the person is not satisfied with the decision of the director, s/he may appeal it to the Board of Trustees.

A “Citizens’ Request for Reconsideration of Library Materials’ sample form is included in this plan as Appendix B.

### COLLECTION PLAN REVISION

Revisions are considered and proposed regularly by HPL selectors to the collection manager as areas of the collection change. Revisions to the Collection Plan are prepared every five years by the collection manager for the director to review. The director then submits the plan to the HPL Board for approval.