

COLLECTION DEVELOPMENT POLICY



Statement of Purpose

The Greenwood Public Library Collection Development Policy provides a framework for the growth and development of collections in support of the Library’s vision to create “an engaged community of enthusiastic readers.”

It is the Library’s goal to reflect the diversity of our community with library materials that provide a wide range of views, expressions, opinions, and interests. Because of this, individuals may find some library holdings at odds with their own values, but we are focused on curating a collection that reflects our entire community. The Library’s acquisition of these items does not constitute endorsement of their content but rather makes available access to their ideas.

The Library provides free access to materials in a number of formats (print, media, and electronic) to all customers. Library users make their own choices as to what they will use based on individual interests and concerns. Greenwood Public Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child’s use of library materials lies with the child’s parent or guardian. Greenwood Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the [Library Bill of Rights](#) and the [Freedom to Read](#) Statements.

About the Library and Its Community

Greenwood Public Library has been serving the city of Greenwood for over a century. From a small room above a grocery store to our current 52,000 square foot facility, the library has grown along with our city, which has developed into a hub of development and business activity. Our redeveloped city center is surrounded by the old town neighborhood where remodeled historic homes are a hot property and restaurants and retail provide shopping and entertainment. As our community has grown we’ve become an increasingly diverse population—culturally, linguistically and ethnically.

Greenwood is a mix of working class and professional residents enjoying a close proximity to the Indianapolis metropolitan area, with extensive trails connecting residents to the downtown, the library, and multiple parks. The larger Johnson County area enjoys excellent library services from three library systems.

Still, challenges remain. Our community is economically varied. Only 32% of children at one elementary school receive free and reduced lunches, while across town that number jumps above 74%. Additionally, the number of people whose first language is not English and the issues of early literacy and school readiness require targeted public library collections and services.

The library district, situated within the city boundaries of Greenwood, had a population of over 33,000 in 2017 with a projected population of 35,383 in 2022 according to Gale Analytics.

Studying the community is essential to selecting materials for the library. Knowledge of the community enables the library to better serve its users by developing collections that reflect the changing interests and composition of Greenwood.

Collection Development Goals and Objectives

It is the goal of the library to provide a high-quality collection of books and other materials in a variety of formats for all ages that is responsive to the needs and interests of the community. Such a collection empowers the personal growth and success of our residents. Collection objectives include:

- The collection shall reflect the diversity of the community and represent various points of view.
- The library will provide free and equitable access to materials for all users.
- The library neither encourages or discourages a particular viewpoint.
- No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political, or social views of the author.
- Selection of materials by the library does not mean endorsement of the contents or of the views expressed in those materials.
- The collection will serve the needs and interests of the community in a timely manner.
- The collection will consist of a variety of relevant formats including all available print and electronic formats, graphic novels, DVD, books on CD, downloadable ebooks and audiobooks, magazines, newspapers, electronic databases, and kits.
- Within budgetary and space limitations, the collection will serve to enhance the cultural, literary, aesthetic, and educational pursuits of library users and the needs of the Greenwood community as a whole.

The Larger Library Community

In 2008, the library joined as an initial member of the [Evergreen Indiana](#) (EI) consortium. EI consists of over 130 public, school, and institutional libraries with holdings of over 6.7 million items and still growing. EI libraries share an online catalog through which most library cardholders can place holds for print items and audiobooks in addition to some DVDs not available in Greenwood. The Evergreen Indiana consortium is a tremendous program and has been cited frequently as a leading example of library resource sharing in Indiana and around the world. A state-wide library courier service delivers items to Greenwood and also ships Greenwood items to other EI libraries as requested. This partnership heightens the need for a well-maintained collection of value to both local residents and the broader Evergreen Indiana community. With this policy, the library seeks to outline the practices solely of this library and not of any other EI library.

The library is a member of the [Indiana Digital Library](#) (IDL) which provides downloadable ebooks and audiobooks as well as streaming videos and digital magazines for both adult and juvenile audiences. Each library in this consortium can add titles so, as with Evergreen Indiana, this policy guides the Greenwood Public Library's selection of materials for IDL and not the other contributing libraries' choices.

Additionally, all Indiana residents have access to [INSPIRE](#), a collection of proprietary databases maintained by the Indiana State Library. INSPIRE is an integral component of the library's electronic offerings and every effort is made to purchase individual databases which complement rather than duplicate the coverage of INSPIRE.

In-house and local resources are increased, duplication of effort is minimized, resources are preserved, and access is improved for staff and patrons through the library's active participation in these and any future collaborative groups.

Oversight and Methods for Collection Development

Our seven-member, appointed board of Trustees sets policies for the library which empower the Director to run the library on a day-to-day basis. This policy charges the Director with the responsibility for selection and management of library materials physically housed in the library as well as purchased for online and/or download access. The Director, in turn, entrusts the activities of collection development, including selecting, maintaining, and weeding the collection, to professional staff.

Professional staff charged with selecting materials will use collection development tools including, but not limited to, reviews published in reputable sources, publishers' resources, professional and trade journals, bibliographies, and award lists. Staff will also use their skilled judgment, knowledge, and experience to select materials and anticipate the needs and interests of the community. To ensure good stewardship of tax dollars, staff will consider the availability of items through the Evergreen Indiana collection while ensuring a wide variety of materials are available. Non-fiction selections are based on the guidance found the Subject Savvy Index and comply with the collection audit goals as established by the Assistant Director and approved by the Board of Trustees. These methods and objectives will be used as guidelines for selection.

Interlibrary Loan

Interlibrary Loan (ILL) is a transaction in which the library tries to obtain older materials from another library, usually outside Evergreen Indiana, on behalf of a resident patron or a patron who has paid the non-resident fee. The purpose of ILL is to obtain materials which would not ordinarily be purchased by the library. The library will occasionally loan materials to other libraries for their patrons' uses. Staff may consider purchasing an item, in lieu of requesting it through ILL, if the material is requested frequently and deemed appropriate for selection within the guidelines described in this policy.

Textbooks

Providing textbooks and curriculum materials is held to be the responsibility of area schools. Textbooks will only be purchased for the collection when they supply information in areas for which they may be the best, or the only, source of information on the subject.

Self-published Materials

The library limits the acquisition of self-published materials. Generally, a self-published material will not be considered unless it is favorably reviewed by at least three subject matter experts in the above list of collection development tools. A self-published material that is given to the library as a gift will be treated the same as any material donated to the library (see the Donations & Gifts section below).

Free Publications

Free material sent to the library by various government and special interest groups will not be added to the collection unless it is in one of the formats generally collected by the library and adheres to the standard selection criteria.

Patron Requests

Requests from patrons are an important part of the library's selection process. Patrons wishing the library to purchase an item can fill out a Patron Request Form at either help desk or online. The library's professional staff will then determine whether to buy the item based on the library's criteria for purchasing materials. The library staff may also choose to place the item on hold from another library in the Evergreen Indiana consortium or use Interlibrary Loan (see above) to borrow the item from another library.

Multiple Copies

The library buys multiple copies of titles that have a high patron demand. Additional copies of popular titles are ordered when there are a sufficient number of holds per copy already owned. When there is more interest in a subject instead of an actual title, the library prefers to buy a copy of several different titles instead of buying numerous copies of one title.

Collections for patrons of all ages

We are fortunate to have a facility which allows us to separate materials into age appropriate collections which are in their own rooms.

Adult Collection – Housed on the second floor in the Adult Department, this collection is broad in scope and serves a wide variety of interests and needs in our community. Besides aiming at variety and depth, it must recognize a wide range of reading ability and taste. Fiction and non-fiction in this department are selected primarily with adults in mind. Try-it kits for adults and families, along with our adult tabletop game collection are also in this space. New books for this collection may also be housed in the first-floor book nook.

Teen Collection – Located in our first floor TeenHQ Room, the library maintains a separate selection of books meant to serve the needs of our teen patrons in grades 6-12. This room also houses our tween collection, appropriate for fifth and sixth graders. Our teen manga and graphic novels are also in this area. These collections are purchased with teens in mind and some content is appropriate for the older teen.

Kids' Collection – Our kids' room is located on the first floor and is a large area complete with interactive and imaginative play areas. This collection is balanced for the enlightenment and education of newborns up through fifth grade. Our professional staff seek to be responsive to parents, educators, caregivers, and children in the community. The fiction collection is broken down into categories based on reading levels, from picture books through chapter books, and includes graphic novels. Our non-fiction books are chosen with the educational needs of the elementary student in mind.

Our Resources collection also resides in the Children's Department with instructional resources useful for parents, homeschoolers, and teachers. Our STEAM collection of kits provides unique literacy and learning experiences, allowing children and their families to learn beyond the book with hands-on activities. A variety of games for ages 3-12 are also available, suitable for children to play alone or with their family.

Collection Maintenance

The library's collection should be fresh, vibrant, and attractive. The library does not serve an archival function. Maintenance of the collection is an ongoing process.

Materials which are no longer appropriate for the collection because of outdated or incorrect content, poor condition, irrelevancy to the needs and interests of the community, or lack of use will be identified by appropriate staff members and discarded from the collection according to accepted professional practices, such as those described in the publication *The CREW Manual: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries*. The process of removing materials from the collection is called "weeding." The library cannot weed materials at other Evergreen Indiana libraries nor titles purchased in the Indiana Digital Library or INSPIRE.

Materials discarded because of loss, vandalism, poor condition, or outdated content will be considered for replacement. Disposal of weeded items will be at the library's discretion.

Donations and Gifts

The Greenwood Public Library no longer accepts donations of books or materials, and directs all such enquiries to our neighboring libraries in the Johnson County Public Library and Indianapolis Public Library systems who do accept donated items.

GPL Website

The Greenwood Public Library website provides links to our catalog and the ability to search the collections of all Evergreen libraries. It is also a portal to digital collections such as the above-mentioned Indiana Digital Library and other added digital platforms such as Hoopladigital, Kanopy, and iVox books.

In addition to those digital resources, the website provides links to our databases which can include genealogy resources, an auto-repair database, business databases, and aforementioned Evergreen Indiana and INSPIRE database collection which includes a broad collection of databases, language resources, and access to peer reviewed journals.

Comments on Library Materials

The library welcomes input from resident library card holders concerning library materials and has a procedure for making such comments. Before following the procedure, a patron may find it helpful to review the American Library Association's [Library Bill of Rights](#) .

Objections to library materials generally come with good intentions to protect either children or other specific groups from viewpoints or images deemed unsafe or inaccurate by the objector(s). However, selection of materials will not be inhibited by the possibility that these resources may inadvertently come into the possession of children. It is the parent's or caregiver's responsibility to supervise the child's use of library materials.

The library understands that some materials may be considered controversial and at any given time may offend some patrons. The choice of library materials by users is an individual matter. Persons may reject items

for themselves or for their families, but they do not have the right to restrict access to these materials to others. Librarians will not select materials based on anticipated approval or disapproval but rather use the above objectives and selection aids to decide what materials to include in the collection.

Should a patron want to make a comment after reading the above information, he/she may use the following procedure:

- We welcome informal comments and conversations regarding materials at any time. Comments will be conveyed to the appropriate Department Head. If a patron wishes to speak to the Department Head or Director, this will be arranged.
- If a patron wishes to make a formal comment:
 - Request for Reconsideration of Library Material forms are available from all Department Heads.
 - The form will be reviewed by the Director who may assign a professional staff member to research the selection of the questioned material.
 - Items that have been through the review process after a prior challenge will not be re-reviewed for a period of two years. The original review results will be provided to the patron should that book be challenged within those two years.
 - The Director will respond in writing with a decision on keeping or discarding the material along with said reasoning within 30 days.
 - Should the patron not agree with the Director's decision, the patron may request a meeting before the Board of Trustees by making a written request to the President of the Board. Upon receipt of the request, the Board may make the request an agenda item, and the patron will be notified of the time and place of the board meeting. The Board reserves the right to limit the length of presentation and number of speakers at the meeting. Based on the information presented by the patron and the Director, the Board may vote to uphold or override the decision of the Director.

Policy Review and Revision

This Collection Development Policy will be reviewed on a biannual basis by a committee selected by the Director. Any revisions made to the policy will be presented to the Library Board of Trustees for approval.

Addenda: Collection Descriptions, Subject Savvy Index, Request for Reconsideration Form.