

Collection Development Policy

(adopted by the Board: June 2002; rev. March 2011, rev. May 2023)

The Plainfield-Guilford Township Public Library seeks to provide the highest quality service to library users by offering a well-selected and well-maintained collection of library materials in a variety of formats and in accordance with its stated mission to make a difference in people's lives.

Intellectual Freedom Statement

The library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The Library Board of Trustees affirms the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) policy statements in support of acquiring and managing collections.

Selection of Library Materials

Final responsibility and authority for the selection and maintenance of library materials owned by and/or housed at the Plainfield-Guilford Township Public Library rests with the Library Director acting within the framework of the policies of the Board of Trustees. Selection of specific materials is delegated to appropriate staff at the discretion of the Library Director. The library also receives, welcomes and evaluates suggestions for library materials from the residents of Guilford Township.

The Plainfield-Guilford Township Public Library is dedicated to protecting every individual's right to read, investigate, learn, think, and form an opinion. As such, in selecting materials, the Library does not promote any particular belief or moral code. The Library's policy is to provide a diverse, equitable, inclusive and fully representative collection that meets the informational, recreational, and cultural needs of everyone in the community.

Selection Criteria

The Plainfield-Guilford Township Public Library serves a broad, diverse community and strives to create collections that are diverse, equitable, inclusive and fully representative of the various interests and needs of the patrons it serves.

The library collection contains a wide variety of formats, including print, audio-visual, electronic, and physical items. Library staff include materials that represent the broad range of human experience, reflecting the cultural, ethnic, religious, racial, and socio-economic diversity not only of the community, but also the larger global perspective.

Library collections contain a wide variety of items including, but not limited to, popular works, classic works, historical works, materials of general interest, as well as works of a controversial nature. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building collections, library staff are guided by the principle of inclusion, rather than censorship. Furthermore, the selection of a given item for the

library's collections should not be interpreted as an endorsement by the library of a particular viewpoint.

In order to build a strong, diverse, equitable, inclusive and fully representative collection, material selectors evaluate items based on one or more of the following criteria.

1. Present and potential relevance to community needs and interests;
2. Timeliness and permanence of the material;
3. Quality of writing, design, illustration or production;
4. Contributes to diversity and adds breadth or depth to the collection;
5. Reputation of the publisher or producer, authority and significance of the content creator;
6. Scope and accuracy of content;
7. Potential and/or known demand for or interest in the material;
8. Relative importance in comparison with existing materials in the collection on the same subject;
9. Suitability of subject, style and level for intended audience;
10. Attention of critics, reviewers, staff members, and/or the public;
11. Suitability of physical format for library use;
12. Cost and/or budget availability.

Special Considerations for Electronic and Digital Information Sources

In addition to the above criteria, the following considerations are taken into account when selecting electronic and digital information sources such as databases and other resources:

1. Ease of use of the product
2. Authentication requirements
3. Availability of the information to multiple simultaneous users
4. Equipment needed to provide access to the information
5. Technical support and training
6. Availability of the physical space needed to house and store the information or equipment
7. Full text availability

An item need not meet all of these standards to be included in the Library's collection. When selecting audiovisual and digital materials, the most widely used formats are chosen. Obsolete formats will not be added to the collection.

Consortia and Streaming Services

The Plainfield-Guilford Township Public Library maintains membership in consortiums such as Evergreen Indiana and the Indiana Digital Library and provides access to streaming services such as Hoopla, Kanopy, and Freegal. Many items available in these resources may have been selected or purchased by selectors other than Plainfield-Guilford Township material selectors, using different selection criteria.

Indiana Room

The Indiana Room Collection is a special collection of materials which reflect all aspects of the history and genealogy of the town of Plainfield, Guilford Township, Hendricks County and Central Indiana. Except for the Indiana Circulating Collection, these materials are made available for research and must be used in the Indiana Room. Archival and/or special collections may have limited or restricted access for the purposes of preservation.

Materials for the Indiana Room collection are selected using the following criteria:

1. The materials cover all time frames: past, present and future (including Indiana's territorial history).
2. The materials cover all aspects of local history and genealogy.
3. The collection includes a variety of printed and non-printed formats such as media, pamphlets, personal papers, microfilm, maps, photographs, etc.
4. The collection does not include artifacts which are considered museum material.
5. The collection includes materials written by local authors and/or printed or published in Hendricks County.
6. The collection includes original materials when possible but will accept photocopies or scanned images when necessary.
7. The collection includes both primary and secondary sources.
8. Databases support the research needs of local historians and genealogists.
9. Materials which are otherwise appropriate will not be refused because of their viewpoint.

Indiana Circulating Collection

The Indiana Circulating Collection (IC) provides a collection of materials on Indiana and genealogy which are available for circulation. The collection includes:

1. Fiction by Indiana authors and/or about Indiana
2. Nonfiction by Indiana authors and/or about Indiana
3. Printed and non-printed forms
4. Government publications
5. Materials supporting local school curricula
6. Materials on local history, historic preservation, and genealogy

Digital Preservation

The Indiana Room is committed to the digital conversion, preservation, storage, and maintenance of unique and historically significant materials in the Indiana Room Collection, and making these items freely accessible online when possible.

Selection Tools

The library uses a wide range of sources when selecting materials for the collection. These include, but are not limited to:

1. Professional library, trade, or popular journals, magazines or other periodicals
2. subject bibliographies
3. Publisher and supplier catalogs and promotional materials
4. reviews from reputable sources
5. lists of best selling or recommended titles
6. requests from patrons and staff

Use of Library Materials

The Library is dedicated to providing materials for everyone in the community to use. Library users are free to select or reject for themselves any item in the collection; however, this right cannot interfere with the rights of others to use that item. Only parents or legal guardians have the authority and responsibility to decide the reading, viewing, or listening use of library materials for their own minor children. Library staff do not act in loco parentis and will not assume the roles of parents in monitoring access to library materials by minor children.

The library does not restrict circulating materials or otherwise prevent free access to circulating collections. Archival and/or special collections may have limited or restricted access for the purposes of preservation.

Labeling of Library Materials

Controversial library materials will not be marked or identified by Library staff to show approval or disapproval of the contents. Some materials may contain rating information supplied by the publisher of such materials. No item is controlled except for the express purpose of protecting it from damage or theft.

Collection Maintenance

In order to maintain an attractive, current, and useful collection, materials may periodically be removed from the collection. This may include materials that are damaged, that include obsolete or inaccurate information, that have been superseded by new editions or that have not been used within a reasonable period of time. Decisions will be based on accepted professional practice as described in [The CREW Method](#), and the professional judgment of the library director or designated staff. When necessary, local specialists will be consulted to determine the continued relevance and reliability of materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding worn, damaged, or dangerously outdated material into the trash, recycling, transferring to local agencies and organizations, or inclusion in the Friends of the Library book sale.

Gifts and Donations

Materials

The library accepts donations of materials according to the following criteria:

- New and used books in good condition
- Blu-ray and DVD movies, commercially produced and in original cases
- Music and audiobooks on CD in original cases
- Magazines: craft and cooking only
- Antique or collectible books in good condition

Conversely, the library can not accept the following donations:

- Damaged, dirty, musty, moldy, smoky, or have water or insect damage
- Encyclopedias
- Used workbooks, coloring books, or journals
- VHS or cassette tapes
- Price and travel guides older than three (3) years
- Medical textbooks older than ten (10) years
- Computer books or manuals older than ten (10) years
- Educational textbooks older than ten (10) years
- Financial guides older than ten (10) years

Once donated, items become the property of the Plainfield-Guilford Township Public Library and may either be added to the collection in accordance with the selection criteria stated in this policy, transferred to the Friends of the Library for inclusion in their book sales, transferred to other local agencies or organizations, or discarded. The donor may place no conditions on the donation and the library will not accept items with such conditions. Donated items will not be returned to the donor, and the library will not accept any item that is not an outright gift. Items added to the library collection are subject to all other library policies and may be discarded according to the criteria governing the collection maintenance.

Tax Deduction Benefits

Upon request and at the time the donation is made, the library will provide a general receipt of donated items enumerating the approximate number of items donated and the date the donation was made for purposes of the donor obtaining a tax benefit. However, the library is unable to set fair-market or appraisal value. Donors are solely responsible for establishing fair-market value or seeking professional assistance with appraisal value of items being donated in order to obtain a tax benefit.

Delivery of Materials

Delivery arrangements must be made in advance with library staff where bulk donations consisting of more than one standard box measuring 22" l x 18" w x 12" h are being donated. The library will not accept unboxed bulk donations. The library cannot guarantee staff will be on hand to assist with the delivery of materials. The library reserves the right to refuse donations that are in poor condition, that are not in accordance with established selection criteria or when storage is an issue.

Monetary and Memorial Gifts

Monetary gifts and memorial contributions are particularly welcome. Funds donated will be used to support library programming efforts or to purchase items in accordance with the selection criteria of the library. Materials purchased with memorial contributions will be identified with special donor plates. Notification of memorial contributions will be sent as per the donor. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent that such items meet the library's selection criteria and collection needs. Memorial gifts will not be returned and are subject to the same criteria as other materials in the collection. All persons or entities wishing to make monetary and/or memorial gifts must be referred to the Community Liaison.

Capital Gifts

Acceptance of donations of furniture, equipment, real estate, stock, artifacts, works of art, special collections, etc., will be determined by the library board based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation. All persons or entities wishing to make capital gifts must be referred to the Library Director.

Reconsideration of Library Materials

Residents of the library district (Guilford Township) and Plainfield-Guilford Township Public Library card holders may take issue with library materials in the collection that do not support their own views or values on a subject or that they may find objectionable. Library staff are available to discuss concerns and to identify alternate materials that may be available. If a concern is not satisfied through discussion with staff, a formal, written request for reconsideration of materials may be submitted to the library director. This form is available on the library's website.

The library will review the selection of a specific item locally owned and housed in the Plainfield collection upon the request of a resident of the library district (Guilford Township) or a Plainfield-Guilford Township Public Library card holder. The library will not consider reconsideration requests for materials obtained from another library that are not part of the local Plainfield collection. This includes items obtained through the Interlibrary Loan process.

Reconsideration requests for digital titles available in a consortium, such as the Indiana Digital Library, or in a non-consortial service such as Hoopla will only be accepted for titles directly

purchased by Plainfield-Guilford Township Public Library material selectors. Due to the nature of a digital consortium, library patrons have access to materials selected by librarians across the state for a wide range of people from a variety of communities. It is not possible to suppress individual consortial titles, or Advantage Plus titles shared from member libraries, from the Libby app. Access to the consortium means access to all of its content.

Requests for reconsideration of items in the Indiana Digital Library purchased by the state Consortium Management Team should be directed to the State Librarian at the Indiana State Library who will ask 3-5 directors of member libraries to serve on an ad hoc committee to review the reconsideration request. This committee has no oversight of member libraries' collections.

Requests for reconsideration for titles available in streaming services, such as Hoopla, Kanopy and Freegal, that were not directly purchased by Plainfield-Guilford Township Public Library material selectors must be directed to the particular service provider.

An item will be evaluated for reconsideration only once in a 12-month period.

The Plainfield-Guilford Township Public Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely based on a complaint of obscenity or any other category covered by law until a court of competent jurisdiction has ruled against the material. No material will be knowingly added to the library collection that has been previously determined to violate obscenity laws.

For a request for reconsideration to be considered, the request must meet the requirements of this policy as mentioned above and the appropriate form must be completed in full. The library user submitting the request must be a resident of the library district (Guilford Township) or a Plainfield-Guilford Township Public Library card holder. The library staff and the library director consider each request in terms of the criteria outlined in the library's collection development policy and the principles of the American Library Association (ALA) [Library Bill Of Rights](#), the [Freedom to Read](#), the [Freedom to View](#) statements, the ALA's guidelines on intellectual freedom, printed reviews, and other appropriate sources. The library director will issue a written response within 30 days of receipt to the library user's request for reconsideration. The response will indicate the action to be taken, reasons for or against the request, and information on the appeals process.

Decisions on items owned and/or purchased by the Plainfield-Guilford Township Public Library may be appealed to the Library Board of Trustees, which is the final authority in matters of this nature.

Review

This policy will be reviewed periodically to ensure that it is responsive to the changing needs of the library system and of the general community.