

# Stillwater

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## Public Library

**Policy Title:** Collection Development and Management Policy  
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### **Vision for the Collection**

Patron use is the most powerful influence on Stillwater Public Library's (the "Library") collection. The Library's strategic plan and policy decisions, published reviews, budget, patron purchase requests, hold levels, and storage space are also important components in the development of the collection.

In addition to patron demand, selections are made to provide depth and diversity of viewpoints to the existing collection. The Library may also collect in greater depth any identified special collections.

Inherent in the collection development philosophy is an appreciation of each patron of the Library. The Library provides materials and access to materials to support each individual's life journey and does not place a value on one patron's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, provide recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, and lead to recognition and appreciation of literature. The reading and viewing activity of children is ultimately the responsibility of parents who guide and oversee their own children's development. The Library does not intrude on that relationship.

### **Purpose**

The purpose of this policy is to define the underlying principles which direct the development and management of the Library's collection. This policy guides the selection, acquisition, accessibility, maintenance, preservation and scope of the Library's collection. It establishes roles, responsibilities, and defines a process for addressing patron questions and concerns.

### **Principles**

The Library's collection is one of its major assets. It is developed and managed to meet the cultural, informational, educational, and recreational needs of residents of Stillwater.

The Library follows professional standards defined by the American Library Association (the "ALA"), including the [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

### **Definitions**

"Materials" as it occurs in this policy has the widest possible meaning. It includes print, audiovisual, digital, and electronic formats.

“Collection” is defined as materials that are selected for the Library. Selected materials may be owned, housed or leased by the Library, made accessible via download, or via the Library’s or other libraries’ website and online databases.

“Selection” refers to the decision made to add a given item to the Library’s collection and to make it accessible. Library-selected web-based resources accessed via the Library’s website are considered a part of the Library’s collection. Not all materials and information found via the Internet are part of the collection.

“Weeding” refers to the action of removing a previously selected item from the collection, withdrawing it because it contains outdated or misleading information, is in deteriorating physical condition, or is no longer of sufficient interest to the public.

“WCL/SPL” refers to Washington County Library/Stillwater Public Library.

### **Roles and Responsibilities**

The Library Board is responsible for the Collection Development and Management Policy.

The Library Director operates under the direction of the Library’s Board of Trustees and within the framework of the Library Board's Collection Development and Management Policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

The community is encouraged to participate in the collection development process through suggestions and feedback.

### **Intended Audience**

The intended audience for the Library’s collection is the Stillwater resident. However, the Library recognizes that its relationship and its participation in a joint library catalog with Washington County Library create a unique reciprocal partnership in the provision of a collection to meet the needs of both city and county residents. The Library also participates in both regional and national networks that coordinate efforts to share its collection via interlibrary loan. As a participant in these networks, the Library serves residents beyond its borders, from the Twin Cities metropolitan area to the state of Minnesota, the upper Midwest region and beyond.

### **Scope of the Collection**

The Library collects, organizes, and makes available materials of contemporary, historic, and archival significance. The collection offers materials in choices of format, treatment, and level of difficulty. The collection is reviewed and revised on a continual basis to meet present-day needs.

The Library will not attempt to develop a complete research collection. Requests for materials not owned by the Library, especially scholarly materials, will be referred to other libraries in the metropolitan area through established channels.

The Library recognizes the purposes and resources of other libraries and media centers in the metropolitan area and will not needlessly duplicate functions and materials.

The Library must thoughtfully select materials due to constraints on the acquisition budget and on space. As a result, the Library:

- Purchases professional materials only when they are also of interest to the nonspecialist.
- Purchases textbooks or other curriculum-related materials only when they also serve the general public.
- Acquires materials in a variety of formats for the study of popularly requested languages other than English, but does not seek to build collections in foreign languages. The Library will work through the interlibrary loan system to obtain these materials for patrons.
- Acquires materials published about the local area and those produced or published by local authors, printers, or publishers only when such materials meet selection criteria established for all materials. Please contact the Library for more information about self-published or independently published titles.

### **Access & Resource Sharing**

All Library materials are available for use by all patrons within the building. For information on the circulation of library materials, please refer to the Library's *Circulation Policy*. Access to materials is ensured by the way materials are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems. The collection is accessed through the joint WCL/SPL catalog, the Library's website, and patron/staff interaction.

Materials have use limitations to ensure equitable and efficient access. Access to some materials may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, cooperative and licensing constraints.

The Library participates in interlibrary loan networks to make materials not in the collection available for patrons. Collection development and management is a participative effort within the larger community of libraries throughout the metropolitan area, state, and nation. The Library will actively seek to broaden these networks through agreements with other libraries and groups of libraries.

### **Copyright**

The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

### **Intellectual Freedom**

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 subscribes to the ALA's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community; decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the Library's collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The Library recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what

material or information is consistent with their personal or family values. Individuals may apply those values to the use of library materials only for themselves. They may not restrict the freedom of others to read or access library materials. Parents and legal guardians have the responsibility for their children's use of library materials.

### **Review of Library Materials**

Library patrons may request reconsideration of a library material selection decision by submitting a written *Request for Review* form. For more information on requesting a review of an item's place in the Library's collection, please refer to the *Request for Review Policy*.

### **Funding Statement**

Library funding, which includes funding for the collection, is allocated annually by the Stillwater City Council. Additional support for the Library's collection is provided by the Stillwater Public Library Foundation, the Friends of the Stillwater Public Library, trusts, gifts, and other donations. The collection is enhanced by gifts of money and actual materials. Please see the Library's *Donations Policy*. Gift materials must meet the same standards of selection as purchased items before they will be added to the collection.

### **Selection Criteria**

Collection development staff members rely on professional practices to guide selection decisions. The Library selects materials of both permanent and current interest, based on the merits of the work in relation to the needs, interests, and demands of the community. Each item is evaluated as a whole and not on the basis of a particular part or section. Selection criteria that inform staff decisions to add items may include one or more of the following:

- Patron requests
- Published evaluations, reviews, and awards
- Relevance to community needs
- Relation to the existing collection
- Contemporary or historical significance
- Contribution to the diversity and scope of the collection
- Content created by and representative of marginalized and under-represented groups
- Potential appeal to library patrons
- Format that meets the needs of library users
- Suitability of subject and style for the intended audience
- Price of the material
- Space limitations

In addition, staff monitor changes in the population, patterns of use of the collection, changes in learning styles, and technology to determine the need for modifications in the composition of the collection, the inclusion of new formats, or the discontinuance of elements of the collection.

### **Collection Maintenance and Weeding**

Staff rely on professional practices to guide ongoing collection maintenance decisions. Based on evaluation, materials may either be kept, replacement copies may be purchased, materials may be preserved to ensure long term retention, or materials may be permanently withdrawn from the collection. Evaluation criteria that inform staff decisions to withdraw items may include one or more of the following:

- Format or physical condition is no longer suitable for use
- Content is available in multiple formats
- Information that is no longer timely, accurate, or relevant
- Insufficient use or lack of patron demand
- Sufficient number of copies in the collection
- Space limitations
- Easy availability in other collections

Materials are weeded from the collection to maintain the collection's usefulness, currency, and relevance. Materials removed from the collection may be sold, discarded, recycled, donated to nonprofit organizations, or used in collaboration with other government agencies.

### **Collection Preservation**

The Library uses a variety of means to preserve materials of long-standing value. Preservation methods used include the following: preservation photocopying, encapsulation, digitization, replacement of content through the purchase of another edition, rebinding, repair, and use restrictions.

### **Special Collections**

The St. Croix Collection is the local history collection of the Library. Its focus is the history of Stillwater, the St. Croix Valley and Washington County, Minnesota. Materials beyond that geographical scope are only included if they contain significant information on the St. Croix Valley or Washington County. The collection is general in nature and does not specialize in any one area of local history or in artifacts.

Materials in many formats are added to the St. Croix Collection to satisfy research needs within its area of focus. Items that don't fit within the scope of this collection will be considered for reassignment to the Library's reference or circulating collections, or they may be deaccessioned from the Library's collection and transferred to another institution or sold, with any proceeds used to purchase more appropriate materials for the St. Croix Collection.

All St. Croix Collection materials are for reference use only and do not circulate on loan without the prior approval of the Library Director or designee. Service demands and available resources may temporarily limit access or assistance provided. While donations of materials are welcome, they must be consistent with policy and be approved by the Library Director.

### **Associated Policies and Documents**

- Stillwater Public Library: Circulation Policy
- Stillwater Public Library: Donations Policy
- Stillwater Public Library: Internet Public Use Policy
- Stillwater Public Library: Request for Review Policy
- [ALA's Library Bill of Rights](#)
- [ALA's Interpretations of the Library Bill of Rights](#)
- [ALA's Freedom to Read Statement](#)
- [ALA's Freedom to View Statement](#)
- [ALA's Guidelines on Intellectual Freedom](#)

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*The most current policy supersedes any and all previous policies issued relative to this subject.*