

Winona Public Library Youth Services Department Collection Development Policy

INTRODUCTION

The collection of materials and access services exists to support the formal and informal learning needs of the Winona community. It is meant to provide equitable access to resources in multiple formats to authentically and accurately reflect the diverse and multiple identities of today's youth. The purpose of the collection is to:

- Enable youth to see their identities, cultures, and experiences reflected and valued.
- Enable youth to experience and understand the world around them.
- Provide resources in a range of formats which complement the formal and informal learning needs and interests of youth while supporting and enriching the teaching-learning context.
- Provide a wide range of materials in all levels of difficulty, with a diversity of appeal and representation of different points of view.

CRITERIA FOR THE SELECTION OF LIBRARY MATERIALS

The selection of materials is based on generally accepted professional standards. The Winona Public Library has adopted the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements (<http://www.ala.org/advocacy/intfreedom/librarybill>).

Recommendations may come from the following sources:

- Book reviews in professional library literature
- Standard bibliographic sources
- Book reviews in non-library literature
- Recommendations from library patrons
- Other appropriate reviewing media

Materials are selected to meet certain criteria and standards, including, but not limited to:

- Anticipated usefulness to the public
- Quality of a particular title within its genre
- Informational or educational value
- Popularity of the author or particular title
- Permanence or timeliness of the materials
- Recreational value
- Necessity to fill under-developed areas in the collection
- Reliability of the publisher

Responsibility for children's reading/viewing rest with the parent or legal guardian. Parents or legal guardians are the only ones who may restrict their children from access to library materials. Minors have free access to library materials in all departments. The library staff does not serve in loco parentis (in the place of a parent).

PURCHASE RECOMMENDATIONS FROM PATRONS

Requests and recommendations from patrons are welcome and will be given consideration using the *Criteria for the Selection of Library Materials*. If the Youth Services Librarian does not purchase a requested title, every effort will be made to fill the request through inter-library loan.

GIFTS

Winona Public Library is pleased to accept donations of money and materials to support library services. Money given as a memorial, in honor of a person, or as a gift will be used to purchase needed additions to the collection. If the donor specifies a particular interest, every effort will be made to purchase in that subject area. If the donor specifies a particular title, the Youth Services Librarian will review the request according to the *Criteria for Selection of Library Materials*.

Based on space constraints, donations of books/material may be limited to those items approved in advance by the Librarian.

COLLECTION MAINTENANCE

Materials are continually evaluated in the collection. The choice of materials to be withdrawn is determined by the Youth Services Librarian. The value of materials to the collection, despite circulation numbers, is considered. The following factors are also taken into consideration:

- Critical analysis of materials representing communities that are traditionally marginalized for authenticity and accuracy of representation to ensure materials do not perpetuate harmful stereotypes
- Subject coverage available in the collection
- Match between resources and learning needs for the Winona community
- Number of copies in our collection
- Age of material
- Physical condition
- Number of copies available in the SELCO region
- Circulation and use of materials
- Space limitations

RECONSIDERATION OF LIBRARY MATERIALS

In accordance with our mission statement and the ALA's Library Bill of Rights, Winona Public Library has a responsibility to provide opportunities and resources that reflect a wide variety of identities, experiences, and perspectives. Therefore, at times, youth may be exposed to materials that present information or ideas which some members of the community may consider to be controversial, inappropriate, or offensive. Objections to these resources are an important part of the democratic process and will be treated in a legitimate and professional manner. However, challenges must be considered with the understanding that no parent, caregiver, or community member has the right to determine the suitability of learning or recreational matter for youth other than their own.

The following steps are to be taken if a patron wishes to question the appropriateness of any library material:

1. The Youth Services Librarian will discuss the complaint with the patron. If the patron is not satisfied with the result of this discussion, a *Request for Reconsideration* form will be given to the patron. The completed form must be returned to the Director of Winona Public Library.
2. The Director will review the *Request for Reconsideration* and reply in writing to the patron. If the patron is not satisfied with the reply, the patron may appeal to the City Manager or their City Council member.

This document was last reviewed by the Youth Services Librarian and Library Director in January of 2021.

