

Winona Public Library Adult Services Department Collection Development Policy

MISSION

Winona Public Library's Adult Services Services Department Collection Development Policy is in line with the mission of the library. We strive to provide free and equitable access to materials, experiences, and community.

PURPOSE

The purpose of the Collection Development Policy is to create guidelines, within budgetary and space limitations, to help maintain the Library's Collection over time while responding to the needs of the Winona Community.

SCOPE OF THE COLLECTION

The Winona Public Library purchases materials in a variety of formats including but not limited to print books, audiobooks (books on CD), magazines, newspapers, music CDs, and DVDs.

The collection serves the purpose of general interest as well as the entertainment needs of the public while maintaining the diversity of the community. The intent of the collection is to support each community member and not to place value on one member's needs over another's.

The Library upholds the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements (www.ala.org/advocacy/intfreedom/librarybill).

Individuals have the right to access information even if it is deemed unacceptable by others.

SELECTION OF CRITERIA

The Adult Services Librarian uses training, knowledge, and expertise along with the following criteria to make selection for the collection:

- Popular interest
- Relevance to the interest and needs of the community
- Local and regional significance
- Review of professional journals
- Significance or importance of the subject matter
- Diverse opinions on a subject
- Currency and accuracy of information (timeliness)
- Reputation of the author, publisher, or producer
- Suitability of the format to the library collection
- Date of publication
- Quality of the material
- Circulation of current items
- Relationship to the existing collection
- Price, availability, and materials budget
- Availability of materials in other lending libraries

PURCHASE SUGGESTIONS

The Winona Public Library strongly encourages community members to request purchase of specific titles for the collection as it helps develop a collection based on the interest and need of the community. These requests are reviewed based on the selection criteria above. To make a purchase suggestion, go to <https://tinyurl.com/winpurchase>.

REQUESTS FOR RECONSIDERATION

The Winona Public Library makes selections based on the above criteria and takes into consideration the various age groups and backgrounds, interests, and identities of its community members.

The following steps are taken if community members wish to question the appropriateness of material:

1. The Adult 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.

COLLECTION MAINTENANCE

Maintenance of the Winona Public Library's collection is done through a re-evaluation process that determines the usefulness and relevance of the materials to the community.

Materials to be withdrawn are determined by the Adult Services Librarian. The following additional criteria are used to determine the withdrawal of items:

- Damage, poor, or deteriorating condition
- No longer relevant to the needs or interests of the community
- Infrequent use/lack of demand (Circulation of the item)
- The information is no longer relevant/accurate (date of publication)
- Availability of the item from other libraries and online

Periodical Retention

Due to storage and limited capacity to contain items, the last two years of all magazine holdings are kept on file at the library. At the end of each year, the oldest year will be recycled. Recycled magazines will be left in a bin for interested parties to have. The bin is emptied at full capacity.

The print copy of the Winona Daily News is kept until the microfilm copy arrives, and the last six months of the Winona Post is kept due to local significance. All other newspapers are on file for one month. Newspapers are recycled at the end of use and left in a bin for interested parties to have; the bin is emptied at full capacity.

GIFTS

Please, see the Winona Public Library's Donation Policy regarding the donation of physical materials to the Library. Monetary value of donations for income tax purposes will not be determined by the Library. This should be done by the donor.

When possible, please direct all monetary donations to the Friends of the Winona Public Library. Monetary donations given to the Library are welcome and can be made in general and used under the discretion of the Director and Adult Services Librarian. Preference can be given by the donor i.e. Fiction, Large Print, Nonfiction. The Adult Services Librarian will then determine the most appropriate use of the funds. The Library Director, also, reserves the right to accept or reject all gifts.

Monetary donations may, also, be made to honor or memorialize a loved one. A bookplate honoring your loved one will be placed inside the material if names are provided.

All donations are tax deductible and donors will receive a letter of acknowledgement in the format required by the IRS.

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

