

ECKHART PUBLIC LIBRARY

Collection Development Policy

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By the Eckhart Public Library Board of Trustees

Eckhart Public Library Collection Development Policy

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Description

The Eckhart Public Library (EPL) service area is comprised of the city of Auburn and Union Township and is located in Northeastern Indiana. The service area of Eckhart Public Library incorporates a population of 13,665 residents.

Auburn is called the “Home of the Classics” because of its rich heritage in automotive manufacturing. In addition to the automotive and steel industries, tourism is a key industry within this community.

One of four libraries in DeKalb County, EPL is located in the county seat and offers an extensive genealogy and local history collection to area residents and tourists. The appointed seven member board of trustees is responsible for the governance of the library and hiring a director. The library director reports to the trustees.

EPL has broad community support for its services and programming that includes an active Friends group that annually holds four book sales and an additional fundraiser per year. This enthusiastic group gives an average of \$15,000 per year to EPL to support programming, materials, and equipment not funded through its operating budget. As well, all building and renovation projects have been completed without bonding or borrowing due to ongoing community interest and support. The main library is considered a local, state, and national architectural treasure that is listed on the National Register of Historic Places.

Vision

Eckhart Public Library will be progressive and proactive in serving our community’s evolving needs.

Mission

Eckhart Public Library provides access to diverse information and presents opportunities for creativity and discovery at all stages of life.

Intellectual Freedom

A democracy presupposes an informed citizenry and the public library has an integral role in achieving that goal. The Eckhart Public Library strives to provide an impartial environment in which individuals and their interests are brought together with ideas and information spanning the spectrum of knowledge and opinions. The library collection contains materials which provide the community with equitable access to information and materials for lifelong learning,

enrichment, and recreational reading. EPL's mission to provide access to diverse information is accomplished through valuing intellectual freedom.

Collection development and management decisions are based solely 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 collection or a link from the library's website in no way represents an endorsement of its contents.

The Library recognizes that 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 value systems. Individuals can apply those values to the use of library materials only for themselves.

Children are encouraged to utilize the materials at Eckhart Public Library. The library has collections designed for birth through fifth grade in the Children's Department and sixth through twelfth grades in Teen Library. However, EPL does not restrict children from using other areas of the library, and all patrons are welcome to select materials from these areas. Parents and legal guardians are solely responsible for the use of the library and library materials by their children who are under the age of eighteen.

EPL collects materials representing different viewpoints. Materials which represent only one point of view may be selected to provide necessary alternatives to other material. The existence of a particular viewpoint in the collection is not an endorsement of that particular point of view, but an expression of the library's adherence to the principles of intellectual freedom.

The Board of Trustees of Eckhart Public Library adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections. Specifically the library will adhere to and support the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), [Freedom to View](#), and [Interpretations of the Library Bill of Rights](#).

Collection Development Policy

Adopted by the Eckhart Public Library Board of Trustees, June 11, 1996

Revised June 11, 2002

Revised June 13, 2006

Revised March 12, 2010

Revised January 14, 2014

Revised March 10, 2014

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Statement of Purpose

The purpose of this policy is to inform the public and guide professional staff, by outlining the principles and criteria for selecting, retaining, and discarding resources. The policy assists the staff in building collections that are responsive to the community's educational, informational, and recreational needs, while meeting the mission, vision, and strategic goals of the library.

Statement of Goals

The acquisition and care of a collection of materials that assists individuals in the pursuit of education, information, and recreation are vital to the library's mission and vision. The goals that drive collection development are:

- Providing responsive service that meets the community's needs and interests.
- Providing high quality and relevant collections with ongoing collection management.
- Utilizing collection management to increase efficiency in the library's acquisition and de-selection processes.
- Providing services and collections to address emerging demographic trends.

The Mission, Vision, and Goals support collection development for all locations of Eckhart Public Library including the William H. Willennar Genealogy Center, the Teen Library, the Eckhart Mobile Outreach Service (EMOS), and other services and programming offered by the library.

Scope of Collection

The scope of the collection refers to the range and types of materials selected, including the formats offered and the level of difficulty. The scope is as broad as possible to allow for the maximum possibility of free expression and free access to ideas. The EPL collection will focus on the general patron rather than the researcher, with the exception of local history and

genealogy which has a separate collection policy for the William H. Willennar Genealogy Center, a service of the Eckhart Public Library. (Appendix E)

Selection

The Board of Trustees delegates the development of the collection to the Director. Ultimate responsibility for the selection of library materials rests with the library director, who operates within the framework of policies reviewed and approved by the library board. It is at the discretion of the director to delegate to library staff the authority to interpret and guide the application of the policy in making selections. The library has designated professionals assigned to oversee the selection process to ensure that the EPL Collection Development Policy is being followed. These designees use professional selection tools which are available to them. In addition to selecting materials, these librarians are responsible for monitoring the materials budget to ensure that new materials are acquired throughout the year, according to budget allocations. Suggestions for acquisitions may come from staff members not directly involved in the selection process. The overall collection development process for EPL involves a group of trained professional staff.

Selection Guidelines

Selection Guidelines reflect the Library's strategic goals and objectives. Staff are mindful of the following when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

- Consider the identified, expressed, or anticipated needs and interests of individuals and groups in the general community.
- Support library programming.
- Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes, and bibliographies.
- Include different viewpoints, values, philosophies, cultures, and religions whenever possible. Selections will not be made on the basis of any assumed approval or disapproval.
- Select a broad range of materials in all main subject areas.
- Attempt to balance the collection with in-demand, current interest titles. (EPL may purchase multiple copies and/or formats of specific authors and high-demand titles.)
- Assess the significance in relation to library resources already available.
- Utilize standard selection sources recognized by librarians to identify materials to be purchased.
- Utilize specialized knowledge of Library staff.
- Consider the reputation and/or significance of author, publisher, and/or producer.
- Select a variety of reading and comprehension levels based on community demographics.
- Provide a wide variety of formats to meet differing needs of individual patrons.
- Maximize the effectiveness of the available materials budget.

- Consider other community resources, Evergreen Indiana availability, reciprocal borrowing agreements, etc. to maximize the Library's resources. Out-of-print, used items, or items that require Library staff to go beyond the scope of its normal purchasing procedures are usually not purchased.
- Complements the curriculum of area educational institutions but does not duplicate curriculum materials in use by educational institutions or home-schooled students.
- Consider patron requests within the overarching principles of selection.
- Assess the quality of binding and physical suitability for library use.
- Self-published or print-on-demand materials, especially by local authors, may be purchased by EPL. The library uses the same criteria for purchasing these items as it does for other materials.

Professional Selection Sources

Professional selection sources used to identify items for purchase include:

- Professional journal reviews: preference is given to positive reviews published in Kirkus Reviews, Booklist, Library Journal, School Library Journal, Horn Book, Voice of Youth Advocates (VOYA), Children's Book Review, and other nationally recognized, library-oriented journals
- Standard collection tools and recommended lists prepared by professional organizations and specialized vendors
- Evaluative bibliographies in specialized areas
- Lists such as "top 100", publishers' announcements, and similar sources such as the American Film Institute
- Award lists and "notable" and "recommended" lists, including those published by professional organizations, and Eliot Rosewater and Marilyn and Eugene Glick nominees and winners
- New York Times Book Review and New York Times Bestseller Lists
- Websites focusing on formats collected by EPL, including Internet Movie Database, Rotten Tomatoes, Goodreads, Fantastic Fiction, and Amazon
- Baker & Taylor sources such as Forecast, Paper Clips, Growing Minds, Title Source
- Local media and area newspapers
- Other reputable selection tools

Formats

The Director and designated staff monitor the development of new formats and use the principles of selection and funding considerations to decide the appropriate time to add them to the collection. The declining use or availability of a particular format is also monitored. When a format is discontinued, the existing collection will continue to circulate until no longer useful. The Director, Assistant Director, and Technical Services Manager review the addition and/or discontinuation of formats on an ongoing basis.

Access to the Collection

The library collection is accessible to view by anyone who visits Eckhart Public Library. Most material is available for loan with a valid library card in good standing, and the rest is available for in-house use. Some items may be purchased to support staff in their jobs and may not be readily available to the public.

Patrons may access and view the Library's holdings through the Library's online catalog. The library also subscribes to a variety of proprietary databases covering a wide variety of subjects.

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 products which supplement rather than duplicate the coverage of INSPIRE.

Responsibility for the use of the library's collection by children under the age of 18 rests with their parents and legal guardians. It is only the parent or legal guardian who may restrict his/her children under the age of eighteen from access to library materials or services. Selection of adult materials will not be limited by the possibility that items may come into the possession of minors.

Programming

Eckhart Public Library offers a variety of programs for all ages and stages of life in order to provide users with opportunities for accessing information, exploring their creativity, and discovering new interests and talents. Programs introduce users and potential users to library resources and the library's role as a facilitator of information access. Programs include, but are not limited to, lectures, community forums, performing and visual arts, participatory workshops, technology programming, creative learning programming, wellness programs, storytimes, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations, displays, and presentations for social, cultural, educational, or entertainment purposes. Programs may take place on-site at the library, offsite in other locations, or online and may be delivered by library staff, library volunteers, or library partners.

Programs at Eckhart Public Library often utilize or highlight items in the library's collection, including books, audiobooks, DVDs, and databases. The use of these items in programming is guided by the principles contained in this policy, including Intellectual Freedom and the library's Selection Guidelines.

Preservation

The library's facility and budget do not accommodate extensive conservation and preservation activities for most materials. Reasonable attempts will be made to keep valuable material in the collection through cleaning, mending and repair. Other preservation efforts may include the

transfer of information between formats in order to preserve the content when copyright allows.

With the exception of the William H. Willennar Genealogy Center materials, the collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out-of-print titles.

Annual Materials Budget

The annual materials budget for the Library is divided into categories. For the Library's own use, these categories are further divided by collection areas and format. The materials budget is recommended by the Director and approved by the Library Board of Trustees as a portion of the Library's total budget per the Indiana Library standards for Class B libraries (Indiana Administrative Code 590-6-1-2 Section 2, <http://www.in.gov/legislative/iac/T05900/A00060.PDF>). Factors used to determine the specific allocation for each area may include:

- Statistics based on usage by category
- Average cost of items in each category
- Number of items lost or withdrawn in an area
- Level of development for the category as determined by staff
- User requests in the area
- Start-up costs of new collections
- Replacement projects in given areas of the collection as necessary

Areas that have not been sufficiently funded in the past or areas that are new may receive additional funding at the discretion of the Director. The percentages may fluctuate from year-to-year depending on funding, target areas of the collection, and the library's strategic goals and objectives.

General Collection Statements

Adult Collection

Fiction

The fiction collection consists of retrospective and current titles of general fiction including short stories, genre fiction, large print and paperbacks. The emphasis of the collection is on American and British authors. Additionally, international authors in English translation, local authors, and some small press publications are collected.

Graphic Novels

Eckhart Public Library recognizes the cultural, literary, and entertainment value of comics and graphic novels. The Library defines comics as works utilizing any combination of "juxtaposed,

sequential, pictorial art and other images in deliberate sequence meant to convey information and/or to produce an aesthetic response in the viewer"¹. Graphic novels are defined as bound collections of serially-published comic books or standalone comic novels or nonfiction works. Adult graphic novels are defined as graphic novels primarily created for a mature audience.

The library purchases collected issues of comic book titles in paperback or hardback volumes and standalone graphic novels or nonfiction works. Titles include current or classic popular series such as *The Walking Dead*, *Batgirl*, and *Superman*, for example. While the library may order older titles if a film or television adaptation is announced or if certain titles garner patron requests, the library will more often focus on current and ongoing titles and series. Common graphic novel publishers include DC Comics and its imprints including Vertigo, Marvel Comics and its imprints, IDW, Dark Horse, Image, and Fantagraphics Books. The library will not collect single issues of comic book titles. The library does not currently collect graphic novels in a digital format.

Nonfiction

The adult nonfiction collection serves patrons from adolescence (defined as ages 12-18) through adulthood.

The library seeks to maintain a well-rounded and balanced collection of nonfiction materials for the lay reader and to support patrons in their everyday life. Highly specialized or materials for college courses will not be purchased. The collection is designed to cover broad areas of knowledge and interest, including both basic works of permanent value and timely materials on current issues.

Young Adult Collection

Young Adult materials are purchased to support a wide variety of interests from adolescence (age twelve) through young adulthood. Selection is influenced by the special interests and developmental and informational needs of young adults, and materials serve as a bridge between children's and adult resources. While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchase in this collection. The majority of young adult materials are housed at The Teen Library. The Young Adult Collection includes fiction, nonfiction, graphic novels, manga, and electronic games.

Children's Collection

¹ Scott McCloud, *Understanding Comics: The Invisible art*. (New York: William Morrow and Company, 1993), 5.

This collection serves the needs and interests of children from birth through early adolescence (age twelve); provides resources for adults working with children or interested in materials for children; and supports the delivery of library services to this age group.

The collection includes a variety of print and non-print materials, including fiction, nonfiction, graphic novels, CDs, puppets, and Take & Play Kits. School textbooks and workbooks are not typically in the general circulating children's collection, however, may be purchased to support homework assistance programs.

Periodicals and Newspapers

The periodical and newspaper collections supplement the book and non-print collections by providing up-to-date information, covering current topics not yet available in other print media. Emphasis for magazines is placed on popular titles, business needs and a representative sampling of other topics.

Funding constraints limit the number of print and digital subscriptions and copies purchased by the Library. Gift subscriptions may be accepted for these if they meet general selection criteria. The Library subscribes to a number of local, state, regional and national newspapers. Older issues of newspapers may be available on microfilm. The subscription lists are reviewed annually by the Technical Services Manager, who is responsible for this collection.

Reference

The Library maintains a collection of print reference sources for in-house use, intended to meet the informational needs of the general public. Standard resources make up the core of this collection, consisting of books updated on a continuing basis and of individual works selected to meet demonstrated patron and community demands.

A core collection of print sources for children and adults who work with children is maintained.

The Library also subscribes to a variety of electronic products. In addition, the Library provides and promotes patron use of reference and research products made available free of charge to Indiana libraries through INSPIRE, a statewide collection of online databases that can be accessed via the library's website at www.epl.lib.in.us

A collection of professional materials, including periodicals, is provided for staff use and is housed at the Willennar Administrative Annex. These titles generally serve a specific purpose related to such topics as programming, customer service, or administrative tasks. While not generally accessible to the public, titles available for checkout may be requested by patrons and

will be loaned using the Library's procedures for reserving or placing a hold on an item of interest.

Non-print

Audiobooks

The audiobook collection includes literature and popular fiction and nonfiction. Unabridged editions are preferred. The adult and teen collection also contains language instruction resources, study courses, and spoken performances.

The children's audiobook collection emphasizes popular fiction and includes recommended nonfiction titles, especially folktales. The collection includes "read-along" CDs that come packaged with a book.

Compact Discs (CDs)

The adult music CD collection is intended for adolescent and adult audiences. The collection offers a selection of music from a variety of genres.

The juvenile music collection on CD emphasizes materials for early childhood and primary grades (birth through Grade 5). Popular music is included and an effort is made to collect materials representing a variety of musical styles, genres and cultures.

Electronic Audiobooks, Videos, Music, and eBooks

The library provides patrons access to audio and electronic books (eBooks), electronic comics, video, and music through several services. The library's subscriptions to these services are recommended and approved by certified library staff, but not all individual items available to read, listen to, or view are selected by Eckhart Public Library staff.

The Library loans eReader devices that are pre-loaded with retrospective and current popular eBook titles, selected by library staff, for patrons to borrow.

DVDS/Videos

The library seeks to maintain a well-rounded and balanced DVD/video collection consisting of retrospective and current titles representing both fiction and nonfiction. This collection serves our entire patron base with a separate preschool section for ages four and under.

Electronic Games

A limited number of electronic games are collected that are of special interest to-teens and adults.

Puppets

Puppets are housed in the Children's Department and can be used for interactive learning appropriate for children developing emergent literacy skills.

Library of Things

Eckhart Public Library will lend some additional items collected to support library programming, patron interest, and the library's mission.

Other Departmental Collections

Kits such as Book Buddies and Take & Play Kits are available. These kits include books accompanied by manipulative toys and realia for engaging patrons in literacy and learning activities.

Free admission passes to some local and regional museums are also available for checkout.

Related Services

Evergreen Indiana Consortium

As of August 1, 2016, Eckhart Public Library is a member of the Evergreen Indiana consortium. Eckhart Public Library patrons with a resident, non-resident, or PLAC card may borrow materials from any Evergreen Indiana library, and patrons of Evergreen Indiana libraries may borrow materials from Eckhart Public Library.

Interlibrary Loan

Interlibrary loan (ILL) is a transaction in which Eckhart Public Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Eckhart Public Library on behalf of its patron. Interlibrary loan is a service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials which have not been selected by the library and to provide material from the collection to other libraries.

Eckhart Public Library patrons in good standing may request items not found in EPL or Evergreen Indiana collections through interlibrary loan.

Interlibrary loan is both a public service and an integral element in the collection development process. 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 collection development policy.

Gifts and Donations

The Friends of the Eckhart Public Library, Inc. gratefully accept donations of gently used materials. Guidelines for donations can be found at <http://www.epl.lib.in.us/donate-items/>.

Friends allow Library staff to select donated materials for the Library's collection according to the Library's selection guidelines. Items that are not added to the collection are used for other

library-related purposes, returned to the Friends for their sales or for disposal or donation to another organization, and are not returned to the donor.

No conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the Library. The library will provide a receipt as to the number and format of items donated upon request. The library cannot determine the value of donations.

Donation of monetary gifts, memorials, and commemorations to the Library are a thoughtful way to remember a special person or occasion and to help build the Library's collection. Donors may suggest subjects or titles to be acquired with their donation; however, the Library reserves the right to make the final decision. A special gift plate identifying the donor and/or the person being memorialized and/or honored is placed in the material(s) purchased and the individual or the family is notified by the library director.

De-selection of Materials

The staff reviews the collection continually to keep it responsive to patrons' needs, assess it for deficiencies, ensure its usefulness to the community and make room for new materials. Titles may be weeded (withdrawn), retained, updated, rebound, reclassified or duplicated as justified by need. In general, weeding follows guidelines set out in the CREW* (Continuous Review, Evaluation, and Weeding) Manual which include:

- Physical condition
- Frequency of circulation
- Currency of information and the availability of updated material
- Permanent value to the collection, such as a classic book or an item of historical value
- Unnecessary copies or the presence of similar materials in the collection.
- Space to house the item
- Discontinuation of format

Inclusions of questionable language or attitudes, or a perception of factual inaccuracy, are not necessarily criteria for de-selection. Withdrawn materials may be given to the Friends of the Eckhart Public Library, Inc. for their sales. Reference materials retaining informational value may be transferred to the circulating collection, offered to other libraries or nonprofit organizations within the community.

* The CREW manual is available at
<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmetho12.pdf>.

Reconsideration of Materials

The selection and de-selection of materials for the library is an ongoing process, involving many different staff and many interactions with the community using the materials. Members of the

community may have questions about the process or about selection of specific items. These questions are addressed as follows:

Questions concerning the process or a specific item in the collection can be answered by a librarian. The professional staff can clarify scope and depth of the collection, the role of individual and parental responsibility, and the use of selection guides. Many inquiries can be answered without pursuing the reconsideration process. The principles governing selection can be found in the Collection Development Policy located at all public service desks and on the library website in the “About Us” tab at www.epl.lib.in.us

Patrons may suggest alternative materials and may do so by completing an online Item Request form (Appendix F). This form is easily accessible on the online catalog and website at www.epl.lib.in.us

Patrons may choose to ask for a formal review of specific materials. To do so, the patron must fill out a Request for Reconsideration of Library Materials. Forms are available at all public service desks or can be accessed via the library’s website under “Library Policies” on the “About Us” tab at epl.lib.in.us. Requests for reconsideration may be reported to the American Library Association.

Procedures for Requests for Reconsideration:

1. When the completed form is returned to the library, a copy will be made and given to the patron submitting the form. Copies will be made and forwarded to the Assistant Director and the Technical Services Manager. The original form will be forwarded to the Library Director.
2. The Library Director will notify the patron that the Request has been received and that a Reconsideration Panel will review the material and make a recommendation for action within a period of up to forty-five (45) business days.
3. The material in question shall remain in the collection until a final decision has been made.
4. The Director will form a Reconsideration Panel. This panel will consist of:
 - The Assistant Director or Director’s Designee (committee chair);
 - The Technical Services Manager or designated representative;
 - The Public Services Manager or designated representative;
 - A librarian who does not select materials for the collection in which the item under review is held and who possesses a Level 4 or higher Librarian Certificate from the State of Indiana.
5. All members of the Reconsideration Panel will read, view, or listen to the entire item within thirty-five (35) business days of receiving the request form. Original reviews and other pertinent information will be researched. If the Selector is currently on the EPL Staff they will be asked to present their criteria for selection of the item in question to the panel.

6. The panel will meet to discuss and evaluate the material, and a response will be determined. The panel's response and a written recommendation for action will be sent to the Library Director within forty-five (45) business days after receiving the request.
7. The Library Director, or designee, will respond in writing to the individual who submitted the "Request for Reconsideration" form within fifty (50) business days of receipt of the Request for Reconsideration form and copy the decision to members of the Reconsideration Panel and the President of the Library Board of Trustees.
8. The individual who submitted the Request for Reconsideration may appeal, in writing, the Director's response to the Library Board within ten (10) days after receiving the Director's response.
9. If this occurs, the Request for Reconsideration appeal will be placed on the agenda for the next regularly scheduled board meeting.
10. All members of the Board of Trustees will read, view, or listen to the entire item. Original reviews and other pertinent information will be researched. If the Selector, Technical Services Manager, and/or Assistant Director is currently on the EPL staff, he or she will be asked to present their criteria for selection of the item in question to the Board of Trustees.
11. After the item has been read, viewed, or listened to by all board members and all research and information gathering is finished, the board will discuss and evaluate the material at a regularly scheduled board meeting and a decision will be determined and announced. Decisions made by the Board of Trustees will be final.
12. All meetings conducted by the Board of Trustees during a Request for Reconsideration appeal shall comply with Indiana's Public Meetings (Open Door) Law, IC 5-14-1.5
13. Subsequent requests for reconsideration and appeals of a similar nature for the same item will be denied once the Board of Trustees has rendered a final decision.

Collection Development Policy Review and Revision Statement

The Assistant Director, Technical Services Manager, and Collection Development Specialist will annually review the Collection Development Policy. Any recommended change(s) will be sent to the Director for review. Changes recommended by the Director will be sent to the Library Board of Trustees for consideration and/or further action.

List of Appendices:

Appendix A: [Library Bill of Rights](#)

Appendix B: [Freedom to Read](#)

Appendix C: [Freedom to View](#)

Appendix D: [Interpretations of the Library Bill of Rights](#)

Appendix E: William H. Willennar Genealogy Center Collection Development Policy

Appendix F: Interlibrary Loan Item Request Form

Appendix G: Request for Reconsideration of Library Materials Form

Appendix H: Intellectual Freedom Message

Appendix E

William H. Willennar Genealogy Center Collection Development Policy

Library Mission: Eckhart Public Library provides access to diverse information and presents opportunities for creativity and discovery at all stages of life.

Content: The William H. Willennar Genealogy Center, herein referred to as WGC, is a service of the Eckhart Public Library, a tax-supported institution in the city of Auburn, Indiana.

Purpose: This policy is established by the Library Board of Trustees to guide the library staff in the management of WGC's collection and to inform the public of the principles that guide the library's decisions regarding the maintenance, development and use of the collection.

Historical Content:

Community interest in family and local history is strong, both subjects being among the library's most popular areas of interest. Indeed, the DeKalb County area has a rich tradition of interest in local history as evidenced by its significant museums as well as its preservation, historical, and genealogical societies. As Eckhart Public Library is the county seat library for DeKalb County, there is a general expectation of finding rich collections of local and family history materials among its other collections.

Collection Management Overview:

Collection management for WGC involves the identification, evaluation, selection, acquisition, and preservation of materials and resources. WGC collects, preserves and makes available to the public information regarding the people, organizations, institutions, and events of Auburn and DeKalb County, Indiana. All genealogy and local history materials in WGC are considered unique and valuable, and are restricted to in-building use only. Access to the collection is provided primarily on-site and secondarily online. An attempt is made to collect materials in a manner that meets both casual interest and research needs.

Methods of Identification and Evaluation:

WGC strives to maintain a comprehensive collection of genealogy and local history materials for Auburn and DeKalb County, Indiana. Materials to be identified and evaluated for inclusion in WGC's collection consist of, but are not limited to, vital records, census schedules, military records, church records, court records, published histories of all types, obituary records, newspapers and newspaper indices, clippings, certificates, yearbooks, daybooks, directories, diaries and journals, manuscript collections*, interviews, bibliographies, cemetery records and tombstone inscriptions, postcards, atlases and plat maps, photographs, research methodology guides, genealogies, periodicals, local government documents, and Bible records.

* Here manuscript collections are defined as unpublished materials that have a clear and identifiable order (e.g. chronological, geographic, thematic, and the like) imposed on them by the compiler or collector. Unorganized collections of papers and other materials are defined as miscellaneous assorted papers and are covered in exclusions below.

Of note is the fact that general guides to historical research methodology, preservation, and related subjects are acceptable candidates for inclusion as are significant publications about the places from which Auburn and DeKalb County people migrated, works detailing significant religious presence in the area, similar works detailing societal and social events impacting the local area, and name dictionaries.

WGC will focus on collecting those materials that are in published form, though special attention will be given to serving as the repository of first choice and last resort for all appropriate items including, but not limited to, realia detailing the local and family history of Auburn and DeKalb County, Indiana.

Methods of Selection and Acquisition:

WGC will select and acquire appropriate local and family history materials without regard to format. Every format is acceptable for inclusion in the collection. Such formats may include, but are not limited to, monographs, typescripts, periodicals, clippings, microtext, photographs, computer disks and CD-ROMs, audiocassettes, videotapes, DVDs, other digitized data, Internet resources, and pamphlets. Usability of the format will be considered, and material may be converted to other formats.

WGC's staff will determine the appropriate method of acquisition from among the traditional options of purchasing with library funds and grant funds. This includes preservation photocopying, preservation microfilming, digitizing, and duplicate exchange programs that are mutually beneficial to all entities involved, but in particular the Eckhart Public Library.

WGC's staff will specialize in developing and maintaining consequential relationships with all organizations and individuals who acquire and preserve Auburn and DeKalb County local and family history. Such entities include, but are not limited to, the DeKalb County Historical Society, the DeKalb County Genealogical Society, the Public Records Commission, the county historian, county preservation organizations, county libraries, county historical societies, city and county offices, the county courthouse, county churches, county businesses, and area museums.

When local and family history materials are identified by members of the community and interested others, staff will make collection decisions based on the parameters established in "Methods of Identification and Evaluation" and according to the following general guidelines: In every instance where a county entity is already collecting particular local history materials, WGC will function as the repository of last resort, i.e. it will collect the particular items excluded from the initial repository's collection. In every instance where a county entity no longer wishes to collect particular local history materials and/or is discarding particular local history materials, WGC should be the repository of first choice to curate the discarded or

unwanted items. In those instances where no entity is collecting particular local history or family history items, WGC should be the repository of first choice to house and maintain the items.

Additionally, professional relationships will be cultivated with the Indiana State Library, the Indiana State Archives, the Indiana Historical Society, and the Allen County Public Library (Fort Wayne, Indiana) for the purposes of building and maintaining a network of expertise for managing the resources of WGC. Further, WGC staff will cultivate professional relationships as necessary with The American Institute for Conservation of Historic & Artistic Works (Washington, D.C.), the American Association for State and Local History (Nashville, Tennessee), and the Northeast Document Conservation Center (Andover, Maryland) for the purposes of obtaining expertise in the conservation and preservation of local history materials.

Exclusions:

WGC will not accept any gifts or donations that are not in compliance with the Eckhart Public Library's overall gift and donation policy and shall include completion of WGC's Deed of Gift form.

WGC will not collect (a) miscellaneous assorted papers as defined previously in this document; and (b) personal genealogical database management software for patrons' use.

"Policy Governance"

The Board of Trustees of the Eckhart Public Library governs this collection management policy. Changes in this policy are approved by that board.

Adopted by the Eckhart Public Library Board of Trustees June 22, 2002.

Revised January 14, 2014.

Revised March 10, 2014

Reviewed March 10, 2015

Revised April 12, 2016

Revised May 8, 2018



DEED OF GIFT
WILLENNAR GENEALOGY CENTER:
A SERVICE OF ECKHART PUBLIC LIBRARY

Acquisition Number
Year: _____
Month: _____
Item No.: _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Ownership Information

I own the personal property described and desire to give said personal property to the Willennar Genealogy Center and Eckhart Public Library. Initials: ____

Copyright Information (Please Initial One)

I own the copyright for this material. I do hereby irrevocably and unconditionally give and transfer to the Library my copyright. Initials: ____

I own the copyright for this material. I grant the Library permission to use the copyrighted materials, including copying, digitizing, and using the material for research and educational purposes. The library may sell physical or digital copies of this material in accordance with the Library's Image Reproduction Policy. Initials: ____

I own the copyright for this material. I grant the Library permission to use the copyrighted materials, including copying, digitizing, and using the material for research and educational purposes. The Library will direct people to contact me in order to obtain physical or digital copies of this material until my copyright runs out. Initials: ____

I believe this material to be in the public domain. Initials: ____

I do not own the copyright for this material. I believe the following person owns the copyright: _____, Initials: ____

Type of Item(s) Book(s) Photo(s) Research Materials Other: _____

Brief Description _____

By my signature below I affirm that this information is true and accurate to the best of my knowledge & belief.

Donor/Agent: _____ Date: _____

Received by: _____	Receipt No.: _____	Date: _____	Date of Entry on Intranet: _____	Date of Thank You Letter: _____
This donation should be: Scanned & Cataloged in PastPerfect		Cataloged and put on the shelf		Copied and Indexed
Sent to another institution		Put in the Vertical File		Other: _____

Created 3/2015

APPENDIX F

The item request form can be found at
<https://docs.google.com/forms/d/1FJ-V7vdKD6CAxRvMo3eSujVujgvUtlCUa7FIkhxqv7E/viewform>

Item Request: One title per request, please! LIMIT OF 20 REQUESTS PER MONTH.

ATTENTION: Any requests sent in excess of the 20 will not be saved and must be resubmitted by the patron at a later date.

* Required

First Name *

Your answer

Last Name *

Your answer

Phone Number *

Your answer

Email:

Your answer

Would you like to receive this item through Interlibrary Loan (ILL) should the Eckhart Public Library elect to NOT add this item to our collection? ILLs are sent from other libraries around the state and country to EPL. We will check the item out to you, and once it is returned, we'll send it back to its home library. ILLs can take up to two weeks to arrive and cannot be renewed. (Requests for downloadable eBooks and audiobooks can be made on our Virtual Branch.) *

Choose ▾

If yes, do you agree to pay for postage if the lending library is outside the state of Indiana?

Choose ▾

Format: (May select more than one if applicable)

- Book
- Book on CD
- DVD
- Graphic Novel
- Large Print Book
- Microfilm
- Music CD
- Software
- VHS
- Video Game
- Article
- Other:

Title *

Your answer

Author

Your answer

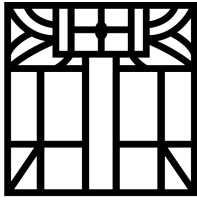
Other Information

Your answer

SUBMIT

Never submit passwords through Google Forms.

APPENDIX G



ECKHART PUBLIC
LIBRARY

Request for Reconsideration of Library Materials

Adopted by the Eckhart Public Library Board of Trustees March 10, 2015

Please print except for signature. Attach additional pages as necessary.

Name: _____ Date: _____

Signature: _____

Address: _____ City/State: _____ ZIP: _____

Phone Number: _____ Email: _____

Do you represent an organization? Yes No

If "Yes," what organization? _____

What Type of Material Are You Requesting for Reconsideration? (Check One)

Audiobook Book DVD/Video Magazine CD Display
 Newspaper Electronic Resource or Network Other: _____

Author: _____

Title: _____

Call Number or Spine Label: _____

Copyright Date: _____

I. What brought this material to your attention?

2. Did you read/listen/view this material completely?

3. In your view, what is the topic or theme of this material?

4. What is your objection to the material? Cite specific details about your objections, including page numbers, if applicable. (Attach another page if necessary.)

5. What did you find good or worthwhile about this material?

6. What action do you recommend the library consider?

7. Are there other materials you suggest to provide additional information and/or points of view on the topic covered by this material?

Thank you! Your request will be reviewed by the Library Director.

For Staff Use Only

Status Report on Patron Request for Reconsideration of Library Materials

Date	Action
	Name of staff initially contacted by patron: _____
	Reconsideration form returned to library; copies forwarded to Assistant Director and Technical Services Manager and original sent to Director.
	Patron contacted by Director and informed of reconsideration process.
	Reconsideration panel formed.
	Reconsideration Panel meets to discuss and evaluate material.
	Decision of Reconsideration Panel sent to Director for review.
	Director informs patron by letter of library's decision.
	Copies of Director's letter sent to members of Reconsideration Panel and President of Board of Trustees.

Director Signature: _____ Date: _____

APPENDIX H

Eckhart Public Library Intellectual Freedom Message Approved by the Board of Trustees July 14, 2014; Revised April 12, 2016; Revised May 8, 2018

Eckhart Public Library provides access to diverse information and presents opportunities for creativity and discovery at all stages of life.

Eckhart Public Library exists to provide access to materials for educational, recreational, entertainment, cultural, political, and other reasons.

Eckhart Public Library strives to provide materials for the entire community we serve. We strive to reflect our community's diversity by offering a wide variety of materials. While there are clear majority views on some topics, residents of Auburn and Union Township have a variety of opinions and viewpoints.

Some materials in the Eckhart Public Library collection may be shocking or offensive to some. Some of the materials in the collection may be unorthodox or unpopular. In fact, it is likely that every cardholder could come into Eckhart Public Library and find at least one book, DVD, audiobook, or other item that he or she would prefer to take off the shelf. Certainly, everyone working at Eckhart Public Library may find something in the library's collection that offends him or her in some way. However, Eckhart Public Library's patrons deserve the freedom to choose the materials they want, not those that are approved or considered appropriate by any one person or group. Librarians at Eckhart Public Library are trained and certified to help people find materials they wish to access, but our librarians are neutral parties who help people access materials they wish to read or view without judgment.

At Eckhart Public Library, only parents or guardians are able to limit what their children access. We strongly believe that parents or guardians – not other adults in the community, including Eckhart Public Library staff – are best equipped to know and understand their child's intellectual and emotional development and, therefore, help them to make the best choices of what they read, view, hear, or receive at Eckhart Public Library.

At Eckhart Public Library, we believe that protecting these rights is essential to continuing democracy in the United States. We trust our patrons to make their own decisions on what they view and believe, rather than sacrificing their First Amendment freedoms in order to be "protected" from unpopular or personally offensive views. We believe that our society is strong enough to allow a wide variety of materials in the library collection, and that there is demand from our community for a variety of offerings.

Eckhart Public Library selects materials for its collection by following the Eckhart Public Library Collection Development Policy, which is available on our website at epl.lib.in.us. A printed copy is available at all public service desks. The Collection Development Policy is reviewed and approved by the Board of Trustees.