



## Collection Development Policy<sup>1</sup>

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<sup>1</sup> Adopted by Board of Trustees June 11, 1996. Revised June 11, 2002, June 13, 2006, March 12, 2010, January 14, 2014, March 10, 2014, March 10, 2015, April 12, 2016, July 12, 2016, May 8, 2018, March 12, 2019, July 9, 2019, January 12, 2022, May 14, 2025.

## 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, maintaining, and deselection of Library-owned resources. This policy assists staff in building collections that are responsive to the community's educational, informational, and recreational needs, while meeting the Mission, Vision, Priorities, and [Strategic Plan](#) of the library.

This policy guides collection development and maintenance for all Library locations, including the Main Library, William H. Willennar Genealogy Center, the Teen Library, the Eckhart Mobile Outreach Service (EMOS), and other programming and services offered by the Library.

## Intellectual Freedom

The Board of Trustees of Eckhart Public Library has adopted an [Intellectual Freedom Policy](#) and affirms that 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](#).

## Statement of Collection Goals

The acquisition and care of a collection of materials and electronic resources that assist 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 high quality and relevant collections and electronic resources
- Providing responsive services and collections that meet the community's needs and interests, and address emerging demographic trends
- Utilizing collection management to increase efficiency in the Library's acquisition and de-selection processes

## Scope of Collection

The range and types of materials selected, including the formats offered and the level of difficulty included, are as broad as possible to allow for the maximum possibility of free expression and free access to ideas. The Library collection will focus on the needs of general patrons rather than researchers, with the exception of local history and genealogy, which is guided by a separate collection policy for the William H. Willennar Genealogy Center.

## Selection

The Board of Trustees delegates the development of the collection to the Executive Director. Ultimate responsibility for the selection of library materials and electronic resources rests with the Executive Director, who operates within the framework of policies reviewed and approved by the Board. It is at the discretion of the Executive

Director to delegate to Library staff the authority to interpret and guide the application of this policy in making selections. The Library has designated professionals assigned to oversee the selection process to ensure that the Collection Development Policy is being followed. These designees use professional selection tools which are available to them, as well as other resources. 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, and for monitoring their selection areas for materials that are in need of replacement or deselection, either due to physical condition, timeliness of the material, or other situations as determined by the Executive Director or designees. Suggestions for acquisitions may come from staff members not directly involved in the selection process. Patrons may also suggest items for purchase.

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.

- Broad range of materials in all main subject areas
- Complementary to, but not duplicating, curriculum materials in use by educational institutions or home-schooled students
- Different viewpoints, values, philosophies, cultures, and religions whenever possible
  - Selections will not be made on the basis of any assumed approval or disapproval
- Identified, expressed, or anticipated needs and interests of individuals and groups in the general community
- In-demand, current interest titles
  - The Library may purchase multiple copies and/or formats of specific authors and high-demand titles
- Library programming
- Maximization of the available materials budget
- Other community resources, Evergreen Indiana availability, reciprocal borrowing agreements, etc.
  - 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
- Patron requests within the overarching principles of selection
- Presence of indexes and bibliographies
- Quality of binding and physical suitability for library use
- Quality of content, including timeliness, accuracy, literary merit, illustrations
- Reputation and/or significance of author, publisher, and/or producer
- Self-published or print-on-demand materials, using the same selection criteria as other materials, with consideration given for local authors or containing local content.
- Significance in relation to library resources already available
- Variety of reading and comprehension levels based on community demographics
- Wide variety of formats to meet differing needs of individual patrons

Professional Selection Sources. The Library utilizes the specialized knowledge and professional judgment of Library staff, as well as standard selection sources recognized by librarians to identify materials to be purchased, including:

- Award lists and "notable" and "recommended" lists, including those published by professional organizations, and winners of the Eugene and Marilyn Glick (Indiana Authors) Award and Eliot Rosewater Award
- Baker & Taylor publications and selection lists
- Celebrity/media book clubs, such as GMA, Oprah's Book Club, and Read with Jenna
- Evaluative bibliographies in specialized areas
- Lists such as "top 100," publishers' announcements, and similar sources such as the American Film Institute
- Local media and area newspapers
- *New York Times Book Review* and *New York Times* Bestseller lists
- Other reputable selection tools
- Professional journal reviews
  - Preference is given to positive reviews published in:
    - *Booklist*
    - *Children's Book Review*
    - *Horn Book*
    - *Kirkus Reviews*
    - *Library Journal*
    - *Publishers Weekly*
    - *School Library Journal*
    - *Voice of Youth Advocates (VOYA)*

and other nationally recognized library journals

- Standard collections tools and recommended lists prepared by professional organizations and specialized vendors
- Websites focusing on formats collected by the Library, including Amazon, Fantastic Fiction, Goodreads, Internet Movie Database (IMDB), and Rotten Tomatoes

Formats. The Executive 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.

## **Access to the Collection**

The Library collection is accessible to view by anyone who visits the 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

and streaming services. 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/or legal guardian(s). It is only the parent and/or legal guardian(s) who may restrict his/her children under the age of 18 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.

### **Collections to Support Programming**

Programs at Eckhart Public Library often utilize or highlight items in the library's collection, including books, audiobooks, DVDs, Library of Things, and databases. The use of these items in programming is guided by the principles contained in this policy, the [Programming Policy](#), and the [Intellectual Freedom Policy](#).

### **Preservation**

Library facilities 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 Library's 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. Each year, the materials budget is recommended by the Executive 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 590-6-1-2.2). Factors used to determine the specific allocation for each area may include:

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

- User requests in the area

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

## Related Services

The Library participates in several Indiana library services which enhance access to library materials and information. These services are integral elements in the Library's collection development decisions. Staff may consider accessing an item via one of these services, instead of purchasing it, if the material is requested less frequently or deemed less critical for selection within the guidelines described in this policy.

- *Evergreen Indiana Consortium*. 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.
- *Indiana Digital Library (IDL)*. Library patrons with a resident, non-resident, student, or PLAC card may borrow materials from the Indiana Digital Library (IDL), a consortium of over 200 Indiana public libraries sharing their digital OverDrive collections.
- *Interlibrary Loan* 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. Patrons in good standing may request items not found in Library or Evergreen Indiana collections through interlibrary loan by completing [this form](#).
- *INSPIRE* is a statewide collection of online databases of reference and research products, available free of charge to Indiana residents, which can be accessed via the library's website at [www.epl.lib.in.us](http://www.epl.lib.in.us).

## Gifts and Donations

The Library accepts donations of materials on behalf of the Library and Friends of Eckhart Public Library, Inc. (See the [Gifts Policy](#))

The Library reserves the right to refuse an offered donation. No conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the Library.

Donations of items that are written and/or published independently, such as items published through a vanity press company may be considered for addition into the Library collection in accordance with the Library's selection guidelines.

Friends allow Library staff to select donated materials for the Library's collection according to the Library's selection guidelines. Items not added to the collection are used for other Library-related purposes or returned to the Friends for their sales or for disposal or donation to another organization and are not returned to

the donor.

The Library reserves the right to decide how the donated material will be displayed or stored, how the material may be used by the public, and how long the material will be retained.

Monetary Gifts, Memorials, Commemorations. Donations 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 formats, subjects, or titles to be acquired with their donation; however, the Library reserves the right to make the final decision.

## **Deselection 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 and staff's professional judgment. In general, weeding follows guidelines set out in the [CREW \(Continuous Review, Evaluation, and Weeding\) Manual](#) which include:<sup>2</sup>

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

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 Eckhart Public Library, Inc. for their sales.

## **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 this Collection Development Policy. Copies of the Policy are available at all public

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<sup>2</sup> CREW manual is available at <https://archive.org/details/crewmetho12/mode/2up>.

service desks and on the library website in the “About Us” tab at [www.epl.lib.in.us](http://www.epl.lib.in.us).

- Patrons may suggest alternative materials by completing an online [Item Request form](#). This form can be accessed via the library’s website under the “Library Services” tab on the website at [www.epl.lib.in.us](http://www.epl.lib.in.us).
- Patrons may ask for a formal review of specific materials by filling out a [Request for Reconsideration of Library Materials](#). Forms are available at all public service desks. Please note that:
  - Frankness of language and/or graphic content is not considered sufficient justification in itself to remove or restrict library items or formats.
  - Titles with viewpoints or content deemed objectionable by a resident are judged as entire works, not on isolated passages or sections.
  - Parents or guardians are responsible for their minor’s, and only their minor’s, use of library materials.

## **William H. Willennar Genealogy Center Collection Management Policy<sup>3</sup>**

### **Genealogy and Local History Collection**

Eckhart Public Library collects, organizes, preserves, and provides access to materials that document the history of DeKalb County and its inhabitants. The Genealogy and Local History Collection, housed at the William H. Willennar Genealogy Center, provides researchers with these materials to explore the personal, historical, and cultural heritage of DeKalb County.

An attempt is made to collect materials that meet both casual interest and research needs. Most genealogy and local history materials are considered unique and valuable and are restricted to in-building use only; a small circulating collection includes items to introduce genealogy and local history processes, such as conducting family research, building a family tree, and collaborating online.

The emphasis of the Local History and Genealogy Collection is on documenting DeKalb County’s government, settlement, industry, commerce, education, recreation, and historically significant individuals, as well as the history of its civic, religious, cultural, and social organizations. The collection supports activities related to historical and genealogical research, exhibits, community outreach, organizational events, and publications, among others. Genealogical materials that help researchers trace their family backgrounds and/or aid in researching the history of individual town residents are also collected.

#### *Selection Criteria*

- Relevance to the local history
- Available space to house the materials
- Non-duplication of material within the collection

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<sup>3</sup> *Adopted by Board of Trustees June 22, 2002. Revised January 14, 2014, March 10, 2014. Reviewed March 10, 2015. Revised April 12, 2016, May 8, 2018. Incorporated into Collection Development Policy January 12, 2022. Updated May 14, 2025.*



- Authenticity & completeness of record
- Quality of the physical form of material
- Ease of use for patrons
- Ability to store, display, or otherwise care for the item properly
- Cost to preserve, store, and process
- Security requirements to store and/or display
- Lack of restrictions by donor

*Formats collected include, but are not necessarily limited to, the following:*

- Atlases
- Audio recordings
- Biographical dictionaries
- Books
- Broadsides
- Brochures
- Census records
- City & county histories
- Digital files
- Ephemera
- Family Histories
- Government documents
- Institutional or organizational records
- Manuscripts
- Maps
- Newspapers
- Organizational directories
- Pamphlets
- Periodicals & journals
- Personal letters, memoirs, diaries, account books, & financial records
- Photographs
- Scrapbooks
- Serials
- Town directories
- Video recordings

Three dimensional artifacts will not be added to the collection unless, in rare instances, they are deemed appropriate to the collection and can be properly housed and displayed.

### *Donations*

The Library welcomes donations to its Local History and Genealogy Collection in compliance with the Library's [Gift Policy](#).

All donors must complete a [Deed of Gift Form](#) in order to establish the transfer of ownership of donated materials (and copyright, if appropriate) to the Library. The transfer to the Library of the copyright owned by donors in individual items makes it easier for the Library and its users to use the items in unique and creative ways. Once the Deed of Gift is signed by the donor, the donated

material becomes the unrestricted property of the Library.

The Library reserves the right to refuse an offered donation. The Library will not accept material that shows damage from mold, mildew, water, insects, smoke, or dirt, as such material can harm other items in the collection. The Library may also refuse a donation based on the Selection Criteria.

The Library reserves the right to decide how the donated material will be displayed or stored, how the material may be used by the public, and how long the material will be retained.

Donated materials may be scanned and placed on the Internet for viewing or otherwise reformatted. They may also be moved from the Local History and Genealogy Collection to other sections of the library, sold, transferred to another library, or discarded.

The Library will not, and cannot, conduct any monetary appraisals for donors nor give tax advice. If donors plan to take a tax deduction for their donations, they should consult a tax accountant or attorney. Any monetary appraisals are the responsibility of the donor and should be conducted before transferring materials to the Library.

#### *Reappraisal & Deaccession*

From time to time, the Local History and Genealogy Collection will be reappraised, and the deaccession of some materials may take place. The Library will offer the deaccessioned materials to other institutions if appropriate, sell the items, or discard them.

#### **Collection Development Policy Review and Revision**

The Technical Services Management Team annually reviews the Collection Development Policy. Any recommended change(s) are sent to the Executive Director for review. Changes recommended by the Executive Director are then forwarded to the Library Board of Trustees for consideration and/or further action.