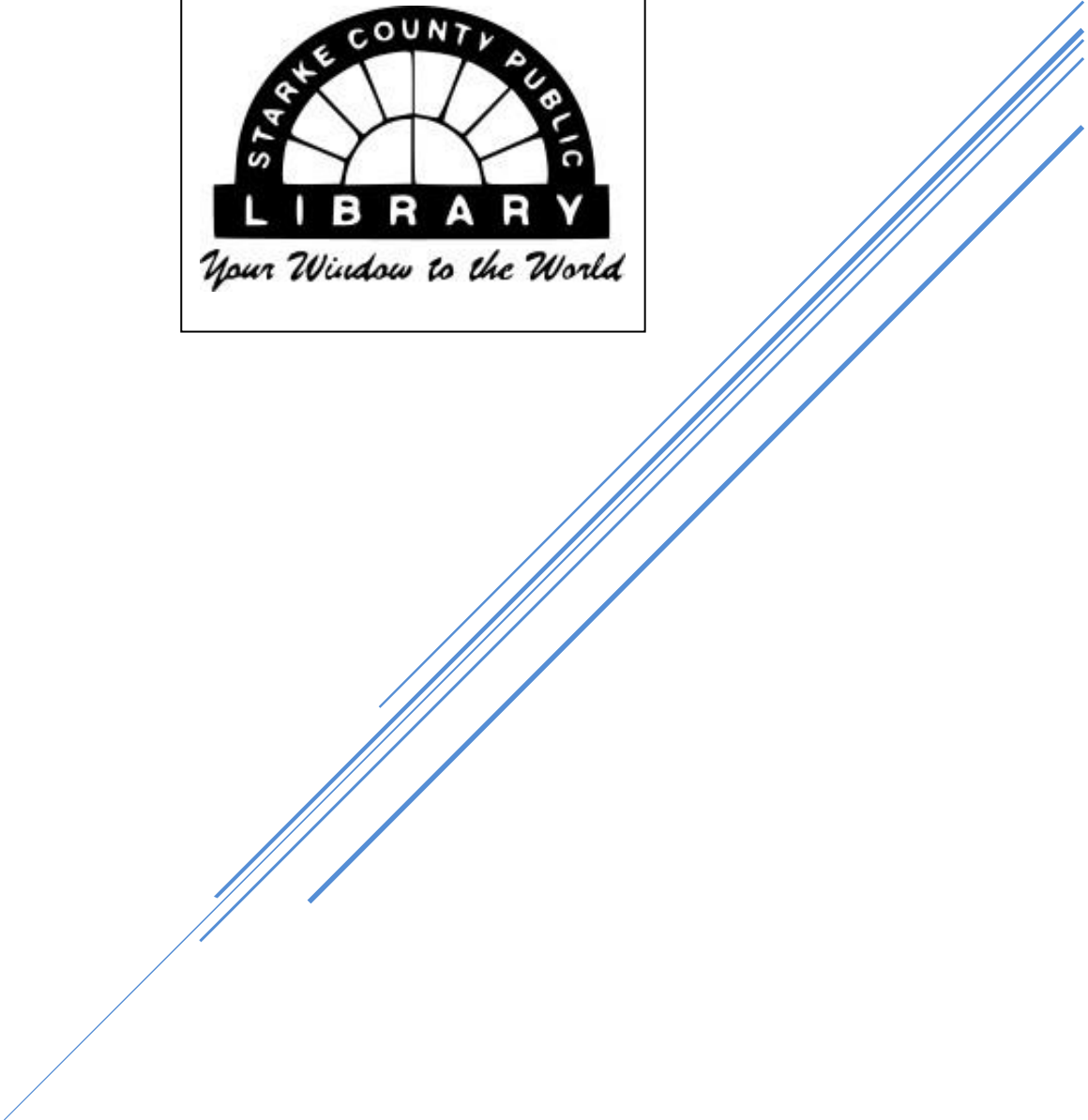
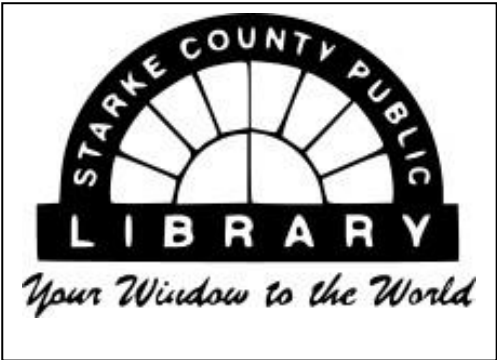
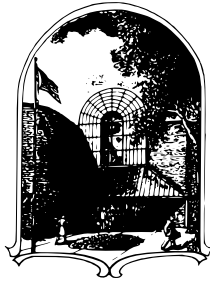


# COLLECTION DEVELOPMENT POLICY

Starke County Public Library System





# *Library Bill of Rights*

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

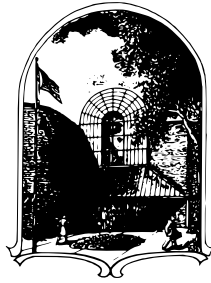
Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; January 29, 2019.

\*inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).\*

\*Reviewed and Adopted by the SCPLS Library Board of Trustees in May 2018; Updated April 9, 2024.



## STARKE COUNTY PUBLIC LIBRARY SYSTEM

### COLLECTION DEVELOPMENT POLICY

#### **Mission Statement**

Opening a window to a world that promotes literacy, encourages discovery, and connects the community.

#### **Vision**

Engaging community, enabling learning, and inspiring fun.

#### **Values**

**Welcoming:** Engaging all in an environment that supports learning and growth.

**Continuous Improvement:** Proactively adapting to evolving community needs.

**Community-focus:** Reaching out to meet the community and expand accessibility to relevant services.

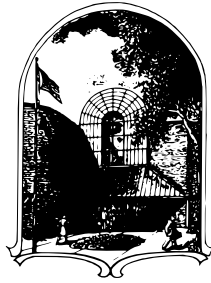
**Safety:** Offering a receptive and secure place for exploration.

**Creativity:** Approaching opportunities and challenges in innovative ways.

#### **Objectives of the Collection**

In keeping with the mission statement of the Starke County Public Library System, the library will seek to provide those library materials, information, programs, and services which most meet, and anticipate, the needs and desires of our patrons. To this end and in fulfillment of our mission statement the following Collection Development Policy is set forth.

The phrase “library materials” as it is used in this policy has the widest possible meaning. The library strives to acquire a collection of materials in a variety of formats for the purpose of providing, information, recreation, and cultural experience. It organizes the materials for ready access, and offers guidance and encouragement in its use. Informational and recreational materials can take many forms. The library will make every effort to obtain needed and desired materials, choosing the format of best



delivery: printed work, audio-visual, databases, eBooks, and whatever new formats may become available.

The branch libraries collection serves as extensions of the main library. Because of space limitations, the branch libraries provide primarily current books and materials of popular interest. The main library is responsible for providing more specialized reference and bibliographic aids for the entire system. Requests for unavailable materials or information will be filled from the main library if possible, and through interlibrary loan when unavailable.

The library belongs to the Indiana Statewide Remote Circulation Service (SRCS), through which it has access to interlibrary loan and extended reference services. The library is partnered with other resource cooperatives to help better fill patron requests.

The library does not order materials for individuals or institutions.

### **Selection**

Selection of library materials is vested by the Board of Library Trustees in the Director of the library. The Director may authorize members of the library staff to assist with selection. Knowledge of the community and its character is a vital ingredient in the selection of library materials. Those responsible for selection will utilize their professional training, experience, and a variety of bibliographic aids to provide the basis for selection.

Factors to be considered in adding materials to the collection include:

- Popular demand
- Contemporary significance or Permanent value
- Scope and Authority of the subject matter
- Reputation and/or Authority of the author, editor, or illustrator
- Literary merit
- Relationship to the existing collection and to other materials on the subject
- Price and availability
- Format and arrangement
- Scarcity of information in the subject area
- Availability of material in the area
- Attention of critics, reviewers, and the media

\*Reviewed and Adopted by the SCPLS Library Board of Trustees in May 2018; Updated April 9, 2024.



The library also takes into consideration printed reviews in professional journals, such as:

- Library Journal
- Kirkus Reviews
- Horn Book
- School Library Journal
- Reviews in general interest magazines and newspapers
- Bibliographies of Core Collections
- Publisher's Catalogs and flyers
- Pre-Publication information on popular materials

The library selects materials of varying complexity and formats to suit the needs of patrons with a wide range of ages, educational backgrounds, interests, format preferences, comprehension skills, and mental and/or physical abilities. It buys current titles from best sellers, as well as titles likely to be best sellers, and books of topical and seasonal interest for all subject areas of the collection. The library does not acquire textbooks, except to supplement information not available in other sources.

The library periodically examines the scope and depth of the library's collection to ensure that core subject areas are current and sufficiently represented. A broad range of materials will be selected to both serve and await the needs of the library's patrons. The following terms are used to define collection levels:

- Comprehensive: collection of all print and non-print materials related to a specialized subject area
- Research: collection of major reference works, primary sources, secondary sources and specialized monographs, supporting college and university school education
- Study: collection of the major reference works, periodicals, and core titles, which introduce or supplement high school collections in major categories
- Popular: collection of the major works or titles of authors or subjects based on popular interest
- Basic: highly selective collection of works which introduce or define the author or subject
- Skeletal: collection of the most general treatments of the subject

# Starke County Public Library System

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Knox, IN 46534



Phone: (574) 772-7323  
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The library will not attempt to support comprehensive or research level collections. Much of the material will be for the purpose of supports study, popular, basic or skeletal levels of collection, within the library's budget.

The library recognizes patrons' desires to read the most current book and those on the best seller list. The library will maintain a "holds list" of patron names in order of their request for materials. The library will obtain additional copies of popular titles whenever the holds list indicates a large number of patrons waiting for a book.

Demand is a valid factor in materials selection. Patron suggestions will receive serious consideration. The library welcomes suggestions from patrons and items, topics, or authors they would like to see included in the collection. However, all additions or deletions of library materials are governed by the Collection Development Policy. See Appendix Page 25 for Library Materials Suggestion Form.

For its Indiana Room, the library obtains and retains materials which contribute to the knowledge of locations, cultural heritage, and residents of Indiana, Starke County, or the towns or townships within Starke County.

To ensure the presentation of truth, materials on all sides of controversial issues will be provided, enabling individuals to examine many points of view, and make their own decisions. Selection of materials by the library does not mean endorsement of the contents or views expressed in those materials. Individual items, which in and of themselves may be controversial or offensive to some patrons, may be selected if their inclusion will contribute to the range of viewpoints and effectiveness of the library collection as a whole. While one reader may consider some materials offensive, shocking, or boring, another may find the material pleasing, meaningful, or significant. The library does not mark or identify materials to show approval or disapproval of their contents. It does not sequester materials, except to protect them from damage or theft.

Anyone is free to select or reject materials for themselves, or for their minor children, however, the freedom of others to read, listen, or view materials cannot be restricted. The library does not stand in loco parentis. Parents have the responsibility to guide and direct the reading, listening, and viewing of their own minor children. The library adheres to ALA's Freedom to Read Statement. See Appendix Page 21 "ALA's Freedom to Read Statement.



### **Collection Approach: Adult Nonfiction and Reference\***

\* Portions adapted from policies from Gretna Public Library and Contra Costa Public Library

**Adult Non-Fiction Collection:** Within financial and space limitations, the library will attempt to build a collection covering the spectrum of the Dewey Decimal System for the adult patron. To achieve this end, materials on any particular subject will be of broad, general interest rather than of scholarly interest. Textbooks will not be purchased unless it is the only or best material available on a subject. The staff will not seek out materials which support post-secondary education or scholarly research, as this is the mission upheld generally by academic libraries, not public.

### **Resources for Selection**

As with other collections in the Library, Adult Non-Fiction and Reference materials are selected using various resources including Librarian experience and expertise, as well as many professional resources and popular culture resources. These resources include, but are not limited to:

- Library Journal
- Kirkus Reviews
- Amazon reviews
- patron requests
- age of topic

This includes both print and non-print formats. We will attempt to cover new topics, authors, and current trends.

**Adult Reference Collection** – The reference collection will be non-circulating and will consist of the following standard items (but not limited to) purchased according to the listed schedule, within budget limitations:

- General Encyclopedia – every 1-2 years
- Dictionaries and Thesaurus – as needed or every seven to 10 years.
- Telephone Directories – annually as provided
- Rand McNally Road Atlas – as needed or every two years
- Merck Medical Manual – every three years
- Microfilm of local newspapers – as available



**Reference Collections:** Reference collections are a distinct set of materials patrons can use within the walls of the Library only. Materials added to the Reference Collection cannot be checked out. Strong, up-to-date reference collections support the Library's mission. Providing patrons the tools to perform independent research.

Types of reference materials collected by the Library:

- bibliographies
- dictionaries
- encyclopedias
- yearbooks
- manuals
- handbooks
- directories

Many reference books will eventually become part of the Library's circulating collection. They can be checked out like other library materials. Reference books that circulate allow the broadest range of use for these often-expensive items. Materials are determined to be part of a community library's reference collection, rather than the circulating collection, based on local patrons' need to have immediate and ongoing access to the most current, in-depth information on a given topic or set of topics. The composition of Reference Collections should reflect specific and observed community needs for information. Some reference books may be owned as part of both reference and circulating collections. Electronic resources offer unlimited and remote access to simultaneous users, support equal access for all to a countywide reference collection, and provide cost effective means of providing quality information at the point of service. The Library maintain and develop the Electronic Resources collection under the guidance of the Director and the Head of Reference. It is within this context that the Library offers access to the Internet and its many resources.

**Local History / Genealogy:** The Library will be considered a place to preserve local history. Thus efforts will be made to keep useful local history materials. This will include, but is not limited to such:

- photos
- local yearbooks
- Platt books
- oral histories
- genealogies of prominent local families
- obituaries and cemetery records





### **Collection Approach: Adult Fiction**

The Adult Fiction Collection is intended to fulfill the public's need for novels and graphic novels in many genres. Best-Selling titles are purchased to keep with the numerous requests; additional copies are ordered for every seven holds on a certain title.

Adult Patron Services collects not only books in regular print, but also books in large print for those who may be visually impaired. Audiobook, EBooks, and Audio EBooks are also part of our collection, for those who many need to formats for their physical needs.

Our Adult Patron Services Head/Librarian oversees the material selection process and takes into consideration all patron and staff purchase suggestions.

### **Resources for Selection**

As with other collections in the Library, Adult materials are selected using various resources including Librarian experience and expertise, as well as many professional resources and popular culture resources. These resources include, but are not limited to:

#### **Professional Journals**

- Library Journal
- BookList
- Kirkus Reviews
- Booking Ahead

#### **Professional Best Of Lists, Best Sellers, and Standards Lists**

- ALA
- New York Times Best Sellers List
- Amazon.com Top Sellers List



### **Collection Approach: Children's Materials**

The Library adheres to the U.S. Constitution's First Amendment, as well as the American Library Association's Bill of Rights and Freedom to Read documents, thus ensuring access to a wide variety of materials and topics, as well as intellectual freedom, for patrons of all ages. The Library also takes into consideration ALA's Access to Library Resources and Services for Minors and Access for Children and Young Adults to Nonprint Materials

The Children's collection is intended for youth from infancy through grade 6, as well as parents, caregivers, and educators for all youth. Materials are purchased in a broad range of reading and interest levels to help foster a love of reading, meet the developmental needs of young patrons, and provide age-appropriate information for entertainment and educational needs. The collection includes fiction and non-fiction hardback and paperback books, graphic novels, audiobooks, magazines, book/audiobook sets, read-along book/audiobook sets, fiction and non-fiction DVDs, music CDs, ebooks, audio ebooks, and computer games and reviewed websites on our computers and Library website. Various youth-oriented databases are also available through INspire.org.

The Children's and Young Adult Head/Librarian oversees the material selection process and takes into consideration all patron and staff purchase suggestions. Although video games and specific public school or homeschool curricula are not selected, non-specific textbooks and reading list books to supplement the collection are purchased, as needed.

A small collection of non-circulating Reference materials are selected for young patrons. Titles included are World Book Encyclopedia with copies in Reference and a duplicate set in juvenile circulating non-fiction, Guinness World Records with newest and previous years in Reference and duplicate newest copies in juvenile circulating non-fiction, as well as various almanacs and subject encyclopedias, book sets, and individual titles.

### **Selection Criteria**

Selection criteria for Children's materials include the general criteria for other collections in the Library, and are meant to meet the entertainment, developmental, and educational needs of young patrons in the community. The Library attempts to select



materials that cover a wide range of diverse views that may be objectionable to some. The Library does not restrict any patron from access to materials. It is the responsibility of parents and caregivers of minors to set any restrictions.

General criteria include:

- literary merit
- favorable reviews
- reputation and significance of author, producer, or publisher
- accuracy and appropriateness of the material
- representative of various viewpoints
- quality and variety of format
- scope

Criteria for the Children's collection also include:

- appropriateness of subject matter and vocabulary for various reading levels
- titles written by children
- classics
- illustrations
- high interest/low reading level book and audio sets
- titles on school reading lists
- titles focusing on parenting and teaching skills
- non-fiction useful for school reports
- supplements school curricula
- entertainment DVDs rated G and PG

Titles or formats not available through the Library's vendors, or requested titles deemed not necessary for purchase, can be requested from shared resources.

Donated materials will be considered using the same criteria as purchased items. Materials not added to the collection, or kept to be used as giveaways, will be discarded as stated in the Library's Gift Policy.

### **Resources for Selection**

As with other collections in the Library, Children's materials are selected using various resources including Librarian experience and expertise, as well as many professional



resources and popular culture resources. These resources include, but are not limited to:

### **Professional Journals**

- Horn Book
- Kirkus Reviews
- School Library Journal

### **Professional Best Of Lists, Best Sellers, and Standards Lists**

- ALSC Best Books Lists – Association of Library Service to Children, a division of ALA
- New York Times Best Sellers List
- Amazon.com Top Sellers List
- A to Zoo Subject Access Guide
- H.W. Wilson Core Collection catalogs

### **Book Awards**

- Audie Award – best audiobooks of the year for all ages from Audio Publishers Assoc.
- Caldecott Award -- best American picture book
- Children's Book Council Children's Choice Award – award chosen by U.S. children
- Coretta Scott King Award – for best African-American title each year
- Margaret A. Edwards Award – named for an early supporter of teen literature
- Newbery Award – best American fiction or non-fiction book for children and teens
- Young Hoosier Award – titles nominated by Indiana students across the state each year
- Firefly Award -- annual top titles for preschoolers as nominated by Indiana Librarians

### **Web Resources**

- [ala.org/yalsa](http://ala.org/yalsa) – YALSA home page
- [CCBC.education.wisc.edu](http://CCBC.education.wisc.edu) – University of Wisconsin's Co-op. Children's Book Center



- [ChildrensBookGuild.org](http://ChildrensBookGuild.org) – national organization for children’s and teen literature
- [Dove.org](http://Dove.org) – national organization featuring children’s and teen media reviews
- [HarperCollins.com](http://HarperCollins.com) – HarperCollins publisher website
- [Homeschool.com](http://Homeschool.com) -- leading homeschool organization
- [NoFlyingNoTights.com](http://NoFlyingNoTights.com) – graphic novel recommendations
- [Scholastic.com](http://Scholastic.com) -- leading publisher of children’s books
- [Viz.com](http://Viz.com) - Viz Media children's and teen graphic novel publisher

### **Deselection Criteria**

Items are continuously assessed to ensure condition, timeliness, and accuracy of the collection. Various tools are used to evaluate items individually, including reports from the circulation catalogue system showing the usage, age, and strengths and weaknesses of areas, as well as the Librarian’s expert judgment on the relevance of the materials owned and future needs of young patrons and their caregivers. Ebooks and audio ebooks are automatically deleted from the Indiana Digital Library when they expire according to each publisher’s policy. Discarded items are sold in the Library’s book sale.

Other deselection criteria include:

- author and his/her body of work
- publisher
- number of duplicate copies
- outdated or inaccurate information
- award or honor winner
- topic no longer in demand
- outdated material type/format
- cover illustration and other illustrations included in the book.

Exceptions to these methods may include classic titles, award winners and honor winners, school reading list titles, older books in an active series, local authors and settings, definitive fiction and non-fiction, and at the Librarian’s discretion. The Children’s collection rarely has an item needing to be moved to the Indiana History room or needing preservation, but would follow the Preservation Guidelines of the Library.



### **Collection Approach: Young Adult Materials**

The Library adheres to the U.S. Constitution's First Amendment, as well as the American Library Association's Bill of Rights and Freedom to Read, thus ensuring access to a wide variety of materials and topics, as well as intellectual freedom, for patrons of all ages. The Library also takes into consideration ALA's Access to Library Resources and Services for Minors and Access for Children and Young Adults to Nonprint Materials, and YALSA's (ALA's Young Adult Libraries Services Association division) [Teen Space Guidelines](#), particularly the suggestions of providing a physical space and environment that encourages the emotional, social, and intellectual development of teens, and purchasing, promoting, and advocating for materials that support their entertainment and informational needs.

The Young Adult collection is intended for teens in 7<sup>th</sup> grade and older. The Young Adult collection closely follows popular trends, current events, pop culture entertainment, and trends in YA literature. It includes fiction and non-fiction hardback and paperback books, graphic novels, audiobooks, magazines, book/audiobook sets, fiction and non-fiction DVDs, ebooks, audio ebooks, and reviewed websites on our computers and Library webpage. Various teen-oriented databases are also available through INspire.org.

The Children's and Young Adult Head/Librarian oversees the material selection process and takes into consideration all patron, staff, and Teen Advisory Board (TAB) purchase suggestions.

Although video games and specific public school or homeschool curricula are not selected, non-specific textbooks and reading list books to supplement the collection are purchased, as needed.

### **Selection Criteria**

Selection criteria for Young Adult materials include the general criteria for other collections in the Library and are meant to meet the entertainment and educational needs of teen patrons in the community. The Library attempts to select materials that cover a wide range of diverse views that may be objectionable to some. The Library does not restrict any patron from access to materials. It is the responsibility of parents and caregivers of minors to set any restrictions.



General criteria include:

- literary merit
- favorable reviews
- reputation and significance of author, producer, or publisher
- accuracy and appropriateness of the material
- representative of various viewpoints
- quality and variety of format
- scope

Criteria for the Young Adult collection also include:

- teen award winners
- teen-chosen booklists
- titles written by teens
- classics
- high interest/low reading level book and audio sets
- titles on school reading lists
- titles focusing on teen developmental needs and issues
- non-fiction useful for school reports
- entertainment DVDs rated up to PG-13
- illustrations with no nudity

Titles or formats not available through the Library's vendors, or requested titles deemed not necessary for purchase, can be requested from shared resources.

Donated materials will be considered using the same criteria as purchased items. Materials not added to the collection, or kept to be used as giveaways, will be discarded as stated in the Library's Gift Policy.

### **Resources for Selection**

As with other collections in the Library, Young Adult materials are selected using various resources including librarian experience and expertise, as well as many professional resources and popular culture resources. These resources include:

### **Professional Journals**

- Horn Book
- Kirkus Reviews



- Library Journal
- School Library Journal

### **Professional Best Of Lists, Best Sellers, and Standards Lists**

- YALSA Best Books Lists – Young Adult Library Services Assoc., a division of ALA
- New York Times Best Sellers List
- Amazon.com Top Sellers List
- H.W. Wilson Core Collection catalogs

### **Book Awards**

- Audie Award – best audiobooks of the year Audio Publishers Assoc.
- Children’s Book Council Teen Choice Award – national award chosen by U.S. teens
- Coretta Scott King Award – for best African-American title each year
- Eisner Award – graphic novel/comic award honoring writer/illustrator Will Eisner
- Eliot Rosewater Award – chosen by Indiana High School students as good reads
- Margaret A. Edwards Award – named for an early supporter of teen literature
- Newbery Award – best American book for children and teens
- Printz Award – ALA chosen title for excellent teen literature
- Young Hoosier Award – titles nominated by Indiana students across the state each year

### **Web Resources**

- [ala.org/yalsa](http://ala.org/yalsa) – YALSA home page
- [CCBC.education.wisc.edu](http://CCBC.education.wisc.edu) – University of Wisconsin’s Co-op. Children’s Book Center
- [ChildrensBookGuild.org](http://ChildrensBookGuild.org) – national organization for children’s and teen literature
- [Dove.org](http://Dove.org) – national organization featuring children’s and teen media reviews
- [HarperTeen](http://HarperTeen) – HarperCollins publisher website
- [Homeschool.com](http://Homeschool.com) -- leading homeschool organization
- [NoFlyingNoTights.com](http://NoFlyingNoTights.com) – graphic novel recommendations
- [TeenReads.com](http://TeenReads.com) -- book and media reviews by and for teens and adults working with teens
- [Viz.com](http://Viz.com) - Viz Media children's and teen graphic novel publisher





### **Deselection Criteria**

Items are continuously assessed to ensure condition, timeliness, and accuracy of the collection. Various tools are used to evaluate items individually, including reports from the circulation catalogue system showing the usage, age, and strengths and weaknesses of areas, as well as the Librarian's expert judgment on the relevance of the materials owned and future needs of teen patrons. Ebooks and audio ebooks are automatically deleted from the Indiana Digital Library when they expire according to each publisher's policy. Discarded items are sold in the Library's book sale.

Other deselection criteria include:

- author and his/her body of work
- publisher
- number of duplicate copies
- outdated or inaccurate information
- award or honor winner
- topic no longer in demand
- outdated material type/format
- cover illustration and other illustrations included in the book

Exceptions to these methods may include classic titles, award winners and honor winners, school reading lists titles, older books in an active series, local authors and settings, definitive fiction and non-fiction, and at the Librarian's discretion. The Young Adult collection rarely has an item needing to be moved to the Indiana History room or needing preservation, but would follow the Preservation Guidelines of the Library.



### **Collection Review Process**

The Board of Trustees recognizes the right of individuals to question materials in the library collection. Anyone questioning material in the library collection may ask a library staff member about such materials. The staff member will discuss the matter and give the patron a copy of this policy. Patrons who wish to lodge a complaint about library material or request the withdrawal of material from the collection will be asked to fill out a “Request for Reconsideration of Library Material” form and submit it to the Director. See Appendix Page 23.

When a written complaint is received, the Director will review the complaint, determine if the questioned material conforms to the selection policy, and respond to the patron. If the patron is not satisfied with the Director’s response, the decision of the Director may be appealed to the Board of Library Trustees. The patron request or complaint will be heard during the “Public Comment” section of the next regularly scheduled board meeting. The Board, after hearing public testimony from both the patron and Director, will determine whether or not library selection policies have been followed with regard to challenged material. The item in question will not be removed from collection until a final decision has been made.

### **Collection Maintenance for Materials**

To keep the collection attractive and usable for patrons, the Library will mend, weed, replace, or repurchase items as needed. Torn, damaged, written in, smelly, broken, scratched, and stained materials will be deselected and replaced, if necessary and popular, with a new copy, a new edition of the title, or a like title. Items sent to be mended must be in relatively good condition other than the mending need. Depending on the vendor from which an audiobook was purchased, individual replacement disks may be ordered, thereby saving the item from being weeded.

Materials will have book covers, plastic sleeves, laminate, or book corners; bindings and pages may be glued for repair; spine hinges may be taped on the inside for stability; book/CD sets and multi-volume book sets will be in plastic bags or boxes, DVDs may be cleaned and case covers photocopied; the most recent year and the



## Weeding Policy

Weeding is a well-established principle of library management. It is an integral part of the collection development process. Selection refers to both the decision to add material and the withdrawal of material from the collection. Having outdated or inaccurate materials in a collection discourages use and gives a false impression of the adequacy of the collection. Systematic evaluation and weeding of the collection will be done on an on-going basis to insure the collection's quality and to enable the library to best serve the needs of the community.

Under the supervision of the Library Director the collection will be evaluated on a regular basis. Outdated or inaccurate materials, as well as physically deteriorated, obsolete, and inappropriate materials will be withdrawn. The library follows the guidelines in "CREW: A Weeding Manual for Modern Libraries." To read CREW Standards please go [CREW Manual](#). See Appendix Page 26.

Staff will continue to consult bibliographic aids to help assure that generally accepted important works are kept or replaced. Additional guidelines are listed below for non-book materials.

Materials that are withdrawn will be sold, given to a worthy organization (i.e. The Salvation Army), or if obsolete or in poor condition, discarded.

### **Weeding Non-Book Materials**

**Audio Books:** Condition: Check for chips, cracks, deep scratches, or warped discs. Test for playing quality if in doubt. These should be given to the department head for further review.

**Compact Discs:** Condition: Check for chips, cracks, deep scratches, or warped discs. These should be given to the department head for further review.

**DVDs:** Condition: Patron comments are in good judgment of condition. Check by playing, if in doubt. These should be given to the department head for further review.

# Starke County Public Library System

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## Weeding Schedule

Month	Adult Fiction	Adult NonFiction	Juvenile/Young Adult
January	<i>Non-Fic DVDs</i>	Indiana Room	JE Picture Books A-L
February	Music	000, 100	JE Picture Books M-Z
March	BCDs	200	Board Books/JZ Easy Readers/ABC Early Chapter
April	BCDs	300	000, 100, 200, 400, Reference, JCD, JDVD
May	LP Fic	400	300, YA NonFiction
June	Fic A-D	500	500
July	<i>Fic E-H</i>	600	600, Parent Teacher, Profession
August	Fic I-L	700	700, AudioBooks, CD/bk in bags
September	Fic M-P	800	800, 900
October	Fic Q-S	900	JFic
November	Fic T-V	Reference	JFic, YA Fic
December	Fic W-Z	Non Print	YA Fic
			<b>*Schedule may take longer than a year</b>



## Appendix

### ALA Freedom to Read Statement

“The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression. These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials. Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of

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limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.”

**To read the full Freedom to Read Statement, visit [ala.org/advocacy/intfreedom](http://ala.org/advocacy/intfreedom)**

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## Request for Reconsideration of Library Materials

Please complete this form and return in to:

Library Director

Starke County Public Library System

152 W. Culver Road, Knox, IN 46534

Name _____	Date _____
Address _____	
Phone number _____	
Do you represent yourself or an organization? _____	
Organization or group name _____	
Title of work _____	
Author _____	
Type of material (book, DVD, CD, etc.) _____	

Have you read the Collection Development Policy?

Did you read, view, or listen to the entire work to which you object?

What did you find objectionable about the work? (Please cite specific pages or sections)

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What would you like the library to do about this work?

Is there another work you would recommend on this subject?

Signature of Patron Completing this form

\_\_\_\_\_

Date \_\_\_\_\_

Received by Staff Member \_\_\_\_\_

Date \_\_\_\_\_

## Reconsideration Process

The Library is always interested in receiving input from its patrons. Written challenges are brought to the attention of the Library Board. The Board will create an appropriate team of reviewers to consider the request. Although there's often no need to rush through the evaluation process, the library still will process diligently. The person completing this form will be asked to attend a Library Board meeting to present their concerns personally. Materials acquired in keeping with the library's selection criteria will rarely be removed completely from its collections. But it is possible that the patron completing this form has identified something that would be more suitably shelved with adult materials rather than in the children's or teen's sections.

The Library Director will send you a written acknowledgement of receipt of your completed form and inform you of the date and time of the next Library Board meeting. Patrons have the right to appeal the decision of the Director at the next regularly scheduled board meeting.

Adopted by the Starke County Library Board of Trustees on December 8, 2015 at their regular monthly meeting.



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## Library Materials Suggestion Form

### Library Materials Suggestions

The Library welcomes suggestions for books, DVD's, CD's. That you would like to see added to the collection. Thank you for patronage and interest in helping the library serve the community.

Suggestion	
Patron's Name/ Phone Number	



## Crew Guideline

The formulas given here for the various Dewey classes are rules of thumb based on professional opinions in literature and practical experience. The formula in each case consists of three parts:

- 1) The first figure refers to the years since the book's latest copyright date (age of material in the book);
- 2) The second figure refers to the maximum permissible time without usage (in terms of years since its last recorded circulation);
- 3) The third refers to the presence of various negative factors, called MUSTIE factors.

For example, the formula "8/3/MUSTIE" means: "Consider a book in this class for discard when its latest copyright is more than eight (8) years ago; and/or, when its last circulation or inhouse use was more than three (3) years ago; and/or, when it possesses one or more of the MUSTIE factors."

Most formulas include a "3" in the usage category and a MUSTIE in the negative factors category. The figure in the age category varies considerably from subject to subject. If any one of the three factors is not applicable to a specific subject, the category is filled with an "X".

MUSTIE is an easily remembered acronym for six negative factors that frequently ruin a book's usefulness and mark it for weeding:

**M** = **M**isleading (and/or factually inaccurate)

**U** = **U**gly (worn and beyond mending or rebinding)

**S** = **S**uperseded (by a truly new edition or by a much better book on the subject)

**T** = **T**rivial (of no discernible literary or scientific merit)

**I** = **I**rrelevant to the needs and interests of your community

**E** = The material may be obtained expeditiously **E**lsewhere through interlibrary loan or reciprocal borrowing.

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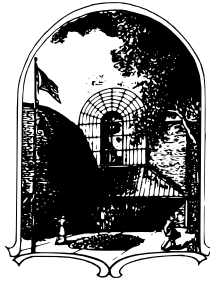
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## CREW GUIDELINES BY DEWEY CLASS

Non-Fiction			
<b>000</b>	004	3/X/MUSTIE	<b>Computers-</b> Rarely useful after 3 years. Retain operating system guides longer
	011	10/X/MUSTIE	<b>Bibliography</b>
	020	10/3/MUSTIE	<b>Library &amp; Information Science</b>
	030	5/X/MUSTIE	<b>Encyclopedias-</b> Stagger replacement sets over a 7 year period. Older sets may be circulated, but withdraw after 8 years
	Others	5/X/MUSTIE	<b>Trivia-</b> May be kept indefinitely
<b>100</b>	133	15/3/MUSTIE	<b>Paranormal-</b> Frequent title replacement due to loss
	150	10/3/MUSTIE	<b>Psychology-</b> Discard trendy self-help titles, especially in 158's
	160, 170	10/3/MUSTIE	<b>Logic &amp; Ethics-</b> Determine value by use. Replace classics
<b>200</b>		10/3/MUSTIE - or 5/3/MUSTIE	<b>Religion-</b> Maintain current materials on each religion represented in the community and major religions
<b>300</b>			<b>Social Sciences</b>
	310	2/X/MUSTIE	<b>General Statistics-</b> Rarely useful after 2 years unless on a specific topic
	320	5/3/MUSTIE (Topical) - 10/3/MUSTIE (Historical)	<b>Politics-</b> Current trends and historical materials only
	330	5/3/MUSTIE	<b>Economics-</b> Keep historical works and discard trend & advice books
	340	10/X/MUSTIE	<b>Law-</b> Replace with new editions when they become available. Do not keep superseded materials on heavily used topics
	350	10/X/MUSTIE	<b>Public Administration</b>
	360	5/X/MUSTIE	<b>Career-</b> Discard 5 year old books <b>True Crime-</b> Discard unless of historical or local interest

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	370	10/3/MUSTIE	<b>Education-</b> Keep historical works and discard outdated trend books
	390	5/3/MUSTIE (Etiquette) 10/3/MUSTIE (Folklore/Customs)	<b>Etiquette-</b> Keep basic and up-to date titles
<b>400</b>		10/3/MUSTIE	<b>Language-</b> Discard all old instructional manuals. Stock only dictionaries of major foreign languages and those spoken in the community
<b>500</b>			<b>Natural Sciences-</b> Retain classics. Because of rapid developments in physics, environmental science, and astronomy, material will quickly become outdated
	510	10/3/MUSTIE	<b>Mathematics</b>
	550	X/3/MUSTIE	<b>Geology-</b> Retain works on specific regions of local interest. Field guides may be retained for up to 20 years
	570	10/3/MUSTIE	<b>Life Science-</b> Update materials related to human evolution as discoveries are made or theories developed
	580	10/3/MUSTIE	<b>Botanical Science</b>
<b>600</b>	610	5/3/MUSTIE	<b>Medicine-</b> Keep only the current year and the past year of guides. Discard materials in fast changing research fields and medical fads
	629	5/3/MUSTIE	<b>Aviation and Space-</b> Keep historical works. Discard works with dated information or describing future trends
	630	5/3/MUSTIE	<b>Agriculture</b>
	635	10/3/MUSTIE	Gardening- General works may be retained for up to 20 years
	640	5/3/MUSTIE	<b>Home Economics-</b> Discard materials with dated sewing, fashion, and grooming ideas

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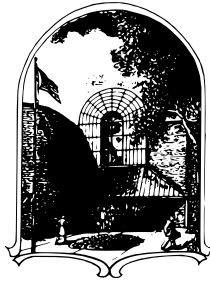


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	649	5/3/MUSTIE	<b>Child Rearing-</b> Retain standard works. Discard trendy materials
	670	10/3/MUSTIE	<b>Manufacturing-</b> Keep books on old items as they are often collected
	Others	5/3/MUSTIE	<b>Technology-</b> Keep only current repair manuals, except for older cars, appliances, engines, etc
<b>700</b>	745	X/3/MUSTIE	<b>Arts &amp; Crafts-</b> Retain basic technique works. Discard dated decorating ideas works unless they cover an established style, such as Colonial, etc. Keep price guides up to date
	770	5/3/MUSTIE	<b>Photography-</b> Discard outdated technique, process, and equipment works
	790	10/3/MUSTIE	<b>Recreation</b>
	Others	X/X/MUSTIE	<b>Art, Music, &amp; Architecture-</b> Keep all histories. Discard trend and fad materials
<b>800</b>		X/X/MUSTIE	Discard minor authors unless there is an interest in the community. Retain local authors
<b>900</b>	910	5/3/MUSTIE (Geography and Guide Books) 10/3/MUSTIE (Personal Narratives)	<b>Travel Guides-</b> Update every 2 years <b>Personal Narratives-</b> Discard unless of high literary or historical value
	920	X/2/MUSTIE	<b>Collected Biographies-</b> Unless the persons treated are of permanent interest/importance, discard when demand ends. Discard fad or "tell all" works
	Others	15/3/MUSTIE	<b>History-</b> Discard if factually inaccurate or there is little demand. Discard war memoirs unless by a major historical figure or local author
<b>Biography</b>		X/2/MUSTIE	Unless the person treated is of permanent interest/importance,

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			discard when demand ends. Discard fad or "tell all" works
<b>Local History &amp; Literature</b>		X/X/X	Retain local history & literature
<b>Juvenile &amp; Young Adult</b>		Use Adult Criteria	
<b>FICTION</b>			
<b>Adult</b>		X/2/MUSTIE	Discard materials no longer in demand and multiple copies
<b>Easy</b>		X/2/MUSTIE	Remove worn works featuring popular characters created to sell a commercial product, those with poorly written stories, and inferior artwork
<b>Juvenile</b>		X/2 MUSTIE	Except for award books, remove works with outdated writing styles, artwork, mores, prejudiced viewpoints. Discard trend/fad subjects and abridged works
<b>Young Adult</b>		3/2/MUSTIE	Except for award books, remove works with outdated writing styles, artwork, mores, prejudiced viewpoints. Discard trend/fad subjects and abridged works
<b>OTHER MATERIALS</b>			
<b>Periodical &amp; Newspapers</b>		3/X/X	Preserve/bind only materials in constant use for research
<b>Vertical File</b>		1/2/MUSTIE	Discard materials after 1 year, with the exception of illustrations and local interest materials
<b>Government Documents</b>		X/X/X	If a government depository, follow established procedures. If not, use non-fiction guidelines
<b>College Catalogs</b>		2/X/MUSTIE	Keep the most current catalogs from institution of local interest
<b>Non-Print/ Electronic Media</b>		WORST	<b>W</b> – Worn out <b>O</b> – Out of date <b>R</b> – Rarely used

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			<b>S</b> – Supply from elsewhere <b>T</b> – Trivial and faddish Apply fiction and non-fiction criteria
<b>Videocassettes</b>		2/X/WORST	In addition to applying the non-print, fiction, and non-fiction criteria, examine after 150-200 circulations, as most wear out after about 250-350 viewings
<b>Donations &amp; Memorials</b>		X/X/MUSTIE	Replace with latest edition or new works on the same topic. All other criteria apply

\*Taken from <https://floridalibrarywebinars.org/wp-content/.../Weeding-101-CREW-Guidelines.pdf> and [njlaconference.pbworks.com/f/crew+guidelines+in+table+format.doc](http://njlaconference.pbworks.com/f/crew+guidelines+in+table+format.doc)