

Collection Development Policy

Purpose

The Goshen Public Library Collection Development Policy provides a framework for the growth and development of collections in support of the Library's mission to [enrich lives, create connections, provide equitable accessibility, cultivate community partnerships, nurture reading, and champion education and lifelong learning.](#)

The service area of Goshen Public Library is Elkhart Township, which encompasses the vast majority of the City of Goshen. We strive to provide equitable access to resources and information that reflect a wide range of views, expressions, opinions and interests for all citizens of our community.

Objectives

The Library's primary collection development objectives are to efficiently use available funds to provide:

- popular and factual materials in a variety of formats and delivery methods
- materials that encourage life-long learning
- multilingual materials that reflect the diversity of the community

Intellectual Freedom

The Goshen Public Library is guided by the [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#) adopted by the American Library Association. The existence of a particular viewpoint in the collection is not an endorsement, but is a reflection of the Library's policy of intellectual freedom.

Library users make their own choices as to what they will use and what they will not use. While anyone is free to reject for themselves materials of which they do not approve, they may not censor others and restrict their freedom to read or inquire. Material should not be removed because of partisan or doctrinal disapproval.

Use of Library Materials by Minors

Goshen Public Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with their parent or guardian. The [Library Bill of Rights](#) of the American Library Association states that the rights of an individual to the use of a library should not be denied or abridged because of age, race, religion, national origins or social or political views. Selection of materials will not be inhibited by the possibility that the items may inadvertently come into the possession of children or teens.

Material Selection

Staff selectors use their experience and knowledge of the community and the library collection as a whole in the process of selecting materials. Decisions regarding collection

development are made with an understanding of the dynamic and diverse nature of the community.

Selection criteria for all collections will include:

- Popular demand and anticipated demand
- Timeliness and accuracy
- Attention of critics and reviewers, awards, or inclusion in bibliographies
- Reputation of publisher, artist, author, or subscription service
- General intent of the author or artist
- Representation of multiple viewpoints and cultures
- Awareness of accurate representation of people and cultures
- Authenticity of history or social setting of the time period
- Relation to existing collections
- Usability and accessibility
- Literary, artistic, or educational merit
- Cost and availability
- Availability of space

An item need not meet all criteria to be selected. Sources for material selection and collection development include both professional and general interest publications, as well as online sources. The decision to purchase resources which some library users may consider offensive is guided by reputable reviews; the general intent of the author or artist; the status of the material as literary, artistic, or educational material; and popular demand. Selectors will not make selection decisions based on their own disapproval of the ideas expressed or the desire to keep those ideas away from public access.

Digital Resources

Selection of and access to digital resources are integral to fulfilling the Library's mission and objectives. The Library provides a number of web-based resources available via the Library's website and they are selected using the criteria outlined in this policy. However, not all materials and information found via the internet are part of the collection.

Due to the Library's membership in consortia and subscriptions to online databases, many print and digital items are selected by other consortium members and vendors.

Patron Requests

Patron requests for materials are encouraged and serve as an important selection tool. A request can be made by filling out a [Purchase Suggestion form](#) online or at the Library. Requests will be considered on a case-by-case basis and in accordance with selection criteria. Purchase is not guaranteed.

Collections in Other Languages

The Library endeavors to provide materials in languages used by substantial community populations. This includes original and translated works in a variety of formats for all ages. These materials are intended to serve both native speakers and language learners.

Indiana Room

The Indiana Room contains a selective collection of materials documenting local history. The Library does not serve as an archive for the City of Goshen or any organization. The Indiana Room collects local histories, cemetery records, genealogy books, newsletters, and microfilm of Goshen newspapers. Books by historic or local Indiana authors and general informational books covering topics such as history, geography, and flora and fauna of Indiana may also be collected, depending on reviews and local interest.

Gifts and Donations

The Library welcomes the donation of gently used books, audiovisual materials, money and other gifts with the understanding that they will be used as the Library sees fit. Donated materials (including gift subscriptions) will be considered for addition according to general collection criteria. Items not used may be donated to the Friends of the Library organization for their sales to benefit the Library. Acceptance of other gifts may be contingent upon the approval of the Board of Trustees. As the recipient of a gift or donation, Goshen Public Library will not make an appraisal of the item's worth.

Collection Maintenance

All collections are routinely evaluated to ensure that they continue to meet our community's needs. Materials may be removed for the following reasons:

- Damage or poor condition
- Insufficient use
- Outdated format or content
- Duplication
- Space limitations

Librarians assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced; decisions are based on need, demand and budget.

Reconsideration of Library Materials

Residents of Elkhart Township may request the reconsideration of an item in the Library's collection. Procedures have been established which ensure the serious review of a resident's request for reconsideration. Until a decision is reached, an item will remain in the collection.

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.

Policy Revision

This policy is subject to revision in accordance with changes in community needs and interests, and their effect on the stated mission of the Goshen Public Library.