



POLICY

SUBJECT: Collection Development

APPROVED BY: ACPL Board of Trustees

APPROVAL DATE: December 19, 2024

EFFECTIVE DATE: December 20, 2024

New Policy:

Revised Policy: **X**

Date of Previous Version(s): May 23, 2019

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I. Mission Statement and Strategic Initiatives

The Collection Development policy supports the Allen County Public Library (ACPL)'s mission of "enriching the community through lifelong learning and discovery." The policy also supports the following initiatives as defined in the ACPL Strategic Plan: (1) Celebrating Reading and Learning (2) Creating a Culture of Belonging (3) Connecting Community (4) Leading Through Innovation and (5) Designing Friendly, Functional Spaces.

II. Philosophy of Access

All ACPL materials are part of one collection distributed across many locations including the Main Library, the branch libraries, outreach services such as Library at Home, and digital resources.

All cardholders, regardless of age, have the right to access all materials in ACPL and to borrow any circulating item as governed by the Circulation Policy. Parents and legal guardians are responsible for monitoring their children's use of library materials. Selection of library materials for adults is not limited by the possibility that children may encounter the items. ACPL does not act *in loco parentis* (in place of the parents) and is not responsible for inadvertent viewing at the library.

Library materials are categorized broadly for the purpose of locating them in the adult, teen, or children's sections or in special collections. Otherwise, materials are not marked or identified to indicate a suggested audience.

III. Scope

A. Main Library

- The Main Library serves the Allen County community and serves as a resource for the branch libraries. It offers a strong collection that supports the informational, educational, and recreational needs of Allen County residents. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, and interests of patrons of all ages.

B. Branch Libraries

- The branch libraries serve neighborhoods and specific communities in Allen County and their collections are continually evaluated to meet their specific informational, educational and recreational needs. The branch libraries do not duplicate the in-depth resources or special collections of the main library.

IV. Special Collections

ACPL maintains four special collections. The materials are carefully selected and curated for lasting value and long-term access.

A. Fred J. Reynolds Historical Genealogy Collection (branded The Genealogy Center)

- ACPL attempts to collect comprehensively in the fields of family and local history, with a special emphasis on the United States, Canada, the British Isles, Eastern and Western

Europe, and South Africa. Included formats are paper, microtext, and digital collections. Specifically excluded are unorganized collections of manuscripts, vertical files, most newspapers in newsprint format, and genealogical software.

B. Lincoln Financial Foundation Collection

- The Lincoln Financial Foundation Collection exists to interpret and preserve the history and legacy of Abraham Lincoln and his life and times through research, conservation, exhibits, and education. Management of the collection, owned by the State of Indiana, is shared by Allen County Public Library and the Indiana State Museum and Historical Sites. The library curates the books, pamphlets, newspapers, documents, and photographs within the collection and adds to this collection in a selective manner.

C. Fine and Rare Books

- ACPL does not purchase “rare” or “fine” books specifically for this collection. However, the library does maintain a collection of rare, fine, valuable, unique, irreplaceable, or exemplary items that have come through regular acquisition channels and donations. Materials are transferred to this collection if they are, or have become, rare; if they are extremely costly; if they have particular social or historical significance or if they are unique or irreplaceable such that special security precautions must be taken; if they demonstrate unique or significant techniques of paper making, binding, printing, illustration, decoration, or communication of ideas; or if, as otherwise worthy materials, they need the protection of the special environmental conditions maintained in the Fine Books Room. The collection does not emphasize a particular subject. These materials are determined by staff on a case-by-case basis. Once material is assigned to the Fine Books Room, it will not be reassigned to the circulating collection.

D. Federal Government Documents

- The library is a selective depository for United States Government Publications, acquiring a significant number of federal government publications. The collection gathers both print and digital materials authored by the legislative bodies, courts, and executive authorities that comprise the federal government. This collection of federal government publications prioritizes (a) collecting materials with significant historical and research value; (b) providing access to historical and current government information in both print and digital formats; and (c) supporting the information goals of other departments by housing, e-hosting, and linking to materials that complement the materials housed in other collections. The acquisition of print materials for the collection continues to wane as federal government documents will be totally digital/virtual in the very near future.

V. Selection Criteria

Selection of materials for ACPL is performed by librarians who have subject or format area specializations, overseen by the Collection Services Manager and Director of Special Collections. These staff utilize their expertise and rely on input from other staff and the public. Each year, far more titles than ACPL can afford to purchase are published in print, audiovisual, electronic and other formats. Therefore, staff must be selective in what they choose for ACPL’s collection and consider factors such as customer interest, cost, and space. They also consider anticipated or existing demand; local interest; reputation and skill of the author, performer, or artist; existing library resources in the subject area; published reviews; availability of titles from other sources; and the physical durability of the item.

ACPL serves the community's interests and strives to maintain an ever-evolving collection of general interest materials with added breadth and depth in local history. While working to ensure a collection that serves current interests, materials and formats are not maintained past their relevance. Textbooks and materials of a highly technical or specialized nature are more appropriate for research or special libraries and are generally excluded from the collection. Scholarly and highly technical or specialized materials are not acquired by ACPL but are made available through ACPL's interlibrary loan service depending on availability.

In addition to the above categories, there are some specific collections that ACPL actively maintains. Selection criteria for inclusion remains the same as all other items.

A. World Language Collection

- ACPL collects materials in a variety of languages to meet the needs of a diverse population focusing on languages that are actively used in the community, have demonstrated demand, and are available for purchase.

B. Materials in New and Emerging Formats

- ACPL constantly tries to assess and collect new technologies and emerging formats as appropriate, such as Board Games, Puzzles, and items in ACPL's Library of Things.

C. Books published by Local Authors

- ACPL actively solicits and adds works published by local authors to the circulating collection and/or special collections. Special consideration is given to Northeast Indiana authors.

D. Legal Collection

- ACPL maintains a collection of both print and non-print legal resources and makes them available to the community.

VI. Donations of books and other library materials

ACPL only accepts materials in excellent condition. All donations become the property of Allen County Public Library upon receipt and cannot be returned to the donor. ACPL reserves the right to determine if the items will be added to the collection and to determine the conditions of display, storage and access.

All donated items added to the collection must meet the same selection criteria as purchased materials. Items not added to the collection are given to the Friends of the Allen County Public Library for disposition.

Donations may be acknowledged with a written receipt listing the number and type of material donated, but ACPL does not determine their value. ACPL maintains the right to refuse donations at any time.

VII. Purchase Suggestions

Any patron can suggest the purchase of a title for ACPL's collection. Those items will be considered using the same selection criteria as other materials and are not automatically added to the collection.

VIII. Requests for Reconsideration

Residents of Allen County may request the reconsideration of an item in ACPL's collection. Procedures have been established which ensure the serious review of a resident's request for reconsideration. Patrons may inquire about the request process by talking with a manager. Until a decision is reached, an item will remain in the collection.

Frankness of language and/or graphic content is not considered sufficient justification 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.

IX. Collection Maintenance

To maintain a vital, current collection which meets the needs of the community, continuous review is necessary. Low-circulating and/or out-of-date items are reviewed regularly and withdrawn as appropriate. This process is completed by trained librarians and is overseen by the Collection Services Manager and Director of Special Collections.

Withdrawn items are given to the Friends of the Allen County Public Library to sell or dispose of as they deem appropriate. The Friends of the Allen County Public Library exists to support library programs, services, and collections. Items may also be recycled or otherwise repurposed.