

**Tipp City Public Library  
11 E. Main Street  
Tipp City, OH 45371**

**I. Introduction**

**A. Mission**

The mission of the Tipp City Public Library is to preserve knowledge, provide information and enrich the community.

**B. Purpose of the Collection Development Policy**

Because no library budget or building is large enough to permit the purchase of every worthy resource, this collection development policy guides the Library staff in most effectively using the Library's financial resources to fulfill the present and future needs of the community.

The Tipp City Public Library is a School District Library. The Library's community is primarily the citizens within the Tipp City Exempted Village School District and secondarily the citizens of Ohio.

**II. Collection**

**A. Purpose of the Collection**

In fulfilling its mission, the Library acquires, makes available, and encourages the use of materials in all media for the enlightenment, cultural development, and enjoyment of members of its community of all ages and levels of ability or interest.

The Tipp City Public Library supports the Library Bill of Rights of the American Library Association as stated in attached Appendix A, subject to all other policies of the Library. The Library shall furnish materials for loan and provide resources for research in its facilities, and offer access to databases and the Internet.

**B. Collection Defined**

The collection of the Tipp City Public Library includes materials in print, audiovisual, and electronic formats selected for its community. In addition, the

Library also offers access to the Internet, which is governed by the Library's Internet and Computer Acceptable Use Policy.

The Library uses other available avenues – interlibrary loan, appropriate referral, or redirection – to serve the individual whose needs are either outside the scope of the Library's collection or are remote from acknowledged collective needs of the community the Library primarily serves.

### **III. Collection Development**

#### **A. Level of Collection Development**

Research materials and resources, whether for informational or educational purposes, are collected for preschool through community college levels. Recreational materials are collected for life-long enjoyment. The Tipp City Public Library recognizes the variety and wealth of resources of the many libraries nearby and in the SEO consortium of which it is a member.

The Library's staff is trained to offer suggestions for further research possibilities or to request materials from other libraries. If a patron requests an item within the scope of the Library's collection, every attempt will be made to provide access to that item.

#### **B. Authority and Responsibility for Collection Development**

The Director may delegate the authority and responsibility for collection development and management to appropriate staff members. However, ultimate responsibility for materials selection rests with the Director who operates within the framework of policies determined by the Tipp City Public Library Board of Trustees.

### **IV. Selection of Resources**

The addition of material to the Library does not constitute or imply agreement with the approval of its content.

#### **A. Criteria**

The principles upon which the Library material is evaluated include the following criteria:

1. Resources are selected to fill the needs of both actual and potential patrons, taking into consideration the constraints of space, availability of funds, and perceived needs of the community.

2. Each resource is evaluated according to its value to the collection and the audience for whom it is intended.
3. Each resource is evaluated according to professional standards for type and format which could include any of these criteria: accuracy; scope; timeliness; readability or technical quality; social significance or relevancy; literary or recreational value; authority of the author or source; relationship to other materials or resources in its field or format; clarity and effectiveness of its presentation; comprehensiveness; accessibility; ease of use; appropriateness of format.

A resource which does not meet the physical standards for its type may still be selected if it presents a point of view not otherwise represented in the collection or if community interest justifies purchase or access.

Resources of current interest, which may be of temporary value, are selected if timeliness gives them relevance. Resources of potential future value, for which immediate interest is small, are selected for their lasting importance.

4. A resource is evaluated as a whole, not on the basis of a particular section or sections.
5. Resources representing different viewpoints on controversial issues may be acquired or made available, including those which may have unpopular or unorthodox positions. The Library recognizes the importance of making available a variety of viewpoints, realizing a resource which might offend one person may be considered meaningful by another.
6. A resource will not be selected, or excluded from selection, solely for the reason of the race, color, religion, gender, sexual preference, national origin, disability, age, ancestry, or other characteristic of the author or source.
7. A resource will not be excluded from selection solely because of its frankness of expression, unorthodox language, nontraditional theme, or unusual presentation.
8. The availability of a resource in the Library or the accessibility of a resource through interlibrary loan does affect the selection process and is especially important when evaluating specialized resources within the context of the collective needs of the community.
9. One area where resources will be selected regardless of selection criteria is Tipp City local history. The Library will strive toward comprehensiveness in this area.

## **B. Format**

When the same item is available in several formats, selection is based on the formats most suitable for the subject, the ease of use by the patrons most likely to use the item, the availability, and level of usage by the community. When available and appropriate, a format which better serves the visually handicapped or hearing-impaired is considered.

If a book is to be retained permanently, preference is given to hardbound copy over paper if available. A non-print format is an option for retention of an item which is fragile, would easily deteriorate, or would consume a large amount of space. Electronic access is an option for resources which are high priced or high maintenance or not readily available in another format.

## **C. Duplication**

The Library does not necessarily attempt to acquire duplicate titles or items in sufficient quantity to meet the assigned informational demands of local institutions, schools and colleges, or non-institutional reading groups. The Library is able to borrow quantities from consortium members.

## **D. Donations**

Donated materials, including memorials, are accepted with the understanding that any donated item is evaluated according to the Collection Development Policy.

The Library accepts donated materials only with the understanding that they are placed in the collection or disposed of as the Director determines appropriate.

No donated item can be accepted with restrictive conditions, unless the conditions are specifically approved by the Director.

The Library does not provide valuations of donated items for tax purposes.

## **F. Withdrawal of Resources**

Resources are regularly withdrawn from the collection by a Librarian for a variety of reasons including the following:

1. The resource is no longer accurate, current or timely.
2. The item is physically worn or damaged beyond reasonable repair or cannot be rebound.

3. The item can be replaced at a lower cost than repair or rebinding.
4. The resource's value to the collection has decreased as comparable resources have been added to the collection.
5. The resource is no longer being used frequently enough to justify space in the collection or the staff time to maintain.

Withdrawn items may be sold by the Friends of the Tipp City Public with proceeds used by the Friends of the Tipp City Public Library to enhance services of the Library.

## **G. Reconsideration of Resources**

The following procedure is available to assure concerns about Library resources are handled in an attentive and consistent manner. If a resident of Miami County, Ohio disagrees with materials in the collection, they may submit a "Request for Reconsideration of Library Materials" form (Appendix B) available at the Circulation Desk. In order for the request to be considered by the Director, the form must be completed in its entirety.

1. The Director will review the request, formulate a recommendation, notify the individual in writing within 30 days, and send a copy of the recommendation to the Board of Trustees.
2. If the individual wishes to appeal the recommendation, a written appeal must be made to the Board of Trustees within 30 days of receipt of the Director's recommendation.
3. The appeal will be added to the agenda of the next regularly scheduled meeting of the Board of Trustees.
4. A final determination will be made in writing to the individual within 30 days of the Board meeting.
5. The challenged material will remain in the collection until a determination is made on whether a change will be made.

## Appendix A

### **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.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

**Request for Reconsideration of Library Materials Form**

Format:

Book            Compact Disc            DVD            Magazine  
Audio Recording            Newspaper            Electronic Resource            Library Program

Title of item \_\_\_\_\_

Author \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Do you represent

\_\_\_ Yourself

\_\_\_ An organization (name) \_\_\_\_\_

\_\_\_ Other group (name) \_\_\_\_\_

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1. Did you read or view the entire work? \_\_\_\_\_ What parts did you read or view?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. To what in the work do you object? (Be specific; cite pages, sections etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What do you believe is the theme of this work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. In your opinion, is there anything good about this work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What do you feel might be the result of reading or viewing this work?

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6. What would you like the library to do about this material?

Move it to another collection (e.g., move it from Young Adult to Adult)

Withdraw it from the collection

7. Which title would you suggest as a substitute? \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_