

5.0 COLLECTIONS

5.1 COLLECTION DEVELOPMENT

Mission and Clientele:

The primary mission of the Irene Ingle Public Library is to develop, maintain, and facilitate the use of a collection of books and other materials responsive to the diverse and constantly changing informational needs of those to whom it has a service obligation. The library strives to offer the most complete and balanced collection possible within existing fiscal and physical limitations. Providing free access to materials which satisfy educational, cultural, information, and recreational needs of constituents of all ages, backgrounds, and occupations is a central concern, which must be met both from within and from beyond the library's own collection.

Collection Responsibility:

The library director has the final responsibility for the maintenance and development of collections for the public library. The director also serves as collection development librarian, coordinating the acquisition of books and other informational media for all adult and juvenile sections. All library staff members are expected to recommend titles for purchase consideration.

Purchase suggestions from library users are encouraged. All interlibrary loan requests are considered as purchase requests. Multiple reserves on a title are considered as requests for duplicate copies. The factor of potentiality of use will be weighed in these purchase request decisions.

Selection Guidelines:

Selection of materials is based on the professional judgment of the library staff, on reviews, and on other professional tools such as Standard catalogs and bibliographies. Major selection tools for the Irene Ingle Public Library include Booklist, Library Journal, New York Time book Review, Publisher's Weekly, and the Wilson catalogs (particularly the Public Library, the Fiction, and the Children's Catalogs).

No single standard exists which can be applied in all acquisition decisions. Some materials must be judged primarily in their artistic merits, some on their scholarship, some on their value as human documents; others are intended to satisfy recreational and entertainment needs; each needs to be considered in terms of the audience for whom it is intended.

General criteria considered in evaluation and re-evaluation of materials for the Irene Ingle Public Library include the following:

(1) Administrative criteria

- * Suitability of physical form for library use.
- * Availability of material in other areas of the collection.
- * Funds and space.

(2) Substantive criteria

- * Cultural, recreational, informational and/or educational value.
- * Usefulness in relation to other materials in the collection.
- * Suitability of content and style for intended audience.
- * Contribution of work toward a balanced collection representing a broad range of perspectives and opinions, including extreme and/or minority points of view.
- * Authority, effectiveness, timeliness of presentation.
- * Attention of critics, reviewers, and public.
- * Reputation and/or significance of author.

Two categories excluded from the collection as clearly not within selection criteria are (1) forms of expression that are unprotected by the First Amendment, and (2) explicit and direct instruction for the manufacture of contraband materials.

Intellectual Freedom:

The library does not promote particular beliefs or views nor is the selection of any book or other material equivalent to an endorsement of the viewpoint of the author expressed therein. To be a resource where the free individual can examine many points of view and make his own decisions is one of the essential purposes of the public library. The library recognizes the responsibility to provide materials representing all sides of controversial issues.

The library endorses the American Library Association's "Library Bill of Rights," the "Freedom to Read Statement," and "Intellectual Freedom Statement." These three documents are

considered guiding principles for this collection development policy.

Access to library materials will not be restricted beyond what is required to protect materials from theft or damage.

Responsibility for supervising a child's reading rests with parents or legal guardians. Parents who wish to limit or restrict the reading of their own child should personally oversee that child's choice of reading materials.

Conservation:

The library supports the efforts of the major historical collections in the state and region rather than maintaining an active collection of rare and valuable items. Therefore, the library does not attempt extensive conservation or preservation of historic materials.

In-house mending is done for ordinary wear and tear. Some materials, especially Alaskanana, are sent out for professional binding.

Storage and Discard:

All library staff members participate in the ongoing process of deselection or weeding. As space in the stacks becomes tight and/or as items no longer appropriate are identified, the library will move materials to storage or withdraw for discard. Prime candidates for deselection are: (1) items which contain outdated or inaccurate information, unless valuable historically, (2) superseded editions, (3) worn out or damaged items, and (4) seldom-used materials. Discards may be offered to other libraries, schools, or nonprofit groups, sold at Friends of the Library book sales, or otherwise disposed of.

5.2 RECONSIDERATION OF LIBRARY MATERIALS

Because some materials are of necessity acquired without benefit of critical review, reconsideration is an integral part of the collection development process. Reconsideration may be with staff-initiated or citizen-initiated.

Should the suitability of a particular item be questioned by a member of the public, reconsideration may be formally requested. Materials will only be removed at the request of the public if they clearly do not meet any of the substantive selection criteria.

A patron request for removal, relocation, or restriction of an item shall be presented to the library director using the "Request for Reconsideration of Materials" form. Materials shall not be removed from the collection, or relocated or restricted, during the reconsideration process.

The Library Director shall appoint a committee of three library staff persons to reconsider the questioned material. Due to the limited staff at the Public Library the Librarian of the Wrangell Public Schools may be asked to be a member of the committee. The reconsideration committee shall:

1. Read, view, or listen to the material in its entirety.
2. Check general acceptance of the material by reading reviews and consulting recommended lists;
3. Judge the material for the strengths and values as a whole and not in part, and apply all appropriate substantive selection criteria to the work;
4. Present a written recommendation, which may include a minority opinion, to the library director within fifteen days of submission of the written reconsideration request.

The Library Director shall convey the recommendation of the committee to the patron. The Library Director will discuss the decision with the patron, if requested.

No further appeals will be heard. No other reconsideration of this material will be addressed.

5.3 GIFTS

The library accepts donations of materials, or money to purchase them, with the following understanding: (1) that, to be added to the collection, gift materials must meet established selection criteria, and (2) that gift materials not retained for the collection may be given to other libraries, or schools or nonprofit group, sold to secondhand book dealers or other libraries at fair market price, sold at Friends of the Library book sales, discarded or otherwise disposed of, the choice being the library's entirely.

No condition or restriction on gifts can be honored unless agreed upon by the Library Director or donor in advance of delivery of the gift. A letter of conditions or restriction must be drawn up before the donation can be made. The library cannot legally appraise gifts for tax purposes. Donors are offered a signed and dated Gift Book Receipt for tax purposes. This form provides for the donor's own description and/or valuation of the donation.

For those who wish to donate books in someone's memory, the library has the following suggestions:

* A check made out and sent or delivered to the Irene Ingle Public Library rather than to the bereaved family will relieve the family of the need to transfer the donation. The library will write to the family telling them of the gift, the donor's name, the title(s) chosen. The donor will receive a copy of this letter to the family. The library needs name/ mailing address of the family member to who the letter is to be sent, as well as name/ mailing address of donor.

*It is helpful if the donor and/or family can suggest the type of book most appropriate as a memorial. For example, if music or camping or chess are lifelong interest, a title would be chosen from those subject areas. The purchase should be made by the library, rather than by the donor or the family. This assures that the title will meet selection criteria, have suitable binding for library use, will not duplicate what is already owned or on order, and may be given a substantial discount over list price.

*A bookplate with the donor's name and the date (month and Year) and a memorial inscription ("In Memory of") are provided by the library upon request.

5.4 GIFT SUBSCRIPTIONS

Anyone who wishes to donate a magazine to the library should confer with the Library Director in advance of making the gift.

Gift magazines and newspapers must meet selection guidelines as set forth in the collection development policy, just as books must. The entire subscription list is reviewed once a year. Suggestions are taken throughout the year, but normally changes or additions to the list are made at the annual renewal time. For selection criteria see PERIODICALS.

To assure timely public access, the gift subscription shall be mailed directly to library instead to the donator.

To assure continuity of the title for library users, the donor shall be willing to continue the subscription for at least 3 years.

When gift subscriptions arrive at the library anonymously or without prior approval, the title may or may not be added to the periodicals list. Certain magazines may be treated as "ephemeral" titles, meaning current issue only is kept, back issues are discarded, no binder or display space is allotted.

5.5 ALASKANA

The Alaska Collection includes materials of special interest to Alaska and its wider region. Depending on the subject, the collection may include materials relating to the Pacific Northwest, the entire Pacific Rim, neighboring British Columbia and the Yukon, as well as Arctic Canada and the circumpolar regions.

In general, the goal will be (1) as complete coverage as possible of the Wrangell area, (2) broad coverage for Southeast Alaska, and (3) selected coverage for the rest of Alaska, based on expected demand and popular appeal. An Alaska Reference section will include the standard reference titles, as well as irreplaceable titles of special value and interest.

5.6 FOREIGN LANGUAGE MATERIALS

The library has a representative collection of foreign language materials which includes dictionaries, grammars, and English-as-a-second language titles. Languages represented include but are not limited to the following: Spanish, French, German, Italian, Russian, Chinese, Japanese, Latin, Greek, Tlingit.

5.7 AUDIO MATERIALS

A circulating collection of audio CDs are offered. Both adult and juvenile recordings are available. They may be checked out for two weeks and replacement cost is charged if they are lost or damaged.

5.8 DVDs

DVDS for home use are offered for checkout for a period of 2 weeks and may be renewed one time for another 2 weeks unless otherwise specified.

Materials in DVD format are collected, as are materials in all other formats, to meet the needs of the general public.

In the event that Wrangell has a DVD rental outlet the Irene Ingle Public Library will concentrate on meeting needs which commercial suppliers do not meet. That is not to say that the library will never overlap any of the offerings of any of the local retailers. Rather, the library's primary focus will be on categories of material for which there is little or no commercial availability within Wrangell. Special consideration will be given to subjects most effectively presented in visual form, such as drama and dance (both how to and great performances), quality features, documentaries and classic works originally created for the film medium. For children's materials, the library will prefer presentations based on original illustrations and high-quality children's literature.

Brief guidelines for selection are:

- * In choosing nonfiction, prefer subjects more effectively conveyed visually than in print, e.g. dance, sports, opera, drama.
- * In choosing juvenile prefer book related juvenile titles. However, other juvenile titles which are appropriate may be added to the collection.
- * Provide wide variety of materials, including film classics, Library of Congress National Film Registry, non-current feature films, award winning films and those nominated for awards, foreign films, science, how-to, family, travel, history, PBS materials, movies set in and about Alaska, works of major directors, movies based on classic and contemporary literature.

5.8 LARGE TYPE AND MATERIALS FOR THE VISUALLY IMPAIRED

A small collection of current popular fiction and nonfiction is offered at the library. Since this area is limited in number of books, special attention should be given to suggestions offered by users of this collection.

5.9 WRANGELL MUNICIPAL DOCUMENTS

The Irene Ingle Public Library has a small but growing collection of documents produced by or for the City of Wrangell. The majority of these are not cataloged and may be stored in a closed area.

As a general rule, documents do not circulate. However, when the document is current and on a "hot topic," the library may keep an additional copy for check-out.

SUBJECT CLASSIFICATIONS CURRENTLY USED FOR MUNICIPAL DOCUMENTS:

AIRPORT
BOAT AND HARBORS
BUDGET/CW
CAPITAL MOVE
CITY OF WRANGELL MUNICIPAL CODE
COMPREHENSIVE PLAN
ECONOMIC STUDIES (such as Wrangell 2001)
ENERGY (such as Tyee)
FINANCIAL STATEMENTS
FISHERIES
GEOPHYSICAL HAZARDS AND FLOOD PLAINS
HISTORICAL
HOSPITAL
HOUSING
LIBRARY
MANAGEMENT REPORTS
MUSEUM
PARKS AND RECREATION
PLANNING
POLICE (such as Disaster plans)
SCHOOLS
SOCIAL SERVICES
TRANSPORTATION (other than airport)
WATER AND SOILS
WATER SYSTEM
WASTEWATER TREATMENT/SOLID WASTE DISPOSAL
WATERFRONT/COASTAL ZONE MANAGEMENT

5.10 PERIODICALS

Subscriptions to current magazines and newspapers of general interest are maintained at the public library. Back issues of the current year are circulated and can be checked out for 2 weeks. Issues of previous years cannot be checked since replacements are not readily available. No more than 5 periodicals may be checked out at one time.

The library aims to provide a well-rounded selection of magazines and newspapers while offering as broad a selection as possible given space and funding restraints.

5.11 2 RELIGIOUS MATERIALS

Because religion is a subject of such deep and intense concern to so many people, it is important that the public library maintain a balance collection. Standard works relating to the world religions will be included, and works of comparative religion, mythology, atheism, and agnosticism. The library recognizes an obligation to provide information about religious denominations, consisting of the major official statements of doctrine. Other purely denominational or proselytizing works are not collected.