

## **Public Library Collection Policy**

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of a policy statement is to share with stakeholders the guidelines for the development and maintenance of the collection. These guidelines may include rules on how to add new books to the collection, how funds are used to maintain it, and how decisions are reached to remove books from the collection. It is also there to aid librarians in making collection decisions. The audience of the policy statement are the general public, including library patrons, potential financial contributors, community members, and friends of the library.

#### **B. The Library and its Clientele**

Public Library is located in . It is the only public library in the town with a number of public schools located nearby. The library receives over 1,500 patrons a day and checks out more than 5,000 items per day. The collection includes a diversity of materials including books, periodicals, eBooks, downloadable audio books, audiovisual items such as CDs and DVDs, as well as online databases. In the library, there are 785 children & youth programs, 714 young adult programs, 195 adult, 65 general, and 18 outreach programs per year. The largest attendance in programs is 37,183 participants yearly in the children & youth programs out of 52,737 total participants ( Public Library, 2011).

#### **C. Mission Statement and Goals**

The Public Library mission statement is as follows: “The Public Library is a dynamic civic resource that enhances the quality of life of the community by providing for the educational, informational and recreational needs of all its citizens” ( Public Library, n.d.). To succeed in this mission, we aim:

- To provide a diverse and broad collection of materials.
- To provide resources that serve the surrounding educational community.
- To collect in such a way to successfully partner with other local libraries and organizations.
- To ensure that popular and sought-after titles are available for patrons.
- To ensure that classic works that have been lost, damaged, or aged beyond repair are replaced.

#### **D. Brief Overview of the Collection**

##### **1. History of the collection**

The Public Library was founded in 1904. The 116,385 square foot building serves 80,840 residents within the Township, and it partners with six other libraries within the County. The library contains “293,174 books, 55,710 audiovisual items, 346 periodical subscriptions, 28 databases, and 3,072 e-books, with a circulation of 1,794,819 in 2009” ( Public Library, n.d.). In the year 2010, it had 588,614 visitors,

with a daily average of 1,672 visitors. It has an annual circulation of 1,800,301 volumes, with a daily average of 5,114 volumes ([REDACTED] Public Library, n.d.).

The [REDACTED] Public Library also has a variety of programs, including children & youth, young adult, adult, outreach, and general programs. The children and youth programs have the largest attendance with 37,183 child attendees in 2010, out of the total 52,737 program attendees. The library is open 7 days a week, 352 days in the year, with 70 hours of operation per week. There are 103 staff members, 67% of which are part time, and 272 adult and teenage volunteers, with a total 4,656 volunteer hours given in 2010 ([REDACTED] Public Library, n.d.).

## **2. Broad subject areas emphasized or deemphasized**

The [REDACTED] Public Library is a public institution, so the desired emphasis is on providing a broad variety of subjects and materials to the patrons of [REDACTED]. There is not a specific emphasis on any particular subject area, and instead, the library aims to provide as thorough a focus as possible on a large array of topics. By dividing the materials and resources into select areas (children, teens, etc) and making these resources clear on our website, patrons can find more specialized areas related to their interests within the collection. By hosting databases in our system, we can also provide patrons with access to articles and materials related to more specialized areas of study.

## **3. Collection locations**

The [REDACTED] Public Library keeps its collection in one location at the public library on [REDACTED]. We also provide a reciprocal borrowing service, therefore some of the library's collection is spread amongst the other six libraries ([REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]) within the county (County of [REDACTED], 2010).

## **E. Organization of Collection and Development Program**

### **1. Staffing and Assigned Responsibilities**

In the [REDACTED] Public Library there are 103 staff members, 67% of which are part-time ([REDACTED] Public Library, 2011). Those librarians with specialities, such as youth services, will be designated to those particular parts of the library.

### **2. Liaison with user groups**

In the year of 2010, there were a total number of 1,777 programs for the patrons in our library. There is a large amount of attendance at these programs, with a total number of participants being 52,737. The largest amount of attendance was at the children and youth programs, but there were a large amount of participants at all the programs during the year ([REDACTED] Public Library, 2011).

The [REDACTED] Public Library also has partnerships with local businesses in the community of [REDACTED]. One partnership in particular is with local bookstores within the community. In 2010 Border's Books & Music selected [REDACTED] Public Library as the recipient of a local book drive which added 241 books to our collection. In the same year, Barnes & Noble hosted a book fair, and a percentage of the proceeds went towards the Library Foundation ([REDACTED] Public Library, 2011).

[REDACTED] Public Library hosted a blood drive for the [REDACTED] Blood Center in 2010 as well. We also took part in a food drive for the [REDACTED] Food Pantry as well as gathered school supplies for the Tools for School program for [REDACTED] County ([REDACTED] Public Library, 2011).

#### **F. Budget Structure and Allocation Policy**

The library budget is allocated yearly. The budget comes from allocation of public funding through taxes, donations from outside sources, and revenue collected from library book sales and late fees. The use of our funds is determined by the library board and the staff. In the case of certain donations, a donor may specify criteria for collection or designations for funds, although it is at the discretion of the library whether these requests are carried out in full.

#### **G. Management of Collection**

The collection is managed by the Director of the Library and the Assistant Director of the Library. All other roles are assigned by the director at his/her discretion.

#### **H. Cooperative Agreements**

The [REDACTED] Public Library has a reciprocal borrowing program with six other libraries within [REDACTED]. The other libraries are [REDACTED], with two locations in [REDACTED] and [REDACTED], [REDACTED], with two locations in [REDACTED] and [REDACTED], [REDACTED], and [REDACTED]. Library cardholders will have access to all of the materials, programs, and services at these libraries at any time without an increase in cost (County of [REDACTED], 2010).

## **II. POLICIES**

#### **A. Expensive Purchases**

As with any collecting decision, purchases must be reviewed and approved by the staff and the Library Board. Before purchasing expensive materials, the library board and staff must do a cost-benefit analysis of the proposed materials to determine their value to the collection. These materials will be reviewed, and specific attention will be given to the following characteristics:

- How well do the materials in question fit in with the collection policy of the library?
- How well do the materials fit in with the scope of our collection?

- Is there anything present in the library that already fulfills the purpose of this material?
- How does this material compare against similar publications of its kind?

## **B. Access and Ownership**

No person will be barred access to the library because of their views, background, race, culture, or age. The [REDACTED] Public Library is freely accessible by all patrons from the surrounding area including residents from all parts of [REDACTED] County. To access and use all databases and materials from the library, all patrons are required to obtain a valid [REDACTED] Public Library card. This may be obtained through providing proof of residency within the county shown through bringing in a piece of mail or other documentation of the address. All residents of [REDACTED] County are provided free access to the library through the payment of their property taxes.

## **C. Official Stance on Intellectual Freedom, Censorship, and Copyright Issues**

The [REDACTED] Public Library adheres to the American Library Association's (ALA) stance on Intellectual Freedom, Censorship, and Copyright Issues. We strive to not exclude any materials based on their background, origin, or the views they represent. All users have the right to intellectual freedom and privacy. In serving a diverse community it is also our duty to provide materials to fulfill the needs of all patrons. It is our duty as a library to provide access to items that represent varying viewpoints. Excluding or removing materials based on the views they represent would be against what the American Library Association stands for. To learn more about these issues please consult:

- The Library Bill of Rights
- American Library Association Code of Ethics
- American Library Association Freedom to Read Foundation
- American Library Association Freedom to View Statement

## **D. Donations and Gifts**

Gifts in the form of monetary donations, books, subscriptions, and any other forms of donations may be accepted as long as they fulfill the collection scope and goals of the library. Gifts made without previous consultation of the library may not be added into the collection if they are unnecessary duplicates or beyond the collecting scope of the library in a particular subject area. All donors must complete a donation form before any items will be accepted into the library with the understanding that donations made are not always added to the collection and may be used in a variety of ways or deselected at any time. The form for making donations is located in the appendix of the [REDACTED] Public Library collection policy.

## **E. Removal of Materials**

### **1. Criteria used in deselection**

Materials will be weeded from the collection if they are worn and damaged. Other items for the consideration of deselection will be duplicates, especially of rarely used titles, as well as items that are outdated or no longer contain information that is relevant and accurate. Items that are no longer in demand will be weeded from the collection such as multiple copies of materials that had been obtained to meet demand but are no longer popular. Also, when the library updates to the most current edition of a book, previous editions will be removed from the collection. The library will attempt to replace destroyed copies of books that are still in high demand but have been worn beyond repair.

## **2. Policy for reconsideration of materials**

The library represents the diverse community of [REDACTED]. To serve the diversity of the community, the [REDACTED] Public Library strives to collect materials that represent different viewpoints and those that are controversial. Materials will not be removed from or added to the collection simply because of disapproval or approval of particular items.

If a resident of [REDACTED] County, [REDACTED] would like to have an item reconsidered, they may fill out the Reconsideration of Materials form. They may obtain this form through the [REDACTED] Public Library website or through the librarian reference desk. Residents can submit the form to their local reference librarian who will then submit the form to the reconsideration committee. A written response will be sent to the [REDACTED] County resident within six weeks. If they are not satisfied with the decision made, they have two weeks to submit a response.

Residents are also invited to come to meetings of the Library Advisory Board that occur regularly each month. Residents are able to submit complaints to the Library Advisory Board, which may then be assigned to a special committee. Further actions may be to send the complaint to the City Council, which has the final decision regarding any complaints or requests. The form for reconsideration of materials can be found in the appendix of this collection policy.

## **III. COLLECTION SCOPE**

### **A. General Considerations and Criteria**

#### **1. Types and formats of materials**

We strive to provide a large array of materials in variety of formats, including books, films, magazines, journals and reference material, online resources, audiobooks, and e-resources such as e-books and downloadable audiobooks. Providing access to our materials in multiple formats allows our patrons to tailor their library experience to more adequately suit their needs. Our decisions to collect specific materials will vary depending on their cost, authority, ease of use for the patron, and their relation to the scope of the collection.

#### **2. Retrospective vs. only contemporary collecting**

Retrospective materials will be collected on a case-by-case basis, on recommendation or request, and evaluated with regard to their cost and relation to the scope of the collection. The library is aiming to provide more current and contemporary works, in order to keep up with literary trends and discoveries in the educational and scientific community. Though we are interested in contemporary works, they will also be carefully considered based on content, price, and relevance to the collection, as well as their age propriety, before they are placed in specific areas of the library. Many of our databases contain older versions of publications in their backlogs, so we will continue providing access to those databases to provide our patrons with a range of resources from past years and current publications.

### **3. Local history, rare books, manuscripts, realia, or archival materials**

The partnership between ██████████ Public and the historical societies of ██████████ and surrounding areas allows patrons to gain significant access to local history and related materials. Through these partnerships, patrons can peruse archives of documents, collections of materials for viewing, documents related to local history, artifacts from various time periods, and support materials for the local school systems. They may also maintain access to genealogical assistance and educational programming related to local history.

### **4. Children's materials**

The library contains a large children's section, including picture books, books for beginning readers, non-fiction, paperbacks, videos, DVDs, cassettes, and book kits, as well as a foreign language section. We strive to provide materials for our young readers that are both educational and engaging; therefore we aim to collect materials that will enrich our readers' learning experiences and enhance their skill set. In our fiction section, we provide a large variety of titles so our young readers may find materials they can identify with and enjoy. The children's area and children's collection aim to provide an equal amount of educational and recreational materials, so patrons feel free to use the library's resources in homework and play.

### **5. Fiction**

The fiction collection of ██████████ Public spans children's, young adult, and adult collections, though the materials in each section are drastically different. In our children's and young adult sections, the material is collected with special attention to combining the interests of our patrons with their developmental needs, whereas the adult fiction section is geared solely towards the reading interests of our adult patrons. The fiction sections for our young adult and child patrons are collected with serious consideration related to their age level, the propriety of the material, and their ability to relate to the material in a way that will help them grow. The library also focuses on ease of use for younger patrons, providing fiction audiobooks and films for patrons who may have trouble learning to read. Collecting for the adult section is less concerned with age-appropriate material, and instead, our aim is to provide a large variety of subjects and interests for our adult patrons from a wide selection of authors. For our elderly

patrons and those with visual impairments, we provide large-print fiction, and for those on the go, we also have adult audiobooks. Our materials are collected with special attention to growing trends so that we may provide the most current and enjoyable materials for our patrons of all ages.

## **6. Languages and translations**

Our children's collection contains a large section of foreign language books and translations, and our other collections strive to provide resources that will be useful to the various demographics in our community. There is a large Asian population in [REDACTED], so we have an assortment of manga and comic books in their original languages (Japanese, etc), and we also provide adult books that have been translated into different languages. We collect with special attention given to potential use and ease-of-use for our patrons from non-English-speaking backgrounds, and we also provide a large collection of materials that will allow our patrons to learn other languages, such as German, French, Spanish, Korean, Japanese, Portuguese, Russian, and others.

## **7. Local authors' publications**

We are willing to add the publications of local authors to our collection as long as the works in question fit in with the rest of the collection policy. We would not add a book to the collection simply because it was written by a local author, but if the book falls within our scope, we would be willing to add it to the collection. Supporting local authors is a part of supporting the community as a whole, and these authors are also generally interested in doing book talks and other programming, so the more collaboration there, the better.

Our partnerships with local historical societies aids us in including these works.

## **8. Popular versus scholarly works**

As a public library, we strive to collect materials that interest the public. A portion of the public is interested in scholarly publications, and we will therefore collect generally in that area. For the most part, though, patrons of a public library are interested in bestselling authors, popular social issues, and visual media. Therefore, we will focus our collections on popular works of fiction, nonfiction and visual media.

## **9. Multiple copies**

Multiple copies of books will be purchased in a few cases. New books that are expected to be bestsellers often have library hold lists that are extensive. In this case, we will order multiple copies of the book so patrons can get to their turn without a long wait. We can expect this for bestselling authors who come out with new books, books written by or about famous people, or books in a well known series. Another instance in which we would collect multiple copies would be in the case of books that we might not ordinarily order two copies of, but if a

copy is donated to the library and circulation numbers for that title are high enough to warrant it, the book may be added to the collection.

### **10. Reserve material**

As we are a public library and do not deal with professors and class materials, we do not put resources on reserve.

### **11. Reference material**

We will maintain a large and accessible reference section. We subscribe to between 15 and 20 databases for patrons to use, either in the library or via the library's website from home or elsewhere. Many patrons may prefer to do their reference work online, so we back those efforts strongly, with an online "ask a librarian" section as well as access to materials. The in-house aspects of reference include encyclopedias, dictionaries, directories, guides, indices, handbooks, etc. These will aid patrons in their searches for information, as well as arm the reference librarian with the tools to answer the numerous inquiries and consultations dealt with on a daily basis.

Serials will be collected in a wide scope, but the in-depth collecting here will be left to the universities in the surrounding areas.

Microforms are available for out of print journals, old newspapers and certain journals whose popularity leads to heavy usage.

### **12. Government publications**

The [REDACTED] Public Library is not a repository for government documents. We do, however, aid patrons in navigating governmental databases accessed online. We maintain pages on our website dedicated to linking patrons to government materials, archives, and statistics on the federal, state, and county level.

We provide extensive tax preparation services. Tax forms, as well as instruction and guidance during tax season, are provided at our library.

## **B. Detailed Analysis of Collections**

### **Codes**

- 0 = Out of scope
- 1 = Minimal Level
- 2 = Basic Information Level
- 3a = Study Level: Introductory
- 3b = Study Level: Advanced
- 4 = Research Level
- 5 = Comprehensive Level

DDC #	Class	Level
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<b>000-009</b>	<b>Generalities, Computer Science</b>	2
001.9	Controversial Knowledge	2
004-006	Computer Science	3a
<b>010-019</b>	<b>Bibliography</b>	<b>3b</b>
016	Subject Bibliographies	1-3
<b>020-029</b>	<b>Library and Information Science</b>	<b>3a</b>
<b>030-039</b>	<b>General Encyclopedias</b>	<b>4</b>
<b>050-059</b>	<b>General Serials</b>	<b>3a</b>
<b>060-069</b>	<b>General Organizations and Museology</b>	<b>2</b>
<b>070-079</b>	<b>News Media, Journalism, Publishing</b>	<b>2</b>
<b>080-089</b>	<b>General Collections</b>	<b>3a</b>
<b>090-099</b>	<b>Manuscripts and Rare Books (Works about)</b>	<b>2</b>
<b>100-109</b>	<b>Philosophy (General)</b>	<b>3a</b>
<b>110-119</b>	<b>Metaphysics</b>	<b>1</b>
<b>120-129</b>	<b>Epistemology, Causation, Humankind</b>	<b>2</b>
<b>130-139</b>	<b>Paranormal phenomena</b>	<b>2</b>
<b>140-149</b>	<b>Specific philosophical schools</b>	<b>3a</b>
<b>150-159</b>	<b>Psychology</b>	<b>3a</b>
158	Applied psychology	3a
<b>160-169</b>	<b>Logic</b>	<b>1</b>
<b>170-179</b>	<b>Ethics</b>	<b>3a</b>
<b>180-189</b>	<b>Ancient, Medieval, and Oriental Philosophy</b>	<b>1</b>

<b>190-194</b>	<b>Modern Western Philosophy</b>	<b>3a</b>
<b>200-210</b>	<b>Religion (General)</b>	<b>3a</b>
<b>220-229</b>	<b>Bible</b>	<b>3b</b>
<b>230-239</b>	<b>Christian Theology</b>	<b>3a</b>
<b>240-249</b>	<b>Christian Moral and Devotional Theology</b>	<b>3a</b>
<b>250-259</b>	<b>Christian Orders &amp; Local Church</b>	<b>2</b>
<b>260-269</b>	<b>Christian Social Theology</b>	<b>2</b>
<b>270-279</b>	<b>Christian Church History</b>	<b>3a</b>
<b>280-289</b>	<b>Christian Denominations and Sects</b>	<b>3a</b>
<b>290-299</b>	<b>Non-Christian Religions; Comparative Religion</b>	<b>3b</b>
297	Islam	<b>3b</b>
<b>300</b>	<b>Social Sciences (General)</b>	<b>3b</b>
<b>301-307</b>	<b>Sociology and Anthropology</b>	<b>3b</b>
<b>310</b>	<b>Statistics</b>	<b>1</b>
<b>320</b>	<b>Political Science</b>	<b>3a</b>
<b>330-339</b>	<b>Economics</b>	<b>2</b>
332.024	Personal Finance	3b
<b>340-349</b>	<b>Law</b>	<b>2</b>
347.302	United States Constitutional Law	1
347.3034	United States Tax Law	2
347.49	Law of <span style="background-color: black; color: black;">████████</span>	2
347.305	United States Criminal Law	1
<b>350-354</b>	<b>Public Administration</b>	<b>2</b>

<b>355-359</b>	<b>Military Science</b>	<b>2</b>
<b>360-365</b>	<b>Social Problems and Services</b>	<b>3b</b>
<b>366-369</b>	<b>Associations, Insurance</b>	<b>3a</b>
<b>370-379</b>	<b>Education</b>	<b>3a</b>
<b>380-389</b>	<b>Commerce, Communications, Transportation</b>	<b>3a</b>
<b>390-399</b>	<b>Customs, Etiquette, Folklore</b>	<b>3b</b>
<b>400-409</b>	<b>Language (General)</b>	<b>3a</b>
<b>410-419</b>	<b>Linguistics</b>	<b>2</b>
<b>420-429</b>	<b>English Language</b>	<b>3b</b>
<b>430-499</b>	<b>Other Languages</b>	<b>3a</b>
<b>500-509</b>	<b>Science (General)</b>	<b>3a</b>
<b>510-519</b>	<b>Mathematics</b>	<b>2</b>
<b>520-529</b>	<b>Astronomy</b>	<b>2</b>
<b>530-539</b>	<b>Physics</b>	<b>3a</b>
<b>540-549</b>	<b>Chemistry</b>	<b>3a</b>
<b>550-559</b>	<b>Earth Science</b>	<b>3a</b>
<b>560-569</b>	<b>Paleontology</b>	<b>2</b>
<b>570-579</b>	<b>Life Sciences (General)</b>	<b>3a</b>
<b>580-589</b>	<b>Botany</b>	<b>2</b>
<b>590-599</b>	<b>Zoology</b>	<b>2</b>
<b>600-609</b>	<b>Technology (General)</b>	<b>3a</b>
<b>610-619</b>	<b>Medicine</b>	<b>3a</b>
<b>620-629</b>	<b>Engineering</b>	<b>3a</b>

<b>630-639</b>	<b>Agriculture</b>	<b>2</b>
635.9	Flower Gardening	3a
636	Animal Husbandry	2-3a
<b>640-649</b>	<b>Home Economics and Family Living</b>	<b>3b</b>
<b>650-659</b>	<b>Management and Auxiliary Services</b>	<b>3a</b>
<b>660-669</b>	<b>Chemical Technology</b>	<b>1</b>
<b>670-689</b>	<b>Manufacturing</b>	<b>2</b>
<b>690-699</b>	<b>Buildings</b>	<b>2</b>
<b>700-710</b>	<b>Arts (General)</b>	<b>3b</b>
701	Aesthetics	2
707	Art—Study and Teaching	3a
<b>710-719</b>	<b>Civic and Landscape Art</b>	<b>3b</b>
<b>720-729</b>	<b>Architecture</b>	<b>3b</b>
<b>730-739</b>	<b>Sculpture</b>	<b>3a</b>
<b>740-749</b>	<b>Drawing and Decorative Arts</b>	<b>3b</b>
<b>750-759</b>	<b>Painting</b>	<b>3b</b>
<b>760-769</b>	<b>Graphic Arts; Printmaking and Prints</b>	<b>3a</b>
<b>770-779</b>	<b>Photography</b>	<b>3b</b>
<b>780-789</b>	<b>Music</b>	<b>3b</b>
<b>790-796</b>	<b>Recreational and Performing Arts</b>	<b>3b</b>
<b>800-809</b>	<b>Literature (General)</b>	<b>3b</b>
<b>810-819</b>	<b>American Literature</b>	<b>3b</b>
<b>820-829</b>	<b>English Literature</b>	<b>3b</b>
<b>830-839</b>	<b>German Literature</b>	<b>2</b>

<b>840-849</b>	<b>French Literature</b>	<b>2</b>
<b>850-859</b>	<b>Italian Literature</b>	<b>2</b>
<b>860-869</b>	<b>Spanish Literature</b>	<b>3a</b>
<b>870-879</b>	<b>Latin Literature</b>	<b>2</b>
<b>880-889</b>	<b>Greek Literature</b>	<b>2</b>
	Classical Greek works in English	3a
<b>890-899</b>	<b>Literature of Other Languages</b>	<b>3a</b>
<b>900-909</b>	<b>History (General)</b>	<b>3b</b>
<b>910-919</b>	<b>Geography and Travel</b>	<b>3b</b>
<b>929</b>	<b>Genealogy and Heraldry</b>	<b>3a</b>
	Genealogy	3b
<b>930-939</b>	<b>Ancient History</b>	<b>3b</b>
<b>940</b>	<b>European History (General), including World Wars</b>	<b>3b</b>
<b>941-942</b>	<b>History of United Kingdom and Ireland</b>	<b>3a</b>
<b>943</b>	<b>History of Germany</b>	<b>3b</b>
<b>944</b>	<b>History of France</b>	<b>3b</b>
<b>945</b>	<b>History of Italy</b>	<b>3b</b>
<b>946</b>	<b>History of Spain and Portugal</b>	<b>3b</b>
<b>947</b>	<b>History of Russia and Soviet Union</b>	<b>3a</b>
<b>948-949</b>	<b>History of Other European Nations</b>	<b>3a</b>
<b>950-959</b>	<b>History of Asia</b>	<b>3b</b>
959.704	Vietnam War	4
<b>960-969</b>	<b>History of Africa</b>	<b>3a</b>

<b>970</b>	<b>History of North America (General)</b>	<b>3b</b>
<b>971</b>	<b>History of Canada</b>	<b>3a</b>
<b>972</b>	<b>History of Mexico, Central America, and the Caribbean</b>	<b>3b</b>
<b>973-979</b>	<b>History of the United States</b>	<b>3b</b>
977.2	History of ██████████	4
977.256	History of ██████████	4-5
<b>980-989</b>	<b>History of South America</b>	<b>3a</b>
<b>990-999</b>	<b>History of Other Parts of the World</b>	<b>3a</b>

(Chart format courtesy of Newark Public Library)

#### IV. ENVIRONMENT DESCRIPTION

##### A. History and Characteristics of Community

██████████ was founded in 1837 under the name of ██████████ by a group of pioneers named ██████████, ██████████, ██████████, and ██████████. Shortly after its founding, a group of Quakers moved to the town establishing a meeting house and the town's first school. This school eventually became the foundation for ██████████ current school system. The town's name was officially changed to ██████████ in 1874 when it became incorporated because there was already a ██████████ elsewhere that had previously registered with the United States Postal Service. The development of paved roads in the early 1900's gave residents greater access to nearby ██████████, and the community has served as a suburb to that city ever since. Though growth was slowed during the Great Depression and World War II, it began picking up again in the 1950's and has drastically increased since then.

The community has continued to grow at a rapid pace, and as of 2010, has a population of 79,191 (██████████, 2011). U.S. Census Bureau data reported the 2000 population at 37,733, meaning the city's population has more than doubled in the last ten years. This data also shows the racial breakdown of the community as 86.7 % White, 7.6% Asian, and 2.7 % African American. Hispanics of any race make up 2.6 % of the population. While the community is historically White and White people continue to make up the majority of the population, the minority population growth has rapidly increased over the past ten years with the percentages of Asians increasing from 4.4 to 7.6, African Americans from 1.5 to 2.7, and Hispanics from 1.7 to 2.6. The estimated median household income in ██████████ was \$96,692 as of 2009, which is almost double the national median household income. Only 3.2% of the individuals in the city are below the poverty line, well below the national average of 13.5%. The percentage of high

school and college graduates is also considerably higher than the national average (U.S. Census Bureau, 2009).

In 2010, CNN Money Magazine ranked [REDACTED] as the fourteenth best city in the country with regards to standard of living. The city attributes this, and their rapid growth, in part to local government based programs ([REDACTED], 2011). One of these programs, the development of the Art and Design District, has been used as part of a revitalization effort in the city's Old Town district. This program has been embraced by the community with the success of multiple galleries, adult art classes, interior designers, and multiple art courses offered by the local high school. The city has also become the base of operations for 40 science, health care, and insurance corporations (Smart, 2010).

## **B. Relevant Local Collections:**

1. **[REDACTED] County Public Libraries:** [REDACTED] Public Library has joined with the other library systems in [REDACTED] County to form [REDACTED] County Libraries Connect. The membership includes [REDACTED], [REDACTED], [REDACTED], and [REDACTED] public libraries ([REDACTED] Public Library, 2011). Patrons of any library in this system are able to check out resources from any of the member libraries using the card assigned to them by their home library.
2. **[REDACTED] Schools:** The local school system is made up of fifteen schools: eleven elementary, three middle, and one high school. Each of these schools has their own school library media center containing resources that correspond to the schools' curriculum and are appropriate to the age of the students.
3. **[REDACTED] Historical Society:** Founded in 1975, the [REDACTED] Historical Society (CCHS) is "dedicated to enriching the lives of the residents of [REDACTED] Township and the city of [REDACTED] by collecting, preserving, and interpreting the history of the [REDACTED] Train Depot, the city of [REDACTED] and [REDACTED] Township, and the people who have lived here" ([REDACTED] Historical Society, 2011). CCHS maintains an archive of historical documents pertaining to local history and operates the [REDACTED] Depot Museum between the months of April and October. The museum displays temporary and permanent exhibitions related to people, businesses, and artifacts connected to [REDACTED]. Other services provided by CCHS include architectural tours of local buildings, curriculum support materials on local history for the school system, educational programming, and genealogical assistance.
4. **[REDACTED] County Historical Society:** The [REDACTED] County Historical Society operates from the [REDACTED] County Museum of History and the [REDACTED] [REDACTED] Library. The Society maintains a library files on a number of surnames historically connected to the county. These files are not accessible by community

members, but can be consulted through one of the society's researchers. Extensive research using these files is done for a fee of \$5.00 per hour ([REDACTED] County Historical Society, n.d.).

5. **[REDACTED] Historical Society:** The [REDACTED] Historical Society has developed a genealogical archive and a local history museum in addition to restoring the cabin of [REDACTED], an abolitionist and pioneer. The genealogical archive is volunteer driven and maintains the records of more than 500 local families. The society also promotes the preservation of oral history and storytelling through their programming ([REDACTED] Historical Society, 2009.).
6. **[REDACTED] Historical Society & Museum:** The [REDACTED] Historical Society & Museum seeks to record local history pertaining primarily to the Quakers, the underground railroad, and local businesses. It operates a small museum that is open to the public on Saturdays ([REDACTED] Historical Society & Museum, 2011).

### C. Relevant Remote Collections

1. **[REDACTED] State Library:** The [REDACTED] State Library exists to collect and provide resources for the state government and maintains collections relating to the state of [REDACTED]. Other users of the library include state residents, students, researchers, and genealogists. Materials collected include those related to “state history and culture, [REDACTED] state government and United States government publications, [REDACTED] newspapers, genealogy and family history resources on [REDACTED] and the eastern United States, Braille, large print, and books on tape for the visually impaired, library science, and American history, politics, and economics” ([REDACTED] State Library, n.d.). Collections in the library include: Genealogy, State Data, Reference and Government Services, Manuscripts and Rare Books, and the [REDACTED] Collection.
2. **[REDACTED] Tech Community College Libraries ([REDACTED] and [REDACTED] campuses):** The local campus of [REDACTED] Tech, the [REDACTED] Community Life and Learning Center, offers college level general education classes as part of several degree programs available through the Central [REDACTED] regional center. This campus does not have its own library and refers its students to the services offered by the [REDACTED] and [REDACTED] campuses in [REDACTED], both of which provide a full library.
3. **[REDACTED] Historical Society:** As one of the oldest historical societies in the country, the [REDACTED] Historical Society maintains a large research library and archive of information related to the state of Indiana and the old northwest. The collection

includes “1.6 million photographs, 45,000 cataloged printed items, 14,000 pieces of sheet music, 5,000 processed manuscript collections, 3,300 artifacts, 1,100 cataloged maps, 575 broadsides and 60 paintings” (████████ Historical Society, n.d.). The library collection is divided by type of media, and includes collections for digital images, printed materials, visual materials, artifacts, and manuscripts.

4. ██████████ University-████████████████████ University ██████████ Libraries: The University Library for ██████████ University-████████████████████ and ██████████ University is the largest and most comprehensive research library in the state. The physical library holds over 650,000 books and subscriptions to more than 4,000 periodicals (████████████████████ University-████████████████████ University ██████████ University Library, 2011). They have also created and maintained multiple digital collections on a variety of subjects. The universities’ system includes subject specialized libraries in the areas of law, art, medicine, and dentistry.

## V. APPENDICES

- Form for reconsideration of books
- Form for donations/gifts

**Public Library**  
**Reconsideration of Library Materials Form**

County has designated a committee to address any concerns about the materials placed in the Public Library. To have a resource reconsidered, the first step is complete this form and return it to one of your County librarians. Use the back of this paper or additional pages if necessary.

Date \_\_\_\_\_

Name \_\_\_\_\_

Library Card # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_

Is this on behalf of an organization? If yes, which organization?

\_\_\_\_\_

1. What resource and format are you concerned about?

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Format (Book, DVD, etc.): \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns do you have about the resource?

5. Are there resource(s) you suggest to provide additional information and/or viewpoints on the topic?

**Public Library  
Gift Form**

With the understanding that the library staff may designate any donations as they determine, I wish to donate these materials. I also donate the items with the understanding that they may be discarded or removed from the collection at any time at the library's discretion.

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Description of donated items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Do Not Write Below Line  
Library Use Only**

Number of Items:

<b>Print:</b>	<b>Audiovisual:</b>
Books:	VHS:
Journals:	DVD:
Magazines:	CD:
Pamphlets:	Audiocassette:

Other items: \_\_\_\_\_

## Resources:

██████████ Public Library. (2011). *2010 annual report*. ██████████: ██████████ Public Library.

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American Library Association. (1995). Sample request for reconsideration of library resources. Retrieved from <http://www.ala.org/ala/issuesadvocacy/banned/challengeslibrarymaterials/copingwithchallenges/samplerconsideration/index.cfm>

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██████████ Historical Society. (2011). Retrieved from ██████████

██████████ Public Library (2011). Website. Retrieved from ██████████

City of ██████████. (2011). Statistics & demographics. Retrieved from ██████████

County of ██████████. (2010). *Local cities, towns, libraries, and schools*. Retrieved from ██████████

██████████ County Historical Society. (n.d.). ██████████ County Genealogical Library. Retrieved from ██████████

██████████ Public Library. (2011). ██████████ County libraries connect. Retrieved from ██████████

██████████ Historical Society. (n.d.). Retrieved from ██████████

██████████ State Library. (n.d.). Retrieved from ██████████

██████████ University-██████████ University ██████████ University Library. (2011). Retrieved from ██████████

██████████ Public Library. (2010). Reciprocal borrowing. Retrieved from ██████████

Smart, M.P. (2010, July 14). Top earning towns. *CNNMoney*. Retrieved from [redacted]

[redacted] Historical Society. (2009). Retrieved from [redacted]

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