

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.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

Weeding the Library Collection

To ensure a vital collection of continued value, materials that have outlived their usefulness are withdrawn.



The Weeding Process:

- ∞ Identify items that are candidates for weeding:
- ∞ Remove shabby and outdated materials.
- ∞ Set aside poor candidates for mending for consideration for weeding (replace if appropriate).
- ∞ Use printouts of items in shelf list order to determine condition and circulation of material in a certain amount of time (generally 1-5 years) to determine if items are candidates for weeding.
- ∞ Examine specific date sensitive areas (business, investment, science, medicine, law, technology, etc.) and weed those items whose information is not current.
- ∞ Weed subject areas where currency is less urgent, less often, but still on a regular basis, based on computer generated usage statistics and condition.



Collection Development Policy for the Winter Haven Public Library

Winter Haven Public Library
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WINTER HAVEN
The Chain of Lakes City



Library Collection Development is defined as the process of planning and acquiring a balanced collection of library materials of many formats, including books, periodicals, online resources and audiovisual materials.

Purpose of Policy

To document the current collection management policies and procedures of the Winter Haven Public Library.

To serve as a staff training document for policies and procedures related to collection development and management.

To establish a framework for continuous collection evaluation and improvement.

Authority & Responsibility

Members of the Collection Development Team are comprised of library professionals and staff. All Library staff are encouraged to participate in the selection process.

A wide range of resources are used in selecting library materials for the Library including professional journals, trusted Internet sites, fellow librarians and booklists.

Formats

The Library purchases materials in a variety of formats:

- ∞ Books
- ∞ Periodicals
- ∞ Dvd's including blu-ray
- ∞ Music on cd
- ∞ Playaways
- ∞ Books on cd



Chronological Coverage

The Library maintains a collection of materials on Winter Haven primarily research and historical in nature. Local history and genealogical materials are particularly sought for this collection.

The Fiction, Philosophy, History, Audiovisual, Cookery, Religion, Sociology, Literature, Art and Architecture, Games, Gardening and Biography collections, offer broad chronological coverage. The Library collects classic materials in these areas as well as current materials.

The Library collects only current materials in the areas of Health, Medicine, Science, Travel Guides, Technology, Law, Business, Computer Science, Language, and Sports. The only exception would be historical works on these subjects.

The Library subscribes to a variety of periodicals and newspapers. Selection is based on public demand and use. The library retains the current year of periodicals. Full text periodical content is available online from the Gale Group databases.

Languages

English is the predominant language found in most library materials. The Spanish speaking community is growing and staff anticipates making continued purchases of materials in Spanish. The Haitian community is also growing and staff will research materials for purchase available in Haitian Creole and French. Staff will monitor community needs and add items in additional languages as needed.

Funding

Materials purchased for the Library collection are paid for with funds provided by

- ∞ Annual operating budget from the City of Winter Haven;
- ∞ Polk County MSTU funds received from the Polk County Library Cooperative;
- ∞ State of Florida distributed through the Polk County Library Cooperative;
- ∞ Friends of the Library.

Gifts

The Friends of the Library accept donations of used books. Donated books are reviewed for possible addition to the Library's collection. Books are evaluated based on condition, popularity, timeliness and must meet the same criteria by which purchased materials are judged.

The Library will not agree to separate treatment for gift materials. Donated materials will not be placed on special shelves, or separated from other similar materials already in the library collection. Library staff do not appraise donated books or other gifts.

Memorials & Endowments

From time to time patrons will request items be purchased for a memorial in honor of a loved one. Library staff will make every effort to honor the request. A bookplate will be placed in the donated item.

The Friends of the Library offer an endowment program for \$150. Donors can purchase a complete or partial endowment. An acknowledgement card is sent to the family. Additional information is available from the Friends.