

Hamilton North Public Library

Collection Development Policy--Revised

Approved: June 20, 2024

Effective: June 20, 2024

Purpose

HNPL builds its collections for all Jackson Township residents in Hamilton County by assessing community needs and considering the interests of intended audiences. A diverse collection of physical and digital resources supports the Library's mission:

Enriching lives. Enhancing community. Expanding opportunity.

Principles

Intellectual freedom is the core tenet of collection development. Library material meeting the selection criteria is not excluded because of the origin, background, or views of those contributing to its creation, and the Library's collection may include items that are considered controversial and may offend some users. Inclusion of objectionable language or attitudes in materials is not in itself a reason to exclude them from the collection. The Library's acquisition of these items does not constitute endorsement of their content but rather ensures their availability in support of open inquiry and independent thought. The Library affirms the rights of all individuals to choose whether or not to read something from the collection and to form their own opinions about resources they choose to read.

Selection of materials intended for adults is not inhibited by the possibility that materials may be discovered by children. Responsibility for a child's use of library materials rests with their parent or guardian. The Library encourages each family to decide which items are appropriate for use by their children. Library materials are not sequestered except for the express purpose of protecting them from damage or theft. Materials are not labeled in any systematic way to show approval or disapproval of content and/or creator. However, the Library may choose items or subjects for display or promotional purposes solely in the effort to encourage literacy, lifelong learning, and the exploration of varied subjects and perspectives contained in its collections.

The Library objects to censorship in the fulfillment of its responsibility to provide information and enlightenment, and adheres to the principles of intellectual freedom adopted by the American Library Association.

- [Library Bill of Rights](#)
- [Freedom to Read](#)
- [Freedom to View](#)
- [Interpretations of the Library Bill of Rights](#)

Scope

The scope of the collection refers to the range and type of materials selected, including reading levels and formats. The scope is as broad as possible to allow for the expression of a wide range of topics and perspectives. HNPL collects materials on a variety of literary, cultural, educational, informational and recreational topics for people of all ages with a focus on serving members of the general public. HNPL also purchases digital media and subscriptions to support community access to the full range of quality informational and recreational resources available.

Collections emphasize popular and in-demand materials and may include special formats such as large print books, audiobooks, and materials in languages other than English to meet the diverse needs of HNPL patrons. The Library maintains special collections in the Indiana Room to provide information about local people and events, to highlight the works of local authors, and to meet the evolving needs of community members. HNPL collections are not archival. No extraordinary efforts are made to retain last copies or out-of-print titles. However, materials of local significance or value may be digitized to expand and preserve access.

HNPL strives to create a balanced collection that embraces inclusion and diversity. The collection serves to preserve, promote, highlight and give voice to individuals and groups with varying identities, experiences, values and beliefs.

Selection Responsibility

The HNPL Board of Trustees delegates the development of the collection to the Library Director. The overall collection development process for HNPL may involve various staff members, as assigned by the Director.

Selection Criteria

HNPL looks for reasons to add material to its collections, and not to exclude items. Selectors use the following criteria to help prioritize and guide purchasing decisions. An item need not meet all criteria to be selected.

- Community demand, interest or need; current or anticipated
- Recommendations of critical media reviewers; nomination for awards
- Prominence, authority and/or credibility of author, creator or publisher
- Representation of diverse identities and experiences
- Statement of challenging, original, or alternative point of view
- Contribution to breadth and balance of the collection
- Accuracy and timeliness of content
- Quality of packaging and production; durability
- Accessibility and ease of use
- Cost

Budget

The materials budget is recommended by the Library Director and approved by the Board of Trustees annually.

Purchase Suggestions

To ensure a responsive collection which reflects the needs and interests of Jackson Township, HNPL routinely considers patron suggestions for additions to the collection. Individuals may complete a Request for Purchase Form. Requests will be considered on a case-by-case basis and in accordance with criteria for selection.

Evergreen Indiana Resource Sharing

HNPL is a member of Evergreen Indiana, a growing, resource sharing consortium of public, school and institutional libraries and library systems located throughout Indiana that use the Evergreen ILS. This resource sharing initiative provides HNPL cardholders access to almost 8 million items from other Evergreen Indiana member libraries.

Gifts

HNPL's material selectors review special requests to add donated material to the HNPL collection. Donated items that do not meet selection criteria are offered to the Friends of the Library Bookstore. Items are not returned to donors. For additional information, please see the Library's Gift and Donation Policy.

Collection Maintenance and Review

HNPL staff routinely review all collections to ensure they continue to meet the needs of its patrons while providing diverse representation of community interests and experiences. Materials that are worn, no longer in high demand, or potentially obsolete may be deselected and removed from the collection. Librarians assess replacing materials that are damaged, destroyed or lost. Items are not necessarily automatically replaced, as decisions are based on need, demand and budget.

The selection and deselection of materials is an ongoing process involving various staff members and frequent conversations with community members. We encourage patrons with questions about items in the collection to speak with a Library staff member or submit a comment through the library's website at <https://www.hnpl.lib.in.us/contact>.

Patrons who wish to initiate a formal review process may complete the *Request for Reconsideration of Library Materials Form* available at the Circulation service desk. Recommended changes are sent to the Library Director for consideration. Changes recommended by the Library Director will be sent to the Board of Trustees for consideration.