



Fortville-Vernon Township Public Library

COLLECTION DEVELOPMENT POLICY

Mission Statement

The Library envisions being a community place, improving the community's lives through programs, services and collections that engage, educate, and entertain the residents of Vernon Township. Our mission is to provide free access to information and experiences in a safe, welcoming space for our residents.

Purpose of Policy

The Collection Development Policy outlines the philosophies that create and shape the Fortville-Vernon Township Public Library's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs. The policy ensures that over time, the FVTPL's collection will remain on course, reflecting the needs of Vernon Township's community, while creating unique experiences of meaning and inspiration for the individual customer.

This policy establishes a process for addressing patron questions and concerns, and defines the roles and responsibilities for addressing those concerns.

Philosophy

The Fortville-Vernon Township Public Library collects materials, in a variety of popular formats, in support of its mission to "engage, educate, and entertain the residents of Vernon Township." Materials are selected and made available for the enlightenment, cultural development, and enjoyment of the public at all ages and levels of ability and interest.

To this end, FVTPL maintains a core collection of books and other materials in a variety of formats that is current, balanced, and representative of the interests of the public, including materials that are timely and those that have withstood the test of time. The Library seeks to cooperate with other libraries in the area to provide the broadest possible access to information and to avoid unnecessary duplication of materials.

By necessity, the Library's selection decisions are influenced by budget and space considerations as well as the availability and accessibility of alternative information resources.

The Fortville-Vernon Township Public Library adheres to the principles of intellectual freedom as detailed in the [The Library Bill of Rights](#) and [The Freedom to Read](#) and [Freedom](#)



Fortville-Vernon Township

Public Library

[to View Statements](#) as adopted by the American Library Association, as well as the [American Library Association's Librarians' Code of Ethics](#).

Materials Selection Responsibility

The ultimate responsibility for the selection of all library materials rests with the Library Director, who operates under the auspices of the Fortville-Vernon Township Public Library Board of Trustees. Under his/her direction, members of the library staff—qualified for selection of materials by education, training, experience, and knowledge of the community served—make selections. All library staff and members of the public are welcome to offer suggestions for purchase.

Selection

The Materials Selection Policy establishes guidelines for the selection and placement of library materials in the library. The library offers a broad selection of materials for children, young adults, and adults. Library staff utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles, identifying quantities for purchase, and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collection, system-wide availability, physical space limitations, acquisitions procedures and available budgets are all factors taken into consideration. Materials are acquired in multiple formats, when appropriate, including print, audiovisual and digital resources. Highest selection priority is given to those materials in all formats having the broadest appeal. The following criteria are used when selecting items for the collection:

- Library budget
- Availability
- Accuracy of information
- Enduring significance or interest
- Purpose
- Quality – of the publisher, author and subject matter
- Representation of controversial or diverse viewpoints
- Cost in relation to use, including appeal
- Professional and critical review
- Timeliness
- Support of Library programming



Fortville-Vernon Township

Public Library

A Local History Collection is maintained at the Library. See Appendix A for the Local History Collection Development Policy.

Collection Maintenance

Periodically we employ collection refreshment, the purchasing of new materials to replace weeded, missing, damaged or outdated items. Together, weeding and collection refreshment ensure that patrons and staff can easily find materials that they want on the shelf and in the catalog and that Library resources are reliable and up to date. Not all items can or will be replaced due to availability or current demand. Similar materials will be ordered if possible.

Request for Reconsideration

The Library recognizes that differences of opinion may exist in the community about the validity and value of materials in the Library's collection. It is the Library's position that while anyone is free to reject for one's self materials of which they disapprove, an individual cannot exercise this right of censorship to restrict the freedom of others.

Responsibility for the reading of children and teens rests with their parents or legal guardians. Fortville-Vernon Township Public Library does not stand in loco parentis. It is the responsibility of parents or legal guardians to monitor what their children access in the library or check out.

Library materials are not marked or identified to show approval or disapproval of the contents. No book or other Library material is sequestered, except for the purpose of protecting it from injury or theft.

Reconsideration Process

The Library welcomes expression of opinion by patrons, but will be governed by the Collection Development Policy in making additions to or removing items from the collection. All specific written citizen responses to the collection will be personally handled by the Library Director. Formal procedures for review and reconsideration of materials are available to residents of Vernon Township who wish to use them. No challenged materials which have been duly selected will be removed from the Library's collection except upon recommendation of the Library Director, or upon



Fortville-Vernon Township Public Library

formal action of the Library Board when a recommendation of the Director is appealed.

If a patron of the FVTPL questions the content, tone, or placement of an item in the collection, they are invited to share their thoughts via a Request for Reconsideration of Library Material Form (Appendix B). The form will allow the patron to share specific concerns in writing, which will be reviewed by the Library Director and designated Library staff. All patrons who fill out the form will receive a written response from the Library Director, including the decision made on the title in question. These forms are available at the Service Desk.

Patron Recommendations

Patrons can recommend a specific title or item for the Library's collection. If the items are available to purchase and meet the Library's selection guidelines, they will be added to the collection and held for the patron requesting the item for one week. If the item does not meet the selection guidelines, Library staff will attempt to borrow the item through the Evergreen service or via Interlibrary Loan.

Donations

Patrons are welcome to donate materials and equipment to the Library and we appreciate the generosity of the public. In order to best serve our community, the Library retains the right to turn down a donation if it does not meet the needs of the library. Any accepted gifts/donations of materials for the collection are evaluated using the same selection criteria that are applied to purchased materials. Decisions regarding the final disposition of gifts/donations are the responsibility of designated staff or the Library Director using the following guidelines:

- Not all gifts/donations are added to the collection. Gifted/donated materials not added to the collection are not returned to the donor.
- The Library retains unconditional ownership of the gift/donation
- The Library reserves the right to decide the conditions of display, housing and access to the materials.
- Donated materials that are added to the collection are housed in the most appropriate location as determined by Library staff.



Fortville-Vernon Township

Public Library

- Monetary donations will be placed into a legally established gift fund and will be used at the discretion of the Library Director. Donors may request that funds are used for a specific collection, but the Library Director will have final say on material selection.

Policy Review:

The Fortville-Vernon Township Public Library's Collection Policy will be reviewed annually by the Director and relevant staff. As circumstances change, the policy will be revised and updated in accordance with need. Policy changes will be submitted to the Library Board for approval.



Fortville-Vernon Township

Public Library

APPENDIX A – LOCAL HISTORY COLLECTION DEVELOPMENT POLICY

Mission Statement

The Local History Collection strives to make local history material pertaining to the Fortville-Vernon Township Public Library, Vernon Township and towns within its boundaries, the schools of Mount Vernon Community School Corporation, and the community, organizations, institutions, and people of Vernon Township accessible and useful to patrons through systematic collection, acquisition, organization, cataloging, publications, reference and research assistance, and programming. The collection serves the general public, scholars, students, and professional historians by providing access to valuable material for research and personal use.

Scope of Collection

The Local History Collection is a repository of primary and secondary source material that furthers the understanding of the civic, social, religious, cultural, political, and economic life of Fortville and McCordsville and the adjacent areas within Vernon Township, past and present. The Local History Collection gathers, organizes, catalogs, and makes accessible to the public documents and publications that reflect activities, events, places, organizations, institutions, and services located within Vernon Township.

Limitations and Restrictions

The Local History Collection at the Fortville-Vernon Township Public Library strives to preserve the material it collects and to make it available to the public.

Nevertheless, due to HVAC and physical space limitations, the Local History Collection cannot serve as a climate-controlled archive for valuable or delicate items. The Library reserves the right to decide how the donated material will be displayed or stored, how the material may be used by the public, and how long the material will be retained.

Donated realia or three-dimensional artifacts may be transferred to the Hancock County Historical Society, Indiana State Library, or other organizations when appropriate.



Fortville-Vernon Township Public Library

The Local History Collection does not serve as a legal repository for any material, including City or School material, and is not responsible for selecting, retaining, or providing access to any material required by law to be kept as official documents or archival records.

The donating agency or individual is responsible for determining the legal status and value of any and all documents donated to the Fortville-Vernon Township Public Library.

The Library reserves the right to refuse an offered donation based upon condition and Selection Criteria listed in the Collection Development Policy.

Cooperative Agreements and Resource Sharing

The Fortville-Vernon Township Public Library Local History Collection cooperates with the towns of Fortville and McCordsville, the public schools of Mount Vernon Community Schools Corporation, the Hancock County Historical Society and the Indiana State Library through resource sharing and research assistance. The Local History Collection cooperates with the Indiana Memory digital image database and website.

Collection Maintenance

Gifts of material to the Fortville-Vernon Township Public Library Local History Collection will be accepted with the understanding and agreement that they become the property of the Fortville-Vernon Township Public Library and may be deaccessioned according to the guidelines of the Collection Development Policy. Gift items no longer needed by the Library may be returned to the donor or offered to the public when appropriate. Local history items no longer needed for the collection will be presented to the Board of Trustees for final decision on next steps.



Fortville-Vernon Township

Public Library

APPENDIX B – REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Fortville-Vernon Township Public Library has established these procedures for the use of patrons who wish for a reconsideration of materials held by the library.

The library welcomes your thoughts concerning library materials and has procedures for set for informal and formal reconsiderations. Before following these procedures, you might find it informative and helpful to read the following:

Your library serves people from all walks of life, with a variety of viewpoints and tastes. The staff chooses materials to meet these diverse needs and is guided in this by the Collection Development Policy. The library supports the belief that the right to read and the right of free access to library collections for persons of all ages are essential to the individual's freedom of thought, which is fundamental to the [Library Bill of Rights](#) and the [Freedom to Read Statement](#).

You are encouraged to voice your thoughts using the following procedures:

Informal comments made to any staff members will be conveyed to the Fortville-Vernon Township Librarian and Library Director. If you wish to speak to the Librarian or Director, this will be arranged.

Formal reconsiderations must complete the Request for Reconsideration of Library Materials Form. These forms are on hand at the main service desk. Complete forms must be physically submitted to the main service desk. Copies will be sent out to the Librarian and Library Director for review. The Library Director will respond in writing. While an item is being reviewed, copies of it will remain on active status within the collection.

If further review is requested, a request may be made to the library's Board of Trustees.



Fortville-Vernon Township Public Library

Request for Reconsideration of Library Materials

Date: _____

Name of complainant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Library Card #: _____

Are you making this request as an individual? Y / N

Or as the representative of an organization? Y / N

If you are speaking on behalf of an organization, give the name and address of the organization:

Type of item you are challenging (only one item per form):

Book: _____ Audio: _____ Video: _____ Magazine: _____ Newspaper: _____ Other: _____

Call Number: _____

Title of Item: _____

Author: _____

What brought this item to your attention?

Is your objection to this item based upon your own exposure and reaction to it, upon complaints about it made directly to you by others, or upon reports you have heard about?

Have you read, viewed or listened to this item in its entirety? If not, what portions of it have you read, viewed, or listened to? (List portions by page number, time into video, or other identification.)

To what specific aspects of the item do you object to? Cite specific pages, passages, or scenes. Can you suggest any materials to provide additional information or other viewpoints on this topic?

Signature: _____ Date: _____



Fortville-Vernon Township Public Library

Fortville-Vernon Township Public Library

625 E. Broadway
Fortville, Indiana, 46040

Phone 317-485-6402

Email info@fortville.lib.in.us

DEED OF GIFT

The articles described below (and on attached sheets) have been received by the Fortville-Vernon Township Public Library as a gift. The owner or his/her agent with full authority, desiring to transfer title by signing below, hereby gives without limitation or reservation the property described below (and on attached sheets) to the Fortville-Vernon Township Public Library together with any copyrights, when applicable, and the right hereafter to copyright the same.

List and briefly describe items (attach additional sheets as needed)



Fortville-Vernon Township Public Library

Date: _____

Signature: _____ Signature: _____

(donor)

(donor)

Name: _____ Name: _____

Address:

City, State, Zip: _____ Phone: _____

The Fortville-Vernon Township Public Library hereby acknowledges receipt of the above Deed of Gift.

Date: _____ Signature: _____

(Fortville-Vernon Township Public Library Society Representative)

Name (please print): _____

Please sign two copies of the Deed of Gift form and return one to the Fortville-Vernon Township Public Library. Please keep the other copy for your permanent records.

This deed of gift represents an agreement between the Fortville-Vernon Township Public Library and the donor(s) named on the face hereof. Any variation in the terms noted must be in writing on the face of this form and approved in writing by both parties.



Fortville-Vernon Township

Public Library

Gifts to the Fortville-Vernon Township Public Library are deductible from taxable income in accordance with the provisions of the Federal income tax law. However, Fortville-Vernon Township Public Library employees cannot, in their official capacity, give appraisals for the purpose of establishing the tax-deductible value of donated items. Evaluations must be secured by the donor at his/her/their expense.

By signing the face of this form, the donor(s) certify that to the best of his/her/their knowledge, the articles described on this and any attached sheets have not been exported from their country of origin in violation of the laws of that country in effect at the time of export, nor imported into the United States in violation of United States laws and treaties.

The donor(s) received no goods or services in consideration of this gift.

Limited space does not allow the promise of permanent exhibition of an object; however, the Fortville-Vernon Township Public Library will store, display, and care for the articles to best of its ability in accordance with current museum standards and practice.

Adopted 4/19/2022