
Waterville Public Library Collection Development Policy

Mission Statement

The Waterville Public Library in Waterville, Maine, is an inclusive gateway to knowledge and lifelong learning. Since 1986, the mission of the Waterville Public Library (WPL) has been to empower people and strengthen the community.

In support of these ideas, the WPL has reviewed and endorses the [American Library Association's Library Bill of Rights](#), the [American Library Association's Freedom to Read Statement](#), and the [American Library Association's Freedom to View Statement](#). The WPL endeavors to build a robust and diverse collection representing varying views and expressions. The decisions that motivate patrons to engage with materials are vast and vary based on the individual. Materials that motivate one patron may deter another. The WPL strives to allow all patrons to freely choose and assess materials based on their interests.

The selection of materials will not be limited by the possibility that they may come into the possession of minors. It is the responsibility of parents or guardians to assess materials used by the minors in their care.

Methods for Selection

The WPL utilizes a wide range of tools to aid in selecting materials, including reviews, professional journals, bestseller lists, patron requests, and staff knowledge and expertise.

Criteria for Selection

- Needs and interests of the community
- Demand
- Relevance to the existing collection and other materials on the subject
- Reputation/authority of author, artist, publisher, or producer
- Quality of production
- Price and availability
- Representation of diverse points of view
- Availability of similar materials within the Interlibrary Loan System (ILL)
- Attention by critics and reviewers
- Timeliness.

Donations

Donated materials are judged by the same criteria as materials purchased by the Library. The WPL does not guarantee that donated materials will enter the collection. If donated items are not added to the collection, they will be held for inclusion in Library Book Sales or use in library programs at the discretion of the Adult and Teen Services Librarian or the Children's Librarian.

Collection Maintenance

To maintain our collection and ensure it continues to be the best possible collection for our patrons, the WPL utilizes the following guidelines to assess items for deselection. Any of the following criteria for all sections can be adjusted based on available space and other relevant factors. The [CREW method](#) is used as an additional guideline when evaluating items. Items are evaluated on an as-needed basis.

Additional considerations apply to items that are part of a series based on the overall circulation statistics, availability, and condition of the series.

Children's Books/Graphic Novels

Circulation statistics

- Items not checked out in at least 5 years.
- Items that have very low overall stats for the time that the library has owned the item.

Condition

- Items that are in poor condition
- Items that are outdated and no longer suit the needs of the collection.

Children's DVDs/Audiobooks

Circulation statistics

- Items not checked out in at least 2-5 years.
- Items that have very low overall stats for the time that the library has owned the item.

Condition

- Items that are in poor condition
- Items that are outdated and no longer suit the needs of the collection.

Young Adult Books/Graphic Novels/Manga

Circulation statistics

- Items not checked out in at least 2-3 years.
- Items that have very low overall stats for the time that the library has owned the item.

Condition

- Items that are in poor condition
- Items that are outdated and no longer suit the needs of the collection.

Adult Books

Circulation statistics

- Items not checked out in at least 4-5years.
- Items that have very low overall stats for the time that the library has owned the item.

Condition

- Items that are in poor condition.
- Items that are outdated and no longer suit the needs of the collection.

Adult Graphic Novels/Manga

Circulation statistics

- Items not checked out in at least 3-5 years.
- Items that have very low overall stats for the time that the library has owned the item.

Condition

- Items that are in poor condition.
- Items that are outdated and no longer suit the needs of the collection.

Adult DVDs/Audiobooks

Circulation statistics

- Items not checked out in at least 2-3 years.
- Items with very low overall stats for the time the library has owned the item.

Condition

- Items that are in poor condition.
- Items that are outdated and no longer suit the needs of the collection.

Adult Books (Large Print)

Circulation statistics

- Items not checked out in at least 2-3 years.
- Items with very low overall stats for the time the library has owned the item.

Condition

- Items that are in poor condition
- Items that are outdated and no longer suit the needs of the collection.