

Plainfield Public Library Collection Development Policy

Approved by the Library Board: October 20, 2025

1. Mission Statement

At the Plainfield Public Library, we believe everyone belongs. We empower our community through access to knowledge, stories, and opportunities that spark growth and understanding.

2. Purpose of the Collection

The library's collection exists to support the diverse informational, educational, cultural, and recreational needs of the Plainfield community.

Our goal is to provide materials that reflect a wide range of experiences, viewpoints, and interests for people of all ages and backgrounds.

3. Responsibility for Selection

The Library Director is responsible for selecting materials and maintaining the collection, in accordance with this policy and under the authority of the Library Board.

Input from staff and community members is welcome and may inform selection decisions.

4. Selection Criteria

Materials are chosen using professional judgment and the following general criteria:

- Relevance to community needs and interests
- Accuracy and quality of content
- Author or publisher reputation
- Diversity of perspectives and representation of marginalized voices
- Value for cost and expected use
- Suitability of format for public library use
- Local significance or Wisconsin connection

- Space and budget considerations

No item is excluded solely because of the origin, background, or views of those contributing to its creation.

5. Controversial Materials

The library provides materials that represent a wide range of opinions and beliefs, including those that may be considered controversial.

Selection of materials is based on the same criteria listed in this policy—**not** on personal approval or disapproval of their content or creator.

Materials are not excluded because of language, violence, sexual content, or the author's race, religion, nationality, or political views.

A balanced collection includes multiple sides of an issue (as space, budget, and availability allow).

Some materials may not suit every individual's taste or beliefs. While anyone may choose not to use certain materials, no one may restrict access for others.

Concerns about specific items should be addressed through the **Request for Reconsideration** process.

Items under review remain available to the public during that process.

The library is not responsible for materials borrowed through **other Winnefox member libraries** or the **Wisconsin Digital Library**, as those collections are managed independently.

6. Evaluation and Maintenance

The collection is regularly evaluated to ensure it remains useful, balanced, and responsive to community needs.

Evaluation methods include usage statistics, community feedback, professional review sources, and staff expertise.

7. Weeding and Replacement

Materials are withdrawn from the collection based on the **CREW method** (Continuous Review, Evaluation, and Weeding) or similar guidelines.

Items may be removed if they are outdated, worn, damaged, or no longer used.

Withdrawn materials may be sold, donated, or recycled at the Library Director's discretion.

Replacements are purchased when appropriate based on demand and relevance.

8. Gifts and Donations

The library welcomes gifts and donations of books and other materials.

All donated items become the property of the Plainfield Public Library and are subject to the same selection and weeding criteria as purchased materials.

The library reserves the right to accept, decline, or dispose of donated materials.

Donations that are not added to the collection may be used for book sales or other library purposes.

9. Reconsideration of Library Materials

The Library Director will consider requests to review or remove library materials only from current residents of the Plainfield community. A patron who wishes to request a review may complete a "[Request for Reconsideration of Materials](#)" form.

The Library Director will review the item using this policy and professional review sources, and respond in writing.

Each title in the collection will only be reviewed once per calendar year for the same reason or concern. The Director's decision about a challenge will apply to all versions and formats of that title (for example, print, audiobook, or eBook). All decisions about material reconsiderations will be kept on file and made available to the public for that same period.

If a patron submits challenges for multiple items at once, the Library Director will review each request in order, based on the Director's schedule and the availability of any staff or review committees involved in the process.

Appeal Process

If a patron disagrees with the Director's decision, they may request an appeal to the Library Board of Trustees.

To appeal:

- The request must be submitted in writing (by email or letter) **within 10 calendar days** of receiving the Director's decision.
- The Director will notify the Library Board President and provide the patron with the estimated timeline for review, including the Board meeting date when the appeal will be discussed.
- The appeal must be placed **at least 15 days** prior to the next Library Board meeting to be placed on the agenda of that meeting.

During the meeting:

- The Board of Trustees will review the Director's decision to ensure it follows this policy.
- Discussion may occur, followed by a vote to approve, reject, or table the Director's decision.

All appeals will be heard in open session in accordance with Wisconsin Open Meeting Laws (19.81(1)). This means that the Statement of Concern, the Director's decision, and related correspondence will be part of the public record.

The Board's decision is final.

The Director will provide a written response to the individual following the Board's decision.

10. Intellectual Freedom

The Plainfield Public Library supports the principles of intellectual freedom and access to information as outlined in the following documents of the **American Library Association (ALA)**:

- [*The Library Bill of Rights*](#)
- [*The Freedom to Read Statement*](#)
- [*The ALA Code of Ethics*](#)

These documents are included as appendices to this policy and are fully endorsed by the Plainfield Public Library.

11. Policy Review

This policy will be reviewed at least every three years or as needed to ensure it continues to meet community needs and professional standards.