

Sanibel Public Library District

Collection Development & Materials Selection Policy

I. Mission Statement

The Sanibel Public Library enhances the quality of life of Sanibel residents and visitors by providing opportunities and experiences that encourage discovery, inspiration, and enrichment for the mind.

II. Purpose of Policy

The collection development policy defines the guidelines followed by the Sanibel Public Library District and explains the criteria staff use to add or withdraw materials from the collection. Since the Library is not able to acquire or retain all print and digital materials, it must establish parameters that explain what materials it collects and why. It establishes limits and priorities on the collection and assists with budgeting decisions. The policy informs library users on how they can make recommendations about the collection, and provides guidelines for the evaluation of donations.

Frequency of Policy Review:

The collection policy will be updated as needed and reviewed completely every three years.

III. Responsibility for Selection

The ultimate responsibility for materials selection rests with the Executive Director. The Library welcomes recommendations from the public and requests for material consideration.

The Library has the obligation to provide the best service possible to its users, and to maintain a collection of current, relevant library materials that meet the needs of the community. To do this, the Library must study its community on an ongoing basis to discern present needs that are unmet and to anticipate future trends.

The Library does not serve as censor of the reading of any member of the community, nor does it endorse any opinions expressed in the materials that are held in the collection. The Library provides a diverse array of materials, in various formats, for all library patrons.

IV. Accessibility and Inclusive Access

The Sanibel Public Library District is committed to providing equitable access to library materials and services for individuals with disabilities. The library includes materials in accessible formats such as large print, audiobooks, and digital resources that support assistive technologies. The Library will make reasonable modifications to policies, practices, or procedures to provide access unless doing so would impose an undue financial or administrative burden or fundamentally alter the nature of the service. Patrons who experience difficulty accessing materials should contact the Library for assistance so that alternative access methods can be provided.

V. Community Profile and the Library

The Library features author talks, book discussions, children's programs, art exhibits, and more. The Library is an independent special district and supported by island residents. It houses more than 45,000 physical items while also providing electronic materials and resources. Wi-Fi is available throughout the library for ease of access to our materials.

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Sanibel Island is a barrier island between the Gulf of Mexico and Pine Island Sound, with 15 miles of beaches. The island is connected to Captiva Island by bridge and to the mainland by a causeway. Nature preserves account for over 15,000 acres.

Sanibel's population at the time of the City's 2024 estimate was 6,358. However, during the winter season, that population roughly doubles with an influx of winter residents and visitors from around the world.

Sanibel is a highly educated community with over 61% holding bachelor's degrees or higher. Over half of the population is 65 years of age and older, but the island does have a kindergarten through grade eight school, The Sanibel School, with approximately 230 students.

The Library experiences greater use from November through April with the influx of winter residents and visitors to the Island.

VI. Statement of Intellectual Freedom and Censorship

The Sanibel Public Library District subscribes to the *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement* as adopted by the American Library Association (ALA). The *Library Bill of Rights* affirms "that all libraries are forums for information and ideas, and that the following basic principles should guide their services:

1. Books and other library services should be provided for the interest, information, and enlightenment of all people of the community it serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. 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.
3. Libraries should challenge censorship in fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967 and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

VII. Collection Development

Selection

Librarians will use professionally accepted reviewing media to assist in the selection of resources. Potential acquisitions are judged using the following criteria:

- Currency or permanent value
- Relevance of subject, format, and reading level of the intended audience
- Authority of the author, publisher, illustrator, etc., and accuracy of the content

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- Relation to already available library resources
- Merit in comparison to other like resources
- Quality of content
- Format-type of content
- Cost, budgetary, and spatial constraints
- Availability within the community
- Positive reviews by critics, professional journals, staff members, award recognition, and coverage in media.

Library Service Priorities

The Sanibel Public Library has established the following goals for collection development:

- To provide quality materials for children, teens, and adults, that encourage discovery, learning, community engagement, and fun.
- To provide recreational reading, with emphasis on current and high-demand materials, in a variety of formats.
- To facilitate informal self-education for people of all ages in the community.
- To serve as a general information center, providing timely and accurate information on a broad array of topics.
- To provide access to information on community history and resources.

General Scope of Collection

The collection has a range of physical and digital resource materials that are meant to suit a diverse array of interests for both Sanibel residents and visitors. The collection is broad in scope, consisting of fiction and nonfiction materials for all ages. It is dedicated to providing materials based on both current trends and classical interest. Particular areas of focus include Florida, Sanibel, and Captiva, WWII history, Library of Things (kits, games, technology), Travel, Foreign Language, and others that ground the Library in aspects of both history and community. The Library also curates its collection to support and supplement the islands' events, services, and partnerships including BIG ARTS, the Bailey-Matthews National Shell Museum & Aquarium, and others.

Online resources, such as ebooks, audiobooks, digital media, and database subscriptions further supplement the Library's physical collection. The digital collection encompasses a range of interests, and is dedicated to providing patrons with additional mediums for information access.

All materials in the Library's collection are chosen with the general selection policy in mind. There is no explicit exclusion regarding scope of the collection as long as the materials are aligned with the Library's mission, policy, and general needs of its community.

Youth Collection:

The Youth Collection is made of materials for patrons from 0 to about 18 years. It is paramount that the collection reflects diversity and inclusivity so readers may immerse themselves in various perspectives, as

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well as develop practices of a lifelong reader. Selection of materials should provide a wide range of choice, as reading abilities and levels vary from child to child and the collection must reflect such. The Library does not serve as a censor nor does it act in place of a minor's parents.

In addition to the general material selection criteria mentioned above, any of these criteria may also be considered when selecting children's materials: clarity of writing, quality of illustration, or relationship of text to pictures.

Reference Collection:

The Reference Collection includes both physical material and electronic. All materials are selected based on criteria of quick consultation and ease of use. Materials are authoritative, based upon evaluation of the subject content and credentials. Priority is given to the acquisition of material that offers significant value, such as accessibility, uniqueness of information, and cost-effectiveness.

The physical reference collection is made available to the public for in-library use only. Topics range across all Dewey classifications in order to provide a thorough supplement to physical and digital resources.

The electronic reference collection may include both databases that are available to the public for use at-home, and databases that may only be used in-library. Research databases provide timely and versatile access to information, often going beyond the scope of the library's print collection.

Archive Collection:

The primary purpose of the Sanibel Public Library's Archives Department is to preserve Sanibel history and provide access to materials of enduring value for research, education and public interest. It provides physical and digital access to a wide range of historically relevant materials, including texts, audio recordings, video recordings, images, maps, local newspapers, and more. The scope of the collections is locally focused, with an emphasis on the history and legacy of the Sanibel / Captiva community, covering historically prominent individuals, important historical periods, significant events and relevant cultural contexts of common and unique nature. In addition, a limited emphasis is included toward the Southwest Florida region, and more narrowly the Lee County / Fort Myers region, due to their close, neighboring history with the Sanibel community.

Evaluation and Deselection

In order to maintain a collection of current, relevant materials that meet the needs of the community, the Library engages in an ongoing evaluation process of the collection.

The physical condition and appearance of the Library's collection is important. Outdated, poor condition, unnecessary duplicates, and dated materials are deselected (or weeded) from the collection. Worn copies are replaced with new ones if they are still relevant to the collection.

The library uses objective data to mark items for removal, such as circulation reports and collection data. In-person assessment is also conducted over each collection and the condition of materials.

Gifts and Donations

Gifts of books or other materials are accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with this policy. Generally, gifted or donated materials that are not added to the Library collection are sold in the book sale room or passed on to other appropriate agencies.

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The Library reserves the right to determine the placement and conditions of use concerning any gift that it accepts. Gifts that include restrictions or limitations must be specifically approved by the Collection Development Librarian and the Executive Director.

The Library accepts monetary gifts intended for the purchase of Library materials when the donors' intentions and the Library's collection objectives are consistent.

Purchase Suggestions

- Patrons with a library card in good standing may make purchase suggestions for material that the Library does not own by completing the online [Purchase Suggestion form](#) or through a staff member who can enter the suggestion on their behalf.
- The Library does not accept suggestions for titles already owned or on order, textbooks, bindings unsuitable for library circulation, used/out of print materials, and in most cases, titles published more than 3 years ago.
- Purchase suggestions are reviewed by professional selectors using the criteria outlined in this policy.
- Items not available from standard vendors or which do not meet the Collection Development guidelines may be converted to an InterLibrary Loan request.
- If a suggested title is added to the circulating collection, the Library will place a hold on behalf of the patron who submitted the suggestion.

Reconsideration of Library Materials

Materials are not withdrawn from the Library collection due to their controversial nature; the objections of individuals or groups; or their unpopular portrayal of events, institutions, or citizens. No item is considered for removal from the collection until a written request on the Library's [Request for Reconsideration form](#) has been submitted.

The Sanibel Public Library District's cardholders or those who reside in the Library's taxing district may object to selected Library materials by completing the Request for Reconsideration form. To submit a reconsideration form, the person must have read, viewed, listened to, or used the material. Once a completed form is received by the Library's Executive Director, a thoughtful, deliberative process for reconsideration of the Library materials identified by the Library patron will begin. The person will be informed of the objectives of the process, the timeline, the review structure, and the opportunity for appeal in accordance with the Request for Reconsideration procedure.

Please note that a completed Request for Reconsideration is subject to disclosure under the Florida Public Records law (FS § 119) and is not protected as a library user record.

Library Policy
Sanibel Public Library District Board of Commissioners
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