

[Public Library] Collection Management Policy

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[Public Library]
Collection Management Policy

I. Introduction

The library will acquire materials for general information and entertainment needs that will benefit the patrons of the [Public Library]. The purpose of this collection development policy is to provide guidelines for the selection of library materials, enabling staff to build and maintain a collection which reflects the mission and goals of the library and which meets the needs of the community. The policy explains the criteria for the selection, evaluation, and de-selection of all library materials, and can be used to help answer questions from the public regarding the inclusion or absence of certain materials in the collection.

This Collection Management Policy is a statement and guide to be used by the [Public Library] in selection, acquisition, evaluation, de-selection (weeding), preservation and maintenance of the library collection. It is understood that as the community changes, the Collection Management Policy will change as well. In order to keep these policy current and relevant, sections might be changed and amended as needed. These changes will be marked with appropriate dates.

II. Community Profile

The [Public Library] serves the city of [city] and [township]. This service area encompasses [county].

[City] began as a farming community. While farms and horse ranches still make up much of [township], the area is becoming more residential as new housing is built.

Employment demographics from the U.S. Census (www.census.gov) when compared with population statistics for this service area, indicate a large commuter population. Many working people in this service area commute to jobs in surrounding towns.

The 2000 census shows that this service area is made up of primarily white, middle class people. A rise in Black, Asian, and multi-racial populations is shown between the 1990 and 2000 censuses, but these groups still make up less than 4% of the total population of the service area. The vast majority of the population speaks English at home.

Finally, the 2000 census shows that the majority of the population of this service area is between 35 and 64 years old. SEMCOG (www.semco.org) projects a large increase in the 65+ age group by 2030.

These figures indicate that the [city] community would best benefit from a library collection of popular interest, general information materials in a variety of formats. There is little indication of the need for materials in non-English languages, academic research resources, or other highly specific interest areas at this time.

III. Mission Statement

The mission of the [Public Library] is to offer patron-centered library services with diverse materials to support the reading interests, information needs, and lifelong learning requirements of a changing community.

IV. Selection Responsibility-Last updated: 3/2006

The authority and responsibility for the selection/de-selection of library materials is delegated by the Board of Trustees to the Library Director, and under his/her direction, to the professional staff working within the various areas of service. All staff members and the general public are welcome to recommend materials for inclusion in the collection; however, the final decision rests with the Library Director.

Patrons who wish to make a suggestion for additions to the collection should speak to any of the librarians directly. There are also suggestion boxes located throughout the library. If the suggested item meets the criteria designated within the collection development policy, and if funds are available, the item may be considered for purchase.

V. General Selection Criteria –Last updated 3/2006

Since the mission of the [Public Library] is one of general entertainment and information needs, the collection of the library will be that of a popular materials library. The library will also collect items appropriate for a variety of ages. Selection of library materials will be as objective

as possible. Constraints considered by the librarians will be space availability, durability, ease of format and budget.

When making selection decisions, the librarians will rely upon a number of tools. Librarians may use reviews of materials published in professional journals as well as general interest periodicals, bibliographic listings, catalogs, and publication announcements. Materials that are deemed appropriate to the collection, but not necessarily appropriate for children and teens will be shelved in the Adult collection at the discretion of the librarians.

Selection of a work does not necessarily imply the library's approval of the actions or ideas contained in that work. Materials are evaluated as a whole and not on the basis of a particular passage or passages. A work will not be automatically excluded from the library's collection because of frankness of expression or differing beliefs. In general, the [Public Library] aspires to build a broad collection based on community needs and wants. Further, the [Public Library] will aspire to build a collection that is unique and culturally significant to its community residents.

VI. Adult Collection

A. Books-Fiction, Non-Fiction, Large Print, Reference Materials

In addition to the general criteria, the library will include in its collection, materials based on:

- current and anticipated patron demand
- popularity of the author and/or publisher
- attention given by critics, reviewers, professional book selection aids and the public

- inclusion in lists such as the *New York Times* Bestseller List, the Pulitzer and Booker prize winners, the National Book Award winners, and other book lists generated by recognized authorities
- cultural or historical significance
- accurate and authoritative information
- relationship to existing materials in the collection on the same subject (ex. to complete a popular series, or to fill information gaps in the collection)
- cost as related to estimated patron use
- local, state or regional significance
- durability and stability of binding or packaging

B. Periodicals and Newspapers

The library will subscribe to periodicals that cover a range of subjects of reference value and recreational interest. Preference will be given to general readership periodicals rather than professional journals due to the availability of indexed databases. The library will also subscribe to a selection of local and national newspapers.

C. Audio Books

The primary purpose for purchasing audio books is to provide public access to spoken recordings of print material. This will include, but not be limited to, unabridged works of fiction, non-fiction, poetry, drama, foreign language instruction, and self-improvement or instructional material. Criteria to be considered include:

- physical quality of format

- reputation of the vendor and replacement policies
- performance quality
- popularly accepted formats
- cost related to estimated patron use

D. Video/DVD Recordings

Video recordings are purchased for the primary purpose of home entertainment, information, and instruction. Emphasis will be placed on video recordings that demonstrate:

- popular demand
- educational and instructional value
- dramatizations of works of classic and popular literature
- dramatizations of historical events
- acclaimed/recognized or award-winning titles
- cost related to estimated patron use

E. Music Recordings

The library will purchase music recordings in a variety of genres. Emphasis will be placed on music recordings that meet the following criteria:

- acclaimed/recognized or award-winning songs and musicians
- soundtracks of award-winning movies
- music recordings of historical or traditional social significance
- cost related to estimated patron use

F. Miscellaneous Collections

The library will also maintain several miscellaneous collections addressing specific interests and needs of the community.

English as a Second Language (ESL)/Adult Literacy

The library will maintain a limited collection of materials based on community demand and need of ESL and Adult Literacy. These materials will include but are not limited to books, video, audio and electronic data.

Local History Collection

The library maintains a limited collection of local historical information. Working in conjunction with local historians and historical societies, the library will collect, preserve, organize, and make available suitable materials of historical, geographical, cultural, and genealogical relevance to the [city] area and to [state] in general. The purpose of this collection is to provide materials for historical research to visitors, newcomers, students, and other interested members of the community. In addition, the library will maintain a digitized CD-ROM collection of the [local newspaper], which includes issues back to 1929.

This collection is made up largely of gifts, and the library will only buy material for this collection where availability, space, and budgetary considerations allow. [Public Library] does not have facilities to provide museum standard or archival quality storage for materials.

VII. JUVENILE COLLECTION

Materials purchased for the youth collection are subject to the same criteria as those outlined for the adult collection. Librarians who purchase in this area use their own expertise, professional journals, patron requests, and noteworthy awards in the area of children's literature to aid in their selection. The librarians will rely on selection tools and professional journals as well as other bibliographic materials available.

The Juvenile collection has been developed to meet the entertainment, cultural and informational needs of the [Public Library's] young patrons: infants through fifth grade. The library does not stand in loco parentis, and leaves the responsibility of guiding a minor's selections to the parent. Purchases for the collection are made to provide a wide variety of materials to meet these needs and to appeal to the wide range of interests and reading abilities common to this age group.

A. Books-Picture Books, Easy Readers, and Fiction

In addition to the general criteria, the library will include in its picture book, easy readers, and fiction collections current, popular materials based on:

- current and anticipated patron demand
- popularity of the author
- attention given by critics, reviewers, professional book selection aids, and the public
- award winners
- cost as related to estimated patron use
- local, state or regional significance
- durability or stability of binding or packaging

B. Books - Non-Fiction and Reference

The library will collect non-fiction in a variety of areas. Selection of materials will be based on the criteria stated above, plus:

- accurate and authoritative information
- reputation of the publisher or producer
- relationship to existing materials in the collection on the same subject (ex. to complete a series, or to fill information gaps in the collection)
- cost as related to estimated patron use
- present and potential relevance to community needs
- importance and social significance
- local, state or regional significance
- durability and stability of binding or packaging

C. Periodicals

The library will subscribe to periodicals that cover a wide range of subjects of educational value and recreational interest to children.

D. Audio Books and Media Kits

The primary purpose for purchasing audio books is to provide public access to spoken recordings of original print material. This will include, but not be limited to works of fiction, non-fiction and foreign language instruction. Criteria to be considered include:

- physical quality of format

- ease and speed of replacement
- performance quality
- cost as related to estimated patron use

Such recordings may be purchased as availability and patron demand warrants.

E. Video Recordings/DVD

Age appropriate video recordings are purchased for the primary purpose of home entertainment, information, and instruction. Emphasis will be placed on video recordings that demonstrate:

- informational and instructional value
- dramatizations of works of classic and popular literature
- dramatizations of historical events
- award-winning titles
- popular interest among families and children
- cost as related to estimated patron use

F. Music Recordings

The library will purchase music recordings in a variety of genres to meet patron demands.

Emphasis will be placed on music recordings that meet the following criteria:

- award-winning songs and musicians
- soundtracks of award-winning and popular movies
- music recordings of historical or traditional social significance
- music of popular interest
- cost as related to estimated patron use

G. Computer Software

The library will purchase software, which provides a representative range of subjects for all ages, based on:

- educational and instructional value
- quality of documentation that accompanies the product
- ease of use for general public
- popularity of format and system compatibility
- cost as related to estimated patron use

H. Realia

Realia is tangible, three-dimensional physical objects of, or from, the real world. The library will purchase realia including but not limited to puzzles, posters, and puppets and other material for use in the Children's section.

VIII. TEEN COLLECTION

Purchases for the teen collection are primarily made to fill a transitional need between the children's and adult collections and are therefore limited in nature. Teens may find additional materials of interest in both the juvenile and adult collection areas. The library does not stand in loco parentis, and leaves the responsibility of guiding a minor's selections to the parent. The library encourages the public to talk to any librarian about specific materials and the selection process. Materials located in the teen area are aimed at youth, sixth through twelfth grade, and include the following:

A. Books-Fiction

In addition to the general criteria, the library will include in its fiction collection current, popular materials based on:

- current and anticipated patron demand
- popularity of the author
- attention given by critics, reviewers, professional book selection aids, and the public
- award winners
- cost as related to estimated patron use

B. Books - Non-Fiction

The library will collect non-fiction. Selection of materials will be based on the criteria stated above, plus:

- accurate and authoritative information
- reputation of the publisher or producer
- relationship to existing materials in the collection on the same subject (ex. to complete a popular series, or to fill information gaps in the collection)
- cost as related to estimated patron use
- present and potential relevance to community needs
- importance and social significance
- local, state or regional significance
- durability and stability of binding or packaging

C. Periodicals and Newspapers

The library will subscribe to periodicals that cover a variety of subjects of reference value and recreational interest to teens.

D. Audio Books

The primary purpose for purchasing audio books is to provide public access to spoken recordings of original print material. Criteria to be considered include:

- physical quality of format
- ease and speed of replacement
- performance quality
- cost as related to estimated patron use

Such recordings may be purchased in a variety of formats, as availability, cost and patron demand warrants.

E. Music Recordings

The library will purchase age appropriate music recordings in a variety of genres to meet patron demands. Emphasis will be placed on music recordings that meet the following criteria:

- award-winning songs and musicians
- soundtracks of award-winning movies
- music recordings of historical or traditional social significance
- cost as related to estimated patron use
- durability of format

IX. INTELLECTUAL FREEDOM

The [Public Library] is committed to providing a library collection free from censorship and suppression. The choice of library materials by users is an individual matter. Responsibility for selecting materials for children and adolescents rests with their parents and legal guardians.

While a person may reject materials for him/herself and for his/her children, he/she cannot exercise censorship to restrict access to materials for others.

The library supports intellectual freedom and endorses the following intellectual freedom statements:

- Freedom to Read (American Library Association)
- Freedom to View (Educational Film Library Association)
- The Library Bill of Rights (American Library Association)
- Diversity in Collection Development
- Free Access to Libraries for Minors
- Expurgation of Library Materials
- Evaluating Library Collections
- Restricted Access to Library Materials
- Statement on Labeling
- Challenged Materials

Please see appendix A for details on these statements.

A. Access to Information via the Internet

The [Public Library] provides Internet access from designated computer terminals in the library. Please refer to the [Public Library's] Acceptable Internet Use Policy, [policy number], which allows the library to conform to Public Act 212 of 2000.

B. Challenges to Materials in the Collection

The American Library Association Library Bill of Rights Article I states "Materials should not be excluded because of their origin, background, or views of those contributing to their creation." Article II further states "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Librarians are receptive to comments regarding the collection and will discuss with any citizen concepts outlined in the collection policy. Citizens wishing to formalize a comment regarding an item in the collection will be referred to the librarians and the library will follow a standard procedure for handling complaints and comments regarding library materials.

X. GIFTS

Please refer to [Public Library] [policy number].

XI. COOPERATIVES AND RESOURCE SHARING

Since no individual library has the resources available to meet all user needs, interlibrary loan service is provided within the cooperative and participating libraries. It supplements and greatly expands local collections, removes geographic barriers and is essential to libraries of all types

and sizes. To that end, the [Public Library] participates in regional and state cooperative programs to provide a full range of access to information to its patrons.

The [Public Library] is a member of [library cooperative], which provides a comprehensive program of support services for member libraries. These services include resource sharing and professional development of staff.

XII. PRESERVATION AND CONSERVATION

The library will make all attempts possible to maintain a healthful environment for housing the collection. In the event of a disaster, such as flooding, fire, smoke damage, etc., conservation and preservation will be attempted.

The library will make all attempts possible to repair damaged library materials. Items that are damaged beyond in-house repair attempts may be considered for replacement if they meet current collection management criteria as outlined in this policy.

Items that are damaged beyond repair will be recycled whenever possible.

XIII. DE-SELECTION (WEEDING)

The [Public Library] is committed to providing a dynamic, useful and up to date collection for the general public. In order to provide this, the library will undertake de-selection (weeding) when appropriate. The librarians will generally de-select library materials under the following circumstances.

- materials in poor condition
- obsolete or inaccurate information
- obsolete formats
- space considerations
- unnecessary duplication
- poorly or under-circulated materials

These criteria are by no means a comprehensive list. Librarians will make the final judgment of materials to be withdrawn. De-selected materials will become part of the Friends of the Library Book Sale or recycled where appropriate.

XIV. EVALUATION AND REVISION

The library is aware that we are living in a period of great technological change, especially in regards to the information industry. In order to maintain a collection that continues to serve the patrons of the [Public Library] well into the future, it will be necessary to review portions of this policy periodically. The librarians will make recommendations for revisions to the policy based upon surveys, circulation statistics, expressed public opinions, and current market trends.

XV. CONCLUSION

The [Public Library] has created this collection development policy to inform the public on the scope and nature of the collection. The goal of the staff of the [Public Library] is to create a

useful, relevant collection that serves the population of the library district. Comments and questions regarding the policy may be directed toward any librarian.