

## **COLLECTION DEVELOPMENT**

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## COLLECTION DEVELOPMENT

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### PURPOSE

This policy is intended to guide the Warren County Library staff to develop a balanced and broad collection to meet community needs and interests. This policy will serve as a guideline for additions to the current collection and to help determine which gifts to encourage, which materials to replace, and which materials to withdraw from the collection. It is also intended to inform the public about the principles upon which selection judgments are made.

### GENERAL PRINCIPLES

The Warren County Library adopts as its basis for a collection development policy, the following statements as approved by the American Library Association:

- Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement

It is the library's goal to provide the community with a diverse collection of materials, in a variety of popular formats, which reflect a wide range of views, expressions, interests, and opinions. Selected materials may include items that are controversial in nature or unpopular with some members. The library's acquisition of these items does not constitute an endorsement of their content.

### CRITERIA FOR SELECTION OF MATERIALS

To build collections of merit and significance, materials must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the standards listed below. An item need not meet all of the criteria in order to be acceptable.

Materials will be selected to meet high standards in quality, format, and content. When judging the quality of materials, several standards and combinations of standards may be used. The following principles will guide selection:

- Relevance to the needs and interests of the community
- Demand by library members
- Informational or educational value
- Literary merit and/or artistic quality
- Recreational value
- Contemporary significance, popular interest, or permanent value
- Accuracy and authoritativeness of content
- Date of publication
- Reputation and/or popularity of author, editor, or illustrator
- Relation to existing collection and to other materials on the subject
- Opinion of critics, reviewers, and media
- Local importance and/or historical value
- Price, availability, and budget limitations
- Suitability of format and ease of use
- Availability of material in other local libraries
- Usefulness to the staff as a professional tool

Recommendations from library members are encouraged. Requested items will be purchased if they meet the material selection criteria. If an item is not purchased, the library will try to obtain the item through interlibrary loan for the member to use.

The library does not purchase textbooks to support school and university curriculums. Textbooks may be added to the collection if they provide the best or only source of information on a subject.

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## SELECTION AIDS

The selection of materials is based on accepted professional standards. Recommendations may come from the following sources:

- Professional journals
- Standard bibliographic sources
- Publishers' catalogs
- Media reviews
- Professional organizations
- Subject authorities
- Suggestions from library members

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## GIFTS AND MEMORIALS

Donations of money, books, and other library materials are welcomed. However, the library retains the authority to accept or reject gifts. The library accepts gifts with the explicit understanding that those which meet the material selection criteria will be retained; other items will be disposed of in whatever manner the library deems appropriate. The library reserves the right to integrate gifts into the general collection, as they cannot be given special housing.

Suggestions of specific titles or subjects are welcomed when monetary memorial donations are given. However, the final decision based on the collection and material selection criteria, rests with the library.

The library does not appraise gifts or provide evaluations of gifts for tax deductions or other purposes. If requested by the donor, the library will acknowledge receipt of gifts in writing.

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## MAINTAINING THE COLLECTION

### *Duplication*

The library must weigh specific demand for the publication of materials in relation to the total library program and policies. The purchase of additional copies of materials is governed by a combination of demand, intrinsic or historical value, and perceived need in the community.

### *Withdrawal*

The withdrawal of materials is selection in reverse. As a whole, the library's collection is not archival. Materials are withdrawn on a systematic and continuing basis in order to maintain a current, accurate, and appealing collection. Systematic withdrawal of materials which are no longer useful is necessary. Library materials are withdrawn for one or more of the following reasons:

- Damage or poor condition
- No longer considered accurate or factual
- Obsolete and of no historical value
- Insufficient use
- Number of copies in the collection
- Subject coverage available in the collection
- Space available for housing materials

### *Replacements*

A replacement is an item purchased to take the place of an identical title previously in the collection. The library does not automatically replace all materials withdrawn because of loss, damage, or wear. Need for replacement in each case is judged by demand for the specific title, the existence of adequate coverage of the subject, and the cost and availability of replacements.

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## REQUEST FOR RECONSIDERATION OF MATERIALS

The library recognizes some materials are controversial and any given item may offend some members. Selection of materials will be based on the principles set forth in this policy and not on anticipated approval or disapproval. Materials will not be marked to show approval or disapproval of their contents nor sequestered, except to protect them from theft and damage.

Furthermore, the library recognizes it is the responsibility of parents and legal guardians to determine what materials are appropriate for their children. Only each child and his or her parent can decide what is suitable for that child to read and view. Material selection will not be inhibited by the fact that children have access to all materials.

Members who believe an inappropriate item has been selected for the collection may request that the item be reconsidered or withdrawn. If such a situation arises, the following steps will be followed:

1. The staff member to whom the question is first addressed will discuss the objection with the library member. If not satisfied with the result of this discussion, the library member will be given a Request for Reconsideration of Materials form. The completed form will be given to the library director.
2. The library director will review the form, evaluate the original reason for purchase, and consider the complaint in terms of the Collection Development Policy. The director will reply in writing to the objection. If not satisfied with the reply, the library member may request a review by the Warren County Library Commission.
3. When the commission receives such a request, it will discuss the complaint at the next scheduled commission meeting. The member will be notified in writing of the commission's decision.

The item in question will remain in the collection during this process.

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## REFERENCES

Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

Freedom to View Statement

<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>

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## RESOLUTION 2016-6