

Collection Development Policy

This policy section is to guide and inform about the principles upon which the selection of library materials are made. While a policy cannot replace the judgment of librarians, having goals and boundaries will help provide for equitable selection of materials.

Selection Responsibility

The responsibility for selecting materials legally rests with the library's Board of Trustees. The Board delegates this responsibility to the library director.

Freedom of Access

The James L. Hamner Public Library endorses the American Library Association's *Library Bill of Rights*, *Free Access to Minors Statement*, *Freedom to Read Statement*, and *Freedom to View Statement*.

The library tries as far as budget, space, and availability of materials will allow to provide free access for the public to all points of view. Items will not be included or excluded because of political views; frank language (including expletives); controversial content; the race, religion, or nationality of the author or other responsible party; or the approval or disapproval of an individual or group. The library will attempt to select impartially materials that represent a wide range of views.

Guidelines for Selection and Use of Materials

Access to materials is not restricted to anyone. The responsibility for a minor's access to and use of library materials belongs to the minor's legal guardian.

Library materials are not marked in any way to indicate approval or disapproval.

Materials are not hidden or kept "behind the counter" unless necessary to prevent vandalism or theft. The only exception is for the "Ready Reference" collection, containing materials frequently consulted by the library staff.

The library exists to serve all ages, educational backgrounds, and reading abilities. It will endeavor to select materials of varying complexity to meet the needs of all the community.

Selected materials will be removed from the collection only if shown not to follow collection development policy guidelines. Requests for reconsideration of materials must follow the procedures outlined in the reconsideration section of this policy.

Formats

Besides books, the library collects various types of relevant media. The library may also collect other items deemed of benefit to the community.

The library buys textbooks only when they are the only source or the best source available in a subject area but will accept them as donations.

The reference collection is a non-circulating collection with minimal duplication-

The library collects large print materials to serve the visually handicapped. Large print titles will be subject to the same selection criteria as other print materials with an emphasis on popular fiction and nonfiction titles.

The library collects periodicals and newspapers, but because of limited space does not store back issues for long periods of time. The James L. Hamner Public Library holds most copies of the *Amelia Bulletin Monitor* on microfilm.

The library does not collect 16mm film, phonograph records, realia, charts, filmstrips, sheet music, archival materials or music scores.

Requests for Purchase Consideration

Staff and patrons are encouraged to recommend items for purchase by the library. Staff and patron recommendations are purchased only if they conform to Collection Development Policy criteria.

Selection Criteria

All materials are judged by the following criteria. It is not necessary for an item to meet all criteria to be purchased.

- Accuracy and authenticity
- Relevance to community need and interest
- Authority and reputation of the author, editor, illustrator, publisher, etc.
- Creativity, imagination, originality
- Demand including use of the material locally as assigned reading, viewing, or listening.
- Format, appropriateness to the subject and to the interest level and age of the intended audience
- Literary merit or significance
- Locally authored
- Public demand, through requests or collection evaluation
- Price
- Purpose and importance
- Relationship to other items in the collection
- Reviews by professional and trade publications or the popular press

- Scarcity of other information in the field
- Style, clarity of presentation, plausible plot and good plot development

Local Authors

One function of the library is introducing the community to new authors, but materials purchased for the library still need to meet quality and review standards, as outlined in *Selection Criteria*. The library will only purchase items by local authors following the guidelines in *Selection Criteria*.

Donations of books by local authors may be accepted. These donations will be evaluated according to the *Selection Criteria* and are added only if they meet these criteria.

Self-Published and Hybrid-Published Books

The library will only purchase self-published and hybrid-published books that have been positively reviewed in trade and professional publications, by critics in the popular press, or are included in reputable bibliographies. Additionally, the *Selection Criteria* are to be followed.

The library may accept donations of self-published or hybrid-published books. These donations will be evaluated according to the *Selection Criteria* and are added only if they meet these criteria.

Non-Print Materials

Non-print materials will be judged by the following factors as well as the guidelines in *Selection Criteria*.

Audiobooks

- Relevance of the technological format
- Reviews by professional and trade publications or the popular press

DVDs, Video Cassettes, and CD-ROMs

- Reviews by professional and trade publications or the popular press
- "R" rated films should be based on a book, be a historical documentary, and/or have won an award

Material Gift Acceptance

The Library accepts donations of materials and monies for materials at the discretion of the library director. Gifts once donated become irrevocably the property of the Library. The materials cannot be guaranteed to become part of the circulating collection, but

may be given to the Friends of the James L. Hamner Public Library for resale or they may be removed.

Gifts of library items by local authors are subject to the *Selection Criteria*, the same as all items considered for the library's collection.

Gifts of library items of local history or genealogical interest to the library's service area will be considered for acceptances based on the *Selection Criteria*. Donors of most items of this nature will be referred to the Historical Library.

Ephemera (e.g. pamphlets), outdated encyclopedias, Readers Digest, items missing pieces, and items damaged or in mildewed or excessively worn condition will not be accepted.

Materials retained must meet selection guidelines for the Library. Retained materials (or materials purchased with donated monies) that were donated in memory of a person will be acknowledged by a bookplate placed in the front of the book. Items donated in memory of a person and added to the collection are subject to collection development policies, including withdrawal from the collection.

The Library may provide a receipt acknowledging the number of donated items, but will not attempt to estimate their value.

Materials from Non-Library Sources

The library does not accept permanent or temporary loan of materials from any source. Individuals or organizations who wish for materials to be available at the library may submit them for review as gifts. The policies, standards, and procedures for gifts will apply.

Withdrawal

Items will periodically need to be withdrawn (weeded) from the library's collection. The decision to withdraw a book rests with the library director, but s/he may delegate this decision to a trained staff person.

The library uses weeding as a collection development tool in order to maintain a current, accessible, and appealing library collection of high quality. Library staff will exercise professional judgment when deciding which items to weed and will be guided by the CREW method.

Items that are dated, worn, or damaged beyond reasonable repair will be withdrawn. Additionally, items that are no longer of interest to the community may be withdrawn.

Items are withdrawn from the collection database when they are reported lost and paid, or when they are missing for at least one year.

Magazines and other periodicals will be withdrawn based on these guidelines.

- Titles published monthly will be retained for two years
- Titles published weekly will be retained for one year.
- Daily newspapers will be retained for two weeks.
- Other newspapers will be retained for three months.

The following exceptions apply:

- The *Amelia Bulletin Monitor* will be kept in perpetuity, either in print or on microfilm.
- Issues discussing events of great global, national or local importance will be retained. Examples of such would include the terrorist attacks on September 11, 2001, and local personages prominently featured in a national publication.