

COLLECTION DEVELOPMENT POLICY

Adopted January 16, 2018

1. Authority.

Final authority for the determination of policy in the selection and acquisition of materials is vested in the Library Board of Trustees.

2. Objectives.

The Collection Development Objectives provide direction and guidance for the overall Collection Development Policy and Plan.

A. Within budgetary and space limitations, the collections will serve to enhance the cultural, literary, aesthetic, educational, and entertainment pursuits of library patrons and the needs of the community as a whole.

B. The library will provide a high quality collection of books and other materials in a variety of formats and languages for all ages, including online and downloadable resources.

C. The collection will be responsive to the needs and interests of the community and reflective of the diversity of the community.

D. To support an informed public, the collections shall represent diverse points of view, and may include materials that some members of the public consider to be controversial in nature.

E. The library will provide free and equitable access to library collections to all patrons.

F. In selecting materials, library staff will use professional reference resources, judgment, knowledge and experience to select these materials, and will proactively solicit advice from the community as well as anticipate the needs and interests of the community.

G. The Appomattox Regional Library endorses the following general library principles.

(1.) American Library Association Library Bill of Rights.

(2.) Freedom to Read Statement.

(3.) Freedom to View Statement.

(4.) Code of Ethics.

(5.) Core Values of Librarianship Statement.

The documents are included in the appendix to the policies and will be updated as the documents are changed or edited.

3. Responsibility

Ultimate responsibility for material selection rests with the Regional Library Director, who operates within the framework of policies determined by the Board of Trustees. Day to day selection is performed by the librarians and managers, who actively seek input from the public service staff who have firsthand knowledge of patron requests.

4. Criteria for selection

Book reviews from professional and trade publications are distributed and reviewed by staff members. Materials are rated by staff based on general criteria (e.g., Literary, educational, informational, and recreational value); the author's reputation and significance as a writer; importance of subject matter for the collection; price; and availability of material through Interlibrary Loan. The final decision to purchase is based on the value of the material to the collection and not on the personal tastes of the selectors. The same criteria apply to adding gift items to the collection. If a library patron asks to donate his or her self-published work for inclusion in the library collection, ARLS will only consider cataloging such donated items if book reviews from professional resources are available for the items.

The library understands that self-published authors may have reviews included online with the authors' webpage or online vendor's webpage. Such reviews, however, are often not from reliable or credible critics or may be created by the vendor as part of the contract to provide the authors' materials for sell. Such solicited reviews, therefore, are not considered in selecting materials for the collection.

5. Selection Aids

ARLS selection librarians use professional review sources such as **Publishers Weekly**, **Booklist**, **Library Journal**, and **School Library Journal**. In addition, selection librarians may review web resources on the popularity of given titles. As resources change or cease publication, selection librarians will use alternative credible, authoritative resources in consultation with the assistant director.

6. Patron participation in the selection process.

Patron input is given particular weight in selection, as an indicator that a constituent desires to read, view, or listen to the item in question. Due to limited funds the library cannot select titles that will be used only by one individual. Interlibrary Loan remains a valid alternative for all requests which do not meet the selection criteria at ARLS (except for DVD format which is not widely available by ILL).

7. Donations

ARLS accepts donations of books and other materials. Books for donation should be in good condition. The library reserves the right to reject donations in poor condition as determined by library staff. The library retains the authority to accept or reject gifts. Library staff review donations and route them either to the collection or to the Friends of the Library book sales. The library does not evaluate or appraise gift materials for tax purposes, but can provide a receipt that declares only the quantity of donated items.

8. Censorship

The library does not accept the role of censoring the library collection on behalf of any group or individual. In seeking to develop a collection which represents many viewpoints, and providing information and entertainment to a range of library patrons, the library does acquire books and other materials which may conflict with the beliefs of some patrons.

Libraries are sometimes asked by parents to exercise censorship over the reading of children or young adults either by restricting borrowing access or by transferring materials from the youth collection into the adult collection. The library does not accept this role because it is an authority rightly reserved to the parents, and because such a process would reduce the informational and literary content of the youth collection to the detriment of other young people. Patrons who believe that a given item does not belong in the library collection may fill out a form explaining their reasons. This form will be sent to a committee composed of librarians and managers who are empowered to take such action if they agree. The form is available upon request from the library director's office.

9. Maintaining breadth

The library asserts its right and duty to keep a representative selection of materials on all subjects of interest to its readers and not prohibited by law. Materials which meet selection criteria are added to the collection. The library has no right to emphasize one subject at the expense of another.

The library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training. It is essential for staff to monitor technological developments so that wise and cost-effective collection decisions are made for the Appomattox Regional Library. At times, initiating a new format, for example ebooks, will produce duplication with an existing format (in

this case, printed books). The library may choose to not acquire materials in a new format until it is determined that the format is widely used and accessible to patrons of the library.

10. Criteria for weeding decisions

Like all libraries, ARLS has limited space for materials. As the library continues to add new items, it must also continue to withdraw existing items from the collection as well. Criteria for de-selecting items from the collection include the following:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Relevance to ARLS research collections
- Availability elsewhere including other libraries and online
- Deemed to be of an enduring nature

Collection Development Plan

The library uses the following classifications to identify its collection for shelving and circulation purposes:

- A. **Reference.** ARLS considers print reference to be a shrinking area for public libraries due to the timeliness of internet resources. While the library maintains print encyclopedias, the library no longer has a timetable to replace encyclopedias. The library's selection librarians will regularly review other print directories for elimination from the reference collection due to lack of use or relevance to the library patron. The library may transfer reference books into the circulating nonfiction collection as patrons show less willingness to use reference in the library.

- B. **Adult Nonfiction.** The library views this as a popular collection with a scope that includes information, recreation, and entertainment. While portions of this collection support continuing education, the library avoids textbooks due to high cost and limited audience. This collection will have little overlap with collections of college or university libraries. Requests for in-depth academic research will be channeled to ILL.

C. Adult Fiction. Popular entertainment is the key concept for these collections; bestsellers and midlist titles will predominate purchasing. Selectors will attempt to meet needs of high school classic literature assignments and adult book groups, but in general we will stress high circulation in our selection efforts rather than literary breadth. The library will attempt to maintain fiction series.

D. DVD. The library selects, acquires and maintains a diversified collection of video recordings. This collection consists of informational, how-to, and popular entertainment video recordings. The collection includes feature length movies intended for home use and other private showings not constituting public performances. Review and selection decisions are based primarily on popular demand and published reviews. The library purchases a broad selection of popular feature films, but places most of its effort in collecting informational, instructional and other video recordings not readily available at rental outlets. Video recordings produced specifically for instructional use in the classroom are not purchased. The library will attempt to replace lost DVD items, but reserves the right to abandon replacement of items that repeatedly disappear from the collection. The library will sometimes have overlap between DVD and online video titles, but may choose to have a given title in only one of those formats.

E. Books on CD

This collection is mostly composed of novels with a few nonfiction titles. The focus of the collection is high-circulation; therefore we avoid deep literary fiction and Academic-oriented nonfiction.

F. Graphic Novels

Selection is based primarily on whether the item or items in the series will circulate with the current interests of the patrons at the time of the selection.

G. Electronic Resources

Downloadable resources such as E-Books, E-Audiobooks, music and movies, are stored and displayed digitally and accessed via computers and other electronic devices. With the Electronic resources collections the library aims to extend access to library information, regardless of location. Patrons can access these collections within or beyond the actual, physical facilities of the library. The electronic format enables increased usability of library resources, allowing expanded searching and interactivity. This format also increases depth and breadth of the collection system-wide, alleviating the need to purchase multiple copies of some print resources. In general, the library's selection of

electronic resources will focus on high circulation items, due to the expense of such resources.

The library uses a variety of online databases that may include some or all of the following: full-text magazines, newspapers, journals and other periodicals, reference sources. Because electronic research tools and databases are an ever-changing medium, each current and future resource must be evaluated on an ongoing basis. Links to sites, subscriptions to databases and downloadable content, will be deleted or ended when they are outdated, judged not cost-effective, or superseded by superior resources.

H. Young Adult Fiction

Young adulthood is an important phase of human development, and as such it requires reading material that is appropriate and appealing. The library considers patrons between the ages of 13 and 18 to be young adults. The collection, however, is available to any patron. The library's fiction selections for this age will include a range of fare, with content more adult than would be found in Juvenile fiction. Popularity, literary merit, and perceptiveness regarding the teen experience are all important selection criteria.

I. Young Adult Nonfiction

This collection targets the informational needs and interests of this stage of human development in our community.

J. Juvenile Fiction

While children are the primary users of these collections, teens and adults also use Juvenile Fiction. Parents, teachers, budding and experienced children's authors and illustrators, library school graduate students, students of children's literature, preschool teachers, adults and children learning a new language, adults studying for their early childhood accreditation, and children's literature researchers all find much to use here. Popular interest topics, children's classics, materials with great child-appeal and materials needed by children to complete school assignments comprise the majority of these collections. Multiethnic books are purchased heavily to reflect the interests of this diverse community and to meet education-related requests in this area. The library relies on parents or guardians to decide what is appropriate for their family to read.

K. Juvenile Beginning Reader Collection

These materials are intended to support the process of becoming an independent reader for younger children. Materials in fiction and nonfiction are selected for high interest and for controlled vocabulary for the beginning reader clientele.

L. Juvenile Nonfiction

The library attempts to develop a near-comprehensive collection to support intellectual curiosity and education support for this clientele. This collection is age-appropriate, between the JBR and YA nonfiction levels.

P. Juvenile Audiovisual Collections

The children's audiovisual collections are intended primarily for children from birth through age 12. These collections include fiction and nonfiction materials and the library adds or weeds DVDs and CDs as part of its collection. Older formats such as VHS, CD-ROM, and audiocassettes are not purchased or accepted as donations for the collection.

Q. Family Resource Center

This is a birth to old age collection to support family life for our community. Early childhood education and providing solution to family "problems" of all kinds are key focus areas. The Family Resource Professional Collection was created in conjunction with Smart Beginnings to support the needs of the daycare, preschool and homeschooling communities. This collection was created in response to the realization that this is a priority area for our community.

R. Local History

The library's Local History collection is housed at the Hopewell location. It encompasses a selection of materials and resources covering a geographical area focused on our service area. Most of the collection consists of documents and photographs donated to the library. The library's holdings of the Hopewell News newspaper have been fully digitized for this collection from the 1926 to 2004 time period. The library continues to seek local history resources to digitize whenever practical in order to provide access to its patrons.

Weeding from ARLS collections

Collection development librarians strive to weed all ARLS collections on a one-to-two-year rotation. As library shelf space is limited, especially at branch locations, it is vital for the library to eliminate items as they become outdated, get into poor condition, or lose popularity for library readers/viewers/listeners. In general, weeding responsibility at ARLS belongs to the same person who builds the collection. In other words, the person who selects young adult fiction also weeds young adult fiction.

The library will use reports from its circulation system to identify items that are circulating poorly. Weeded items are usually sent through the Friends of the Library organizations for sale. The Friends of the Library organizations donate proceeds back to the library to support programming or equipment needs. Items that are in very poor condition or judged unlikely to sell may be discarded rather than sent to book sale.