# Eastern Shore Public Library
# Collection Development Policy

## Purpose of the Policy

The purpose of the collection development policy is to serve as a guideline for adding to and deleting from the present collection, for collection maintenance, for replacement of lost or worn items, and for the acceptance of gifts. The policy is used to inform library staff, the Board of Trustees, and the public about the collection and the library management principles upon which selections are made. Collection development and management are necessary functions of the library which must be performed regularly in order to provide the public with a current and comprehensive collection. The rising costs of new materials make collection management an important activity for staff as they purchase, replace, or delete materials from the collection.

Library staff regularly:
- Compare library holdings with available titles to determine new purchases
- Track and analyze item usage to decide whether to add or withdraw multiple copies
- Conduct retention reviews to delete out-of-scope, little used, or outdated materials
- Select and transfer low-use materials to storage
- Analyze collection condition and weed damaged materials

A library must be responsive to the needs of the times and the people it serves. This policy will be subject to biennial review and revision. However, no changes will be made that violate the principles contained in the *Library Bill of Rights*, adopted and amended by the Council of the American Library Association, or the *ALA Freedom to Read* Policy Statement.

## Mission Statement

The Eastern Shore Public Library aims to identify, develop, evaluate, select, organize, and maintain high quality information resources in a wide variety of print and non-print formats to meet the needs of our diverse community of residents and the students, faculty, and staff of our local schools and strives to develop a diverse, current, and inviting collection of quality print and non-print materials which support the needs of the community and schools.

## Responsibility for the Collection and Its Development

The selection of materials for the Eastern Shore Public Library is the responsibility of the librarian and the library director.

## Intellectual Freedom and 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 provides

information and entertainment to a range of library users, the library does acquire books and other materials which are not acceptable to the beliefs of everyone.

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 the Board of Trustees which is empowered to take such action if they agree.

## Criteria for Selecting Materials and the Selection Process

Book reviews from professional and trade publications are used by staff members for material selection. Materials are rated by staff based on general criteria (ex. literary, educational, informational, and recreational value): the author's reputation and significance as a writer; importance of subject matter for the collection; appearance of material in bibliographies or indexes; 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 gift items.

The following selection aids are used by the Eastern Shore Public Library: *Library Journal*, *Booklist*, *Publisher's Weekly*, *School Library Journal, and Voice of Youth Advocates.*

User suggestions for the addition of materials to the library's collection are given particular consideration. If their suggestions do not meet the criteria established by the library for the selection of materials, then efforts will be made to obtain the material through interlibrary loan.

## Guidelines for Selection and Use of Materials

1. The Library recognizes that many materials are controversial and that any given item may offend some Library patron. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work or in relation to building the Library's collections and to serving the interest of all individuals and groups in the region. Different viewpoints on controversial issues will be acquired including those that may have unpopular or unorthodox positions.

   The criteria for selection of materials for the Library's collections will include the following:

   - quality of writing/production
   - importance of subject matter

- timeliness
- reputation of the publisher/producers
- readability and popular appeal
- authoritativeness
- reputation and significance of the author/artist/composer/producer, etc.
- format and price
- requests from patrons
- recommendation of work in standard review sources or inclusion in standard bibliographies

2. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading abilities, it will always seek to select materials of varying complexity.

3. Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft. The use of rare and scarce items of great value may be controlled only to the extent required to preserve them from harm.

## Gifts

The Library accepts gifts of library materials for consideration as additions to its collections. Gifts are subject to evaluation according to the same selection standards as materials considered for purchase. The Library reserves the right to use any gift as it sees fit. Upon acceptance, all gifts become the property of the Library.

Gifts of library materials of local authors are subject to the same criteria as all items reviewed for addition to the Library's collections.

Materials of local historical or genealogical interest pertaining to the Library's service area will be accepted as follows:

- published histories of a general interest
- deed books, birth, marriage and death records
- census records
- church and cemetery records

The Library does not attempt to acknowledge acceptance of every gift it receives and will do so only at the specific **request** of the donor.

## Patron Request for Purchase Consideration

The Library welcomes suggestions from patrons for titles to purchase as additions to its various collections. All suggested titles are considered according to the criteria outlined in the Collection Development Policy.

Not all titles suggested will be purchased. Patrons may request notification of the Library's decision regarding the purchase of suggested items.

## Patron Request for Reconsideration

Any patron has the right to request reconsideration of an item in the collection. REQUEST FOR RECONSIDERATION forms are available to patrons at each public service desk. The Library supports the American Library Association's (ALA's) Bill of Rights, Freedom to Read, Free Access to Libraries for Minors, and Freedom to View Statement.

## Withdrawals/Discards

The Library uses weeding as a collection development tool. Its purpose is to maintain, throughout the system, library collections of high quality that are appropriate in size to the capacity of their locations and that are current, accessible, and appealing to users.

Items are withdrawn from the collection when they are dated, worn, or damaged beyond repair, or if interest in a title or subject has decreased. Withdrawn items will be disposed of through book sales, recycling, or donations. Items deemed unfit for sale or donation will be discarded.

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