

# **Columbia County Public Libraries**

## **Collection Development Policy**

The objective of the library collection is to support the Columbia County Libraries' mission to provide quality library services and materials to all patrons.

### **Responsibility**

The managers of each department/branch are responsible for the selection of materials. They are receptive to suggestions from the general public that are then evaluated by staff based upon the selection criteria. The Columbia County Public Libraries Manager holds ultimate responsibility for the selection of materials.

### **Selection**

#### Collection Acquisition Policy

The purpose of the Collection Acquisition Policy is to provide support for staff by creating a diverse representation in the selection of materials for the library and to provide a layer of oversight to ensure materials are being selected based upon the appropriate criteria and The Columbia County Bill of Rights.

Selection of materials, media, and electronic resources will be determined by community demands, with every effort to represent all points of view on topics of interest and to ensure the suitability for target age groups by shelving location. Acquisitions will also be based upon, but not limited to, one or more of the following criteria:

- Popular authors
- Positive critical reviews
- Reputation or significance of author
- Part of a series the library carries
- Affordability/cost-per-use
- Artistic, literary, historic, local interest and/or scientific merit
- Media attention

### **Intellectual Freedom**

The Columbia County Public Libraries support the right of individuals to seek and receive information from all points of view without restrictions. Selection of materials for adults is not constrained by exposure to children or young adults.

The responsibility for children's use of the library's collections rests with parents, guardians, or caregivers. A publicly supported library provides free, equitable, and confidential access to information for all people of its community. No one may restrict access for others.

## **Collection Maintenance:**

Library collections should contain current materials that are in good condition and are in demand. Use is of paramount importance in deciding whether to retain a title. As demand declines, the library staff selectively removes multiple copies, making exceptions for areas of special importance to the overall collection. All collections will be evaluated on a continuing and scheduled basis. Regardless of use, materials will be removed if they:

- Are damaged, worn, have missing pages, etc.
- Contain dated or obsolete information
- Are unused duplicates
- Are replaced by newer editions

### **Replacement Criteria**

Although the Columbia County Libraries attempt to have copies of standard and important works, Library Managers do not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements.

## **Gifts**

Only gifts that are free of liens or claims are accepted. The Library Manager has sole and absolute authority in accepting or declining a gift and the library is granted unconditional ownership of the gift. Some items may be sold, all proceeds going to Friends of the Columbia County Library. The donor is given the appropriate tax form to use as he or she determines. Gifts are an addition to the collection, not a supplementation. Gifts are not viewed as a means of cost reduction. The Library Manager will review donated titles and determine whether to add the book to the collection.

## **Reconsideration**

Opinions and comments are accepted and may or may not be used in the selection process. However, for an item to be considered for removal, the patron must make a formal complaint by filling out the Request for Reconsideration form. No other forms of complaint will be considered “formal.” Upon receipt of the Request for Reconsideration form, the County Libraries Manager will initiate the review process as described in the Reconsideration Process and Procedures document.

Note:

- \*The Library Advisory Board has the final decision on removing materials.
- \*The County Libraries Manager has final decision on the re-cataloging of materials.
- \* Titles may only be submitted for reconsideration once every twenty-four (24) months.