

Greater Clarks Hill Regional Library System Collection Policy

Mission Statement: The purpose of the Greater Clarks Hill Regional Library System (here forward referred to as GCHRLS) is to provide quality library services and materials to adults and children in the community in order to meet their informational, recreational and educational reading needs.

Selection Policy

It is the policy of GCHRLS to develop and maintain a superior collection of materials with available financial resources. Further, it is the policy of the Region not to use its collection to promote particular beliefs or views. Rather, through its collection the Region provides patrons of all ages materials which they can examine freely and draw their own conclusions.

Responsibility for this Policy rests with the Regional Board of Trustees. Implementation of the Policy is delegated by the Board to the Regional Director and staff who shall abide by the following Collection Development procedures governing the selection, acquisition and weeding of library materials of all formats.

GCHRLS upholds and promotes the American Library Association in the following statements. (See attached)

- a. Library Bill of Rights
- b. Freedom to Read
- c. Freedom to View

CRITERIA FOR SELECTION

In order to meet its goals, the Region must set forth criteria for selecting materials. These basic criteria are: interest, demand, value, and need in the collection, format, cost, and availability. Different guidelines are used for selecting non-fiction and fiction. The main principles used here are as follows:

NON-FICTION:

1. Interest demonstrated or anticipated
2. Importance to the community
3. Recentness
4. Accuracy, objectivity, clarity, and general quality, including authority of author
5. Level of access
6. Need with respect to books on the same subject already owned
7. Cost with respect to the library's budget and particular importance of the item
8. Format

FICTION:

1. Likely demand; demonstrated or anticipated interest in works by a certain author or in a certain type of fiction
2. Appeal and creativity
3. Quality; including style, characterization, literary merit
4. Cost with respect to the library's budget and particular need for the item

Format:

The library appreciates the value of non print items for educational and entertainment means and the collection reflects this. Whenever possible, the library chooses the most appropriate format for the item selected. The preferred format for books (both fiction and nonfiction) and serials is print on paper. Print items may be duplicated in audio or visual format. Graphic novels are included in the collection when the item is both in popular demand and/or in receipt of critical acclaim.

Special considerations for electronic information sources:

- ease of use of the product
- availability of the information to multiple, concurrent users, and/or remote users
- technical requirements to provide access to the information
- technical support and training

Donated Materials

The Region does not accept materials that are not outright gifts. Materials donated to the Region are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as material acquired for purchase.

All gifts of books and materials must be in usable physical condition. Because of limitations of space, money, and staff, the Region reserves the right to accept or discard, at its discretion, any materials given to the library. Because of wear, theft and mutilation, the Region cannot guarantee the permanence of a gift in the collection.

Donated materials not added to the collection are not returned to the donors. The Region makes every effort to dispose of any gift materials it cannot use to the best advantage, such as through sales by the Friends of the Library, distribution to other community organizations or recycling.

CREW (Continuous Review Evaluation and Weeding)

Retention is based on the likelihood of a historical interest in the field as well as the timeliness of a title and its informational content. Patron demand also has an impact on the retention or replacement of material.

While we document below a minimum schedule for weeding, it is important to note that weeding is done on an ongoing basis as needed, to make room for newer titles and when materials that are in poor condition come to our attention.

Items that are in poor condition, rarely circulated, or contain outdated content will be deselected. Lack of space and multiple copies no longer in demand will also factor into the deselection process.

Specific timetables for different sections of the collection are detailed in this plan. In general, the schedule is as follows:

Annually: 000-Computers, Large Print, Adult Mass Market Paperbacks, 900-Travel

Biennially: 300-Legal, College, Investment; Medical

Every 3 years: Reference, 000, 100s, 500s, 600s, AV

Every 5 years: Fiction, 300s, 700s

Every 6 years: 200s, 400s, 800s, 900s, Biography

Evaluation:

Selection will be made mainly by community demands, with every effort made to represent all points of view on topics of interest. The Region welcomes patron suggestions and requests. Some of the selection criteria met but not limited to are:

- Current popularity of author
- Positive critical reviews
- Reputation and/or authority of the author
- Part of a series the library collects (e.g. Time Life series)
- Affordability
- Artistic, literary, historic, and/or scientific merit
- Media attention
- Adequate coverage of controversial issues

Copyright and fair use policies will be adhered to when selecting software for public use. Software will only be available for use by the patron inside GCHRLS. Value, validity, and timeliness are of the utmost importance when

selecting reference materials. The GCHRLS do not use the Motion Picture Association of America as a guide for selecting media.

Selection Aids:

Reviews and recommendations of materials are consulted before purchasing most materials. Sources consulted for objective reviews of reference materials include but are not limited to: Library Journal, Booklist, and Publisher's Weekly. Online sources are also consulted. Materials are also examined by Library staff at conference exhibits and bookstores.

Publishers' ads and brochures are checked for new titles. Electronic selection lists provided by our vendors are used to bolster areas of the collection.

Patron input will also be used to aid in the evaluation of the collection. Suggestions from patrons are encouraged and will be given due consideration. All titles considered for purchase must be of interest to the general reader. Specific technical titles, textbooks (with some exceptions), and workbooks are generally not considered for purchase.

In most cases, the Region will not purchase self-published material because it is not reviewed in established review sources, and because we are unable to order through our pre-approved book wholesalers. An exception for this may be made for local authors.

The Region does not usually purchase spiral bound titles, and hardback binding is generally preferred if available.

Analysis of Subject Fields:

Selection is mainly based on items discussed in Evaluation section. GCHRLS strives to keep a balanced collection, with emphasis (not a limitation) on items listed below:

000 – Generalities-Computer Science

The collection will focus on manuals for the nonprofessional, manuals that discuss programs the library uses, effort is made to keep a wide selection; items such as encyclopedias are replaced annually or biannually. The previous year's encyclopedias will be put into general circulation as the reference items are replaced

100 – Philosophy and psychology

The collection will focus on self help type materials; parapsychology-materials that also include local interest are emphasized; concentration on balanced representation of different view points of subjects that may be seen as controversial

200 – Religion

The collection will include a general overview of each of the major world religions. Mythologies of the world will be covered on a basic level. Information in this area is usually not time sensitive considered

300 – Social Sciences

Areas of special emphasis in the social sciences include:

College guides/Test Prep; Finance/investment; Legal guides; True Crime; Education and social customs

400 – Language

The collection will include English grammar, usage, and etymological materials plus a dictionary and grammar book for each major language.

500 – Science

This collection will include books on natural history, mathematics and pure sciences for the layperson. An emphasis is placed on materials for students, high school through basic college.

600 – Applied Science and Technology

Areas of special emphasis in the 600s include:

Health/specific diseases; Gardening; Cooking (including special diets and ethnic cuisines); Business/jobs; Parenting.

700 – Arts

Areas of special emphasis in the arts include:

Hobbies and Crafts; Interior design and home decoration; Architecture; Photography; Graphic Arts; Performing Arts; Sports.

800 – Literature

Include literary criticism, poetry, essays, and drama, as well as books on public speaking and the art and technique of writing. The main need in literary criticism, poetry, and drama is to collect materials most likely to be requested for school assignments. A watch is kept for particularly significant new poetry and drama, but in general these are not high demand areas in this particular library and the core collection of classic writers is sound. Essays are not a high priority, as there is little demand for these. The Region has a sound core collection of books on writing technique, so there is little need for extensive collection development here.

900 – Geography and History- travel guides, history; geography

Biographies

Biographies, denoted by the "B" symbol and filed alphabetically by the person about whom the book is written, are collected fairly actively. These are both frequently requested for school assignments and form a type of popular reading second in appeal only to fiction. The library purchases both biographies of people not currently covered by the collection and biographies which offer new interpretations of the lives of individuals already covered in the collection.

Genealogical and historical materials dealing with Columbia County are sought by the Region. The Region prefers printed, audio, visual and electronic databases

for this collection. The Region does not attempt to include artifacts as part of the collection.

Fiction: alphabetized by author's last name, there is no separation of genres, hardcover items will be chosen over paperback items when possible, paperback items will be chosen when they receive favorable reviews in critical journals and/or on best seller lists

Mystery: items are very popular and circulated frequently, new items as well as items that are considered classics are collected

Romance: items chosen by current popularity of author and placement on "best seller" lists

Christian Fiction: emphasis is placed on volumes that are part of a series

Fantasy/Sci Fi: emphasis is placed on current titles and/or popular demand

Horror: emphasis is placed on popular demand and/or popularity of author

Western: emphasis placed on popularity of author/demand, classics collected

Audio-Visual: Films that are both "new releases" and in popular demand are collected. Films that are considered classics as well as those that have received critical acclaim are included in the collection. For any film collected that represents one point of view, a film representing the opposite view (when available) will be included. Films especially for juveniles will be shelved in the juvenile section. GCHRLS do not currently have their own physical audio collection, but one will be developed for the fiscal year ending June 2010. The Region currently holds a subscription for downloadable books. Each year circulation statistics for downloadable audio and e-books will be evaluated before services are renewed.

Young Adults: Items included in this category must meet the educational and entertainment needs of this age group. Selection is based on reviews found in *The Library Journal*, *Public Library Journal*, *VOYA*, *American Libraries*, *School Library Journal* and other reputable, affordable guides as they are made available in the selection process. Consideration is given to the current curriculum of local schools. Items that compliment or enhance the curriculum are included. The Young Adult librarian is responsible for the development of the young adult collection working in conjunction with the Reference Services Manager.

Juveniles: Items that meet the recreational and educational needs are collected. Suitability for children and their usefulness in library programs are the most important qualities for this category. The Children's Librarian is responsible for the development of the children's collection.

Serials: in general selected by popular demand as funds are available; efforts are made to maintain complete local serials (e.g., *The Columbia County News Times*). Professional journals are kept for three years, back issues of other items are kept as space allows.

Replacement:

Items will be replaced on the following basis:

- Subjects that are time sensitive (e.g., medical texts) are deselected and replaced annually
- Last copy in library system
- Patron demand for the title
- Items considered to be literary classics
- Part of a series or collection the Region currently holds or plans to hold (based on popularity)
- Math items replaced when volumes are worn out

Deselection:

Deselection will be based on the CREW (Continuous Review Evaluation and Weeding) method. Further, items that are in poor condition, rarely circulated, or contain outdated content will be deselected. Lack of space and multiple copies no longer in demand will also factor into the deselection process. Every effort will be made to recycle items either by donation to a local charity or school, or by using appropriate facilities in keeping with good environmental health. The following items will be closely monitored for updating: materials concerning international relations, travel guides, and health and/or medical items. Value, validity, and timeliness are of the utmost importance when selecting reference materials. These issues may be reconsidered when the item in question contributes to educational (by means of comparison) or recreational needs. All items that fall into this category

will be clearly and redundantly marked as such. Some items are deselected and replaced annually (e.g., Physician's Desk Reference, encyclopedias, etc.).

For the branch libraries that have space as an issue, fiction items that have not circulated in one to three years will be deselected. When space is not an issue, fiction items will be deselected when worn or in a state of disrepair. Following these guidelines will ensure that the Georgia Public Library Service recommended minimum replacement of 3% is met.

Reconsideration:

Opinions and comments are welcome and may or may not be used in the selection process. However, for an item to be considered for removal or reshelving, the patron must make a formal complaint by filling out the Request for Reconsideration form (included in this policy). No other forms of complaint will be considered "formal." The GCHRLS Manager and heads of department will review the item. The patron will be notified within five days after a decision has been made.

Appeals:

If any patron is dissatisfied with the results of reconsideration, s/he may request an appeal of the decision to the Regional Board of Trustees. The request should be in written form and be accompanied by the Reconsideration Form. The patron will be informed once a decision has been reached as to whether or not a hearing will be granted, and will be notified when s/he may address the board. A meeting open to the public will be held, and The Regional Board of Trustees may vote to override or uphold the library's decision.

Greater Clarks Hill Regional Library System
Request for Reconsideration

Name: _____ Telephone: _____

Address: _____

Date: _____

Title: _____ Author: _____

Format (choose one): book__ video__ audio__ other__

If you are representing an organization, please specify _____

1. Have you viewed, listened, read this item in its entirety? (Circle one) yes no

2. If not, what parts have you viewed, read, or listened to _____

3. What do you find objectionable? Please cite pages, scenes, etc. _____

4. If this item contains inaccurate data, please cite pages, scenes, etc. _____

5. What repercussions do you think will occur if this item is left on the shelf?

6. Is there anything you like about this item?

7. What published reviews of this item have you read?

8. What do you recommend the library do with this item?

9. What material of equal quality would you suggest as a replacement?

Signature_____ Date_____

Library Policies Consulted

Arizona Health Sciences Library
The University of Arizona
Tucson, AZ
www.ahsl.arizona.edu/policies/cdpolicy.cfm

Boulder Public Library
Boulder, CO
www.boulder.lib.co.us

Hancock County Public Library
Greenfield, IN
www.hcplibrary.org/policy/collect.php

Kokomo-Howard Public Library
Kokomo, IN
www.kokomo.lib.in.us/information/collectionDevPolicy.pdf

Lawrence Public Library
Lawrence, KS
www.lawrence.lib.ks.us/artscoll.html

Muehl Public Library
Seymour, WI
www.owls.lib.wi.us/sey/collection.htm

Newark Public Library in Jersey
Newark, NJ
www.npl.org/Pages/AboutLibrary/collectionsdevpol.html

Paris Bourbon County Public Library
Paris, KY
<http://bourbonlibrary.org/collection.htm>

Tippecanoe County Public Library
Lafayette IN
www.tcpl.lib.in.us/admin/collman.htm

Western Massachusetts Regional Library System
South Deerfield, MA
www.wmrls.org/services/coldev/weed_it.html

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