

Collection Development

Created 4-18-07
Revised 5-19-2022
Reviewed

The purpose of this policy is to guide the Library in the selection of materials to support the Library's Mission Statement.

It is impossible for a small library to hold a comprehensive collection strong enough to meet all community needs. However, requests for materials not available within the collection may be obtained through Interlibrary Loan (ILL).

Intellectual Freedom

The Library subscribes to the American Library Association's Library Bill of Rights and its interpretations: the Freedom to Read Statement and the Freedom to View Statement (see Appendix B).

Controversial issues will be addressed by the inclusion of materials representing all sides of an issue while maintaining a balance within the collection.

The Library recognizes parents and legal guardians as the parties responsible for the reading and viewing habits of children. The selection of material for the adult collection is not restricted by the possibility that children may obtain materials their parents or guardians consider inappropriate. Library staff cannot censor children's choice of material or refuse them access to information.

Selection Responsibility

The Library Board of Trustees is ultimately responsible for materials acquired by the Library, but the Library Director, operating within the framework of policies adopted by the Board, implements the materials selection process.

Selection may be delegated by the director to experienced staff members or vendors based on training, position, or expertise. All selectors follow criteria included in the Collection Development Policy and work within assigned budgets.

Library staff and patrons may make recommendations.

Selection Tools

Use will be made of such selection aids as: 1) retrospective and current vendor lists; 2) specialized bibliographies suitable for small public libraries; and 3) standard current library review media. Attention will also be paid to: 1) national bestseller lists; 2) publisher print-runs and advertising; 3) celebrity book club choices that influence nationwide reading; 4) buzz generated by national media and the Internet; and 5) patron requests. Material will be added to the collection if it appears it will add value.

Materials are purchased through a variety of vendors. Criteria for the selection of vendors include: discount, speed of delivery, reliability, and stock availability. The ability to process and catalog materials according to library standards will also be considered. The Library chooses the most appropriate vendor as determined by its criteria.

Selection Criteria

The Pendleton County Public Library strives to provide the highest quality of available materials on all reading levels and in all acceptable formats.

Contextual considerations also shape the selection process, such as budget, space, availability through interlibrary loan, and availability of material electronically, on the web, or online in a subscription database.

No single criterion can be applied to all materials and formats. In general, however, the Library applies the same standards in selecting items across the entire collection.

All acquisitions, whether requested by patrons or staff, purchased or donated, are judged as follows:

- Present and potential relevance to community needs and interests
- Timeliness and/or popularity of a subject or title
 - The Library acquires materials of both permanent and current interest in all subjects.
 - Duplication will be avoided except for high demand material.
- Reputation or qualifications of author, artist, producer, and/or publisher
- Literary merit as expressed by reviewers, and the reputation and/or quality of those reviewers
- Relationship to the existing collection and to other titles and authors dealing with the same subject
- Local interest (author or subject)
- Accuracy, Objectivity, and Authenticity
- Style and Clarity (technical jargon, reading level, etc.)
 - Textbooks unsuitable for reference will not be added to the collection.
- Physical Quality
 - No spiral bound, pop-up, lift the flap, or ring binder materials, except for designated board book items.
- Purchase price and value in relation to cost
- Availability
- Potential circulation

The Library's collection is comprised of several different areas, broken down by age of the target audience and/or format.

Printed Material

- Fiction (Regular print; Large print; Paperbacks: trade, mass market; various genres)
Fiction titles are subdivided into the following collections based on the age of the target audience (however, patrons are not restricted to any one fiction collection because of age):
 - Adult
The Library sets no arbitrary standard of literary quality. Taking into account that adults vary greatly in education, interests, tastes, and reading skills, the Library attempts to select items which will engage a wide audience of users.

- Young Adult
 - Material in this area of the collection is selected to appeal to patrons ages 12 through high school age. The Young Adult (YA) fiction collection provides a transition from juvenile to adult material and must particularly relate to the needs and interests of this age group. The emphasis is on popular titles and authors, but classics and other items which show excellence in content or style, or relation to current school assignments, are also selected.
- Junior
 - Material in this area of the collection supports the needs of children as their reading skills advance from easy readers to the young adult level.
- Easy
 - Material in this area of the collection introduces children to books and reading with board books, picture books, and beginning readers.
- Non-Fiction
 - Nonfiction materials are selected in accordance with the various needs and interests of our patrons for the adult, young adult, and junior collections. Patrons are not restricted to any one nonfiction collection because of age.
- Graphic novels
 - Graphic novels are subdivided into the following collections based on the age of the target audience (however, patrons are not restricted to any one graphic novel collection because of age):
 - Adult
 - Material is placed in this collection when the intended audience is adult or the publisher's rating is for ages 16+ or T+.
 - Young Adult
 - Material is placed in this collection when the intended audience is middle school through high school age or the publisher's rating is for ages 13+ or T, but less than ages 16+ or T+.
 - Junior
 - Material is placed in this collection when the intended audience is younger than middle school age or the publisher's rating is for all ages up to ages 10+.

Kits

The Library purchases material used to create Easy Reader Literacy Kits, with each kit including a picture book, storyboard pieces or a puppet, and a binder with printable activities. These kits are developed by the Children's Librarian and are intended for parents, daycare providers, and/or teachers to use in a preschool setting.

Downloadable Collection: Kentucky Libraries Unbound

All downloadable content is currently purchased through Overdrive Inc. and made available through their platform. Titles are shared jointly by a statewide consortium of library systems called Kentucky Libraries Unbound, of which the Pendleton County Public Library is a member.

The collection currently includes eBooks, eAudio-books and eVideo. The availability to the Library of any given title in a digital format is determined by a contract negotiated between the copyright holder and Overdrive Inc. The particular formats supported and any usage limitations are determined by the individual publishers and producers of the digital materials.

There are titles available for the majority of name brand digital devices that are capable of playing digital media files, but the Library has no control over the availability of any given title, in any particular format, that is supported by any particular device.

Audio Visual Material

Audio Visual selection will follow the same guidelines as printed materials. Audio Visual material is selected to supplement the traditional print collection and to provide information and entertainment not available in print format. Only Video and Audio of a professional quality will be added to the collection.

- Audio Books

The Library collects both fiction and nonfiction audio books on CD. Unabridged versions are preferred whenever possible.

- DVDs

- Entertainment DVDs

The Library purchases a wide variety of popular DVDs for recreational use.

Unrated DVDs or DVDs with a rating supplied by the Library or the Motion Picture Association of America (MPAA) of R (Restricted) are placed in the adult DVD collection.

DVDs with a rating supplied by the Library or the Motion Picture Association of America (MPAA) PG (Parental Guidance Suggested) or PG-13 (Parents Strongly Cautioned) are placed in the Young Adult DVD collection.

DVDs with a rating supplied by the Library or the Motion Picture Association of America (MPAA) of G (General Audiences) are placed in the Children's DVD collection.

Ratings supplied by the Library are based not only on content, but also on interest level.

- Non-Fiction DVDs

- Videogames and Accessories
The Library will purchase videogames for all ages.

The Library presently supports three video gaming platforms:

1. Sony PlayStation
2. Nintendo Wii and Switch
3. Microsoft Xbox

Selection depends on the popularity of a given platform and individual games (as demonstrated through high circulation and patron requests).

The Library does not purchase accessories (steering wheels or mock guitars, for example) that may be necessary for some games. Games which require extra accessories should not be selected for the circulating collection. (Both games and accessories may be purchased for use in the Library's programs.)

- Music CDs
The Library purchases a wide variety of popular music styles for recreational use. CDs with a "Parental Advisory" label are not excluded from the collection, and patrons are not restricted from utilizing this collection because of age.
- Wonderbooks
Wonderbooks are purchased for the children's collection. The Library does not purchase batteries or headphones that are necessary for usage of Wonderbooks.

Periodicals

- Magazines
The Library selects magazines annually, removing low-usage titles and adding new ones as budget and space allows.
- Newspapers
The Library selects newspapers based on local interest and availability.

The Library will keep as many previous issues of a periodical as can easily be stored on the periodical shelves. Discarded periodicals will be disposed of in an appropriate manner.

Digitization

Pendleton County newspapers and other local historical or genealogical material of significance will be digitized and made available electronically as availability, copyright, and budget allows.

Special Collections

Standard selection criteria may not always apply to local history and genealogical materials since inclusiveness is the goal in regard to materials produced in and about the county.

- Local History
The Library places a high priority on acquiring comprehensive information and resources about Pendleton County, past and present. The Library will acquire materials for the local

history collection, within limitations of the budget, that reflect the political, social, cultural, and economic life of the county, region, and state.

- o **Genealogy**

The Library selects, arranges, and makes available for research materials that aid in tracing family relationships, especially those families who played a role in the settling and developing of Pendleton County. The Library will acquire genealogical materials based on relevance to existing material and space required.

See the Local History & Genealogy policy.

New formats

New media formats are studied carefully to assess their suitability for library use. Sufficient time is given to determine whether the new format will receive lasting use before it is added to the collection. The Library Director is responsible for determining the viability of adding new formats.

Self-Published Materials

To protect the quality of the Library's collections, self-published materials will only be added to the collection when it can be materially shown that they add value and knowledge in the areas of local history, politics, society, economics, or culture unavailable to the Library through any standard published volume.

Materials by Local Authors

The Library encourages and supports local Pendleton County authors. Items published by local authors will be added to the Library's collection based on criteria established in this policy. Local authors are encouraged to contact the Library to partner in book related programs.

Patron Requests

A small library with a limited budget cannot purchase every item that its patrons wish to have. For this reason, reasonable limitations must be set on what can be purchased in order to reserve most of the Library's budget for new, recently-published materials. In considering items requested by patrons for purchase, strong consideration will be given to the following criteria:

1. Preference given to single volumes, with additional consideration of appeal, cost, and space needed for entire series
2. In general, nothing older than 3 years, with additional consideration given to older items a) considered a classic; b) related to a currently popular movie; or c) missing from a series that is still being published.
3. Nothing exceeding \$35
4. Nothing that is rare or difficult to obtain from established vendors
5. Nothing that will appeal to only one (or a limited number) of patrons

Any patron request that the Library is unable to purchase, it will attempt to obtain for the patron through ILL.

Donations

- Donated materials

The Library welcomes donations but accepts them with the understanding that only those items which meet the criteria for material selection will be added to the collection.

Donations are final and become the property of the Pendleton County Public Library. The Library reserves the right to dispose of items that are in poor condition, out-of-date or not needed for other reasons, in the manner it deems most appropriate.

Although the Library acknowledges donations for tax purposes, it cannot be responsible for assessing monetary value of donations. The Library will, upon request of the donor, provide a Gift Receipt (see Appendix C), indicating the number and general description of materials donated.

Collection Maintenance and Evaluation

- Mending

The following minor repairs will be attempted before discarding an item:

1. Tip in loose pages with glue
2. Tighten or repair spine with glue or staples
3. Apply new jackets, spine labels, and/or barcodes
4. Tape damaged books for temporary repair
5. Clean or polish DVDs, CDs, and Games

- Replacements

Although the Library strives to have copies of standard, important, and classic works, replacement of every copy lost to theft or damage is not attempted. Consideration for replacing a lost item should be based in part on the following criteria:

- Patron demand/popularity
- Importance of the title
- Availability for purchase

Deselection (Weeding)

Regular deselection, or weeding, of the collection is essential: dated, inaccurate, and damaged items should be removed along with unnecessary duplicate copies. Finding sufficient space for the materials patrons need and want is also a priority, and weeding is often the only way to accomplish this. Materials are withdrawn on a systematic and continuing basis in order to maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interests of the community.

Responsibility for the weeding rests with the Library Director, but individual tasks may be assigned to other staff. Recommendations of the staff and the public will be considered.

Weeding generally follows the same principles and criteria as selection. Items will be discarded according to these general weeding criteria:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of community, and current demand
- Accuracy, timeliness and frequency of use

- Availability elsewhere - including online availability
- Availability of contents in more recent works

Books will be discarded if they:

- have yellow and brittle pages
- are badly worn or have loose pages
- are no longer considered accurate or factual
- have not circulated within a designated period of time
- have been superseded by new edition
- have any indication whatsoever of mold, which can spread to neighboring volumes

Discarded books will be disposed of in an appropriate manner.

Reconsideration of Library Materials

The Library is a unique institution charged with being an unbiased repository of recorded expression. In the selection of materials, an attitude of flexibility, open-mindedness, and responsiveness to the changing needs of the community is kept constantly in mind. Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the Library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. While the Board has delegated the responsibility for selection and evaluation of library materials to the Library Director and such staff as he/she may designate, they have the legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the *United States Constitution*.

The Library ensures free access to its holdings for all who use the library; people are free to select or reject for themselves any item in the collection. The responsibility for a minor's reading, listening, or viewing material rests with the parent and/or legal guardian; previewing materials is recommended if parents are concerned about content. While one can reject material for oneself or one's child, one cannot restrict access to materials for others.

Library staff uses the Collection Development policy, established procedures, and professional judgment in selecting, classifying, reclassifying, and deselecting items in the collection. Once an item has been accepted as qualifying under the selection policies and criteria of the Library, it will not be removed from the collection unless it can be shown to be in violation of those policies and criteria. However, the Library has established procedures to ensure objective and fair reconsideration of questioned materials.

Patrons and staff members of the Library may request that certain materials be reconsidered. Requests may be made for removal or reclassification (changes in labeling or movement of the material to another section of the Library).

Patrons and staff members of the Library with complaints about material should initiate the following procedures:

- Complete a Request for Reconsideration of Library Materials form (see Appendix D).
- Completed Request for Reconsideration forms should be returned to the Director of the Library.
- The request will be reviewed by collection development personnel and selected staff guided by the library's mission and the selection criteria of this collection development policy.

- After evaluating journal reviews and other materials submitted by the patron and the staff, the Library Director or their designee, will respond in writing within 30 days of receiving the formal request.
- In the event that the person who initiated the request is not satisfied with the decision, they may appeal for a hearing before the Library Board of Trustees by making a written request to the Chairman of the Board. If a hearing is granted, the individual will be notified when they may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Pendleton County Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Library Director.

Appendix D

Pendleton County Public Library
 801 Robbins Avenue
 Falmouth, KY 41040
 (859)654-8535
 Fax (859)654-8538

Request for Reconsideration of Library Materials

The Pendleton County Public Library Board of Trustees has delegated the responsibility for the selection and evaluation of library materials to the Library director and such staff as she designates. The Board has also established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures.

Name _____ Date _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Email _____
 Do you represent yourself? Your organization (specify)? _____

1. Material on which you are commenting:
 Book Video Audio Recording
 Magazine Newspaper Electronic Information
 Display Library Program
 Other (specify) _____

Title _____
 Author/Producer _____

2. What brought this material to your attention?

3. Have you examined the entire resource? If not, what parts? _____

4. What concerns you about this material? (Use additional pages if needed) _____

5. How does this material violate the Library's selection policies and criteria? _____

6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

