

Collection Development Policy

PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

This formal policy serves five vital purposes:

- It acts as a blueprint for our collection, guiding staff in decision-making regarding the selection, management, and preservation of the collection.
- It identifies responsibilities for developing collections.
- It establishes parameters and priorities, guiding staff in developing budgets and allocating resources.
- It informs the public of the principles guiding our collection development.
- It states the Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints.

COLLECTION DEVELOPMENT RESPONSIBILITY

Ultimate responsibility for collection development rests with the Director, who administers under the authority of the Board of Trustees. The Director, in turn, delegates the authority for selection to the designated professional staff who make individual selection decisions.

SELECTION AND EVALUATION CRITERIA

Selection Criteria

Library staff utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles, identifying quantities for purchase, and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide availability, physical space limitations, acquisitions procedures, and available budgets are all factors taken into consideration. Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Highest selection priority is given to those materials in all formats having the broadest appeal.

Library staff use their training, subject knowledge and the selection criteria to identify collection goals and priorities for the Library. The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected.

Criteria:

- Content
 - Accuracy of the information
 - Comprehensiveness
 - Enduring significance or interest
 - Integrity
 - Purpose
 - Quality
 - Representation of controversial or diverse points of view
- Cost in relation to use and/or enhancement to the collection
- Critical reviews

- Current and anticipated appeal
- Format *Additional format criteria are considered when selecting digital content, including: Accessibility; Ease of use; Equipment, training, and technology requirements; License agreement requirements and vendor support; Unique content*
- Local interest
- Relation to the existing collection
- Relation to other resources in the community
- Significance of the author/creator or publisher
- Suitability of subject and style for intended audience
- Support of library programs and initiatives
- Timeliness

Selection Sources

Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and patron requests and recommendations. The Library strongly encourages patron input, and all patron requests and recommendations are subject to the selection criteria outlined above.

Gifts

The Library accepts gifts of materials for the collection using the same selection criteria that are applied to purchased materials. Decisions regarding the final disposition of gifts are the responsibility of the Director and Professional Staff using the following guidelines:

- Not all gifts are added to the collection. Gift materials not added to the collection are not returned to the donor.
- The Library retains unconditional ownership of the gift.
- The Library reserves the right to decide the conditions of display, housing and access to the materials.
- Gifts added to the collection are housed in the most appropriate location, determined by evaluating staff.
- Unused gifts may be given to the Friends of the Public Library for public sale or further disposal as deemed suitable, or they may be disposed of through other means determined by the Library.
- The Library does not place a value on gifts, nor provide appraisals for income tax or any other purpose.
- The Library is pleased to accept monetary gifts intended for the purchase of library materials when the donors' intentions for the gifts and the library's collection development objectives are consistent.

Collection Evaluation & Maintenance

Once materials have been added to the Library's collection, they are managed through an assessment and evaluation process to ensure that ongoing collection priorities are met; that collections remain up to date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement, retention or de-selection. Library staff utilize professional judgment and expertise in deciding which materials to retain, replace, repair or de-select.

De-selection (removing items from the collection) is an integral part of collection development. De-selected materials will, at the Library's discretion, be donated to the Friends of the Public Library or disposed of through other means determined by the Library. The Library retains those materials that continue to have enduring or permanent significance to its mission and overall collection goals.

Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing or de-selecting include:

- Availability of item in alternative formats
- Feasibility, cost of repair
- Historical significance, interest, or value
- Physical condition
- Relative usefulness of item
- Space considerations
- Superseded, inaccurate, or out-of-date content
- Usage

Reconsideration of Library Materials

The Library welcomes expressions of opinion from patrons concerning materials selected or not selected for the collection. If a patron questions the content, tone or placement of an item in the collection, he/she should first address the concern with a Library staff member. Patrons who wish to continue their request for reconsideration of library material should ask a librarian for the **Request for Reconsideration form**.

After receiving the completed request for reconsideration, the Library Director will appoint an ad hoc committee consisting of the appropriate Collection Development staff and two Library Trustees. The committee will evaluate all requests to add or remove material from the collection within the context of the Collection Development Policy. During this process, the material in question will remain accessible to Library patrons. The committee will make a recommendation to the Director who will respond by letter to the patron.

Portions of this policy have been reproduced from the Cincinnati Public Library's Collection Development Policy

