
Title: Collection Development Policy

Effective Date: 9/20/99

Authorized By: Library Board of Trustees

Date of Last Revision: 8/26/19

The Collection Development Policy is intended as an outline for the guidance of general collection development decisions. The policy will outline the types of materials that are collected as well as their disposition and standards for access.

Philosophy and Scope

Patron demand will be the primary determining factor in collection management decisions. Circulation history, patron requests, and hold levels will be used to determine appropriate materials for the collection. In addition to patron demand, Library staff will select materials that are critically acclaimed and well-reviewed. The collection will be balanced with popular materials and information sources that provide a breadth and depth of world viewpoints.

The Huntington City-Township Public Library collects materials in a variety of formats and a variety of viewpoints. The Library does not discriminate against any material due to the political, racial, religious, or social viewpoints that are expressed therein. The Library respects and honors the rights of individuals to view materials, even if the content may be controversial or unacceptable to others.

Materials for children and teens are collected to provide a breadth of resources that encourage literacy, discovery, and learning. The Library encourages materials that reflect diversity and encourage an understanding of the community and the world. The reading and viewing of library materials by children is ultimately the responsibility of the parents. The Library will not censor or restrict the checkout of materials to children and teens.

The Library endorses the Library Bill of Rights, as published by the American Library Association, and the Freedom to View statement adopted by the American Film and Video Association.

Responsibility

The Library Board will adopt and regularly review a Collection Development Policy. The Library Director will be responsible for interpreting this policy. The materials budget will be allocated annually by the Library Director and the Assistant Director for Operations.

The Library Director will assign staff to specific collection development tasks as they see fit. Assigned staff will be responsible for selecting and deselecting all materials. The Library Director has the authority to override any collection development decision for any reason. No employee will be disciplined or dismissed for the selection or removal of library materials if the decision is made in good faith and in accordance with the adopted policy.

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Selection Criteria

General selection criteria for all areas will include the following:

- Accuracy and authoritativeness of the material
- Quality of writing and reputation of the author or publisher
- Date of publication and currency of information
- Cost and availability of material
- Availability of space
- Local importance or historical value
- Interests and needs of the community
- Physical durability and quality of the format
- Need for a balanced collection with multiple viewpoints

Formats

All formats are considered viable parts of the Library collection and will be selected based on need and demand. In general the most durable formats should be selected whenever possible.

Electronic Resources

Electronic resources in all formats are considered a vital part of the collection and will be selected according to demand.

Selection Based on Local Interest

The Library will attempt to purchase materials of local interest or those created by local authors or artists. These selections will be subject to the same selection criteria as all other materials. The Library will not purchase an item solely on the criteria of local subject matter or authorship.

Standards in Content and Quality

Competent and objective opinion is sought from a variety of reviewing sources as to factual accuracy, effective expression, significance of subject, and sincerity and responsibility of authorship. At times, however, the need for material on a certain subject or viewpoint may outweigh shortcomings of style, content or format.

Patron Requests

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Patron requests for materials are encouraged and will serve as an important selection tool. In all cases the materials requested by patrons will be given precedence over other selections, however all materials must meet the standards for quality and authoritativeness outlined above. The Library reserves the right to not purchase any item for any reason. Interlibrary Loan should be considered for materials that will not have continued demand in the Library collection. Items that are repeatedly requested through interlibrary loan should be considered for selection.

Requests for Reconsideration

Any person who has concerns regarding the content or quality of any book or other library material has the option to express their concerns. When any patron expresses a concern about material they will be informed of the Library's position of opposition to censorship. The patron will be immediately directed to the Library Director. If the Director is not available, the patron will leave their contact information and they will be contacted at the first available opportunity. The Director will attempt to address the patron's concerns without formal action whenever possible. If no agreement can be reached the Director will assist the patron in taking their concern to the Library Board. Once a patron has asked to speak to the Board about a request for reconsideration the Director cannot refuse to address that concern with the Board. The request for reconsideration will be taken to the Board of Trustees at their next regular meeting. The patron will be allowed up to ten minutes to formally state their challenge to the Board in their choice of format. The final determination regarding the disposition of the request for reconsideration is made by the Board of Trustees. The Board will always resolve a request for reconsideration within 3 scheduled meetings.

Collection Maintenance, Replacement and Weeding

The Library will be committed to a continuous process of withdrawal of materials. Each collection will be reviewed at least once every two years to remove outdated or damaged materials. A continuous process of withdrawal ensures that each collection contains relevant, attractive materials and that the collection size does not exceed the allocated space. The area served, interests of the users at each location, and the available space determine the appropriate size of the collection.

Materials will be considered for removal from the collection based on the following criteria:

- Worn or damaged
- No longer relevant or timely
- No longer accurate
- Low use

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- Multiple copies of a title that is no longer in demand

Specific guidelines for weeding will be addressed in the Collection Development procedure.

In most cases materials should not be replaced directly. Materials may be replaced with new editions or copies, or new or similar titles in the subject area if they meet the following criteria:

- Publication within three years if the item has more than three checkouts per year
- Historical circulation of more than five checkouts per year regardless of age
- Inclusion in any professional list of core collection items only if the item has maintained at least three checkouts per year
- Specific request by library staff for materials that they determine to have continued value