

# **Collection Development Policy**

Revised: November 21, 2023

## **PURPOSE**

The purpose of this policy is to guide the library staff in the selection of materials for the library collection and to inform the public about the principles upon which selections are made. This policy will also serve as a guideline when determining which gifts to accept, which materials to rebind, which lost or worn-out books to replace and which materials to remove from the collection.

## **RESPONSIBILITY FOR SELECTION**

The responsibility for selection of library materials is delegated by the Library Board of Trustees to the Director and, under his/her direction, to such members of the staff who are qualified by reason of education or training. All library staff members are encouraged to make suggestions. Patron recommendations are also welcomed. The Owen County Public Library Board of Trustees is ultimately responsible for materials acquired by the library

## **SELECTION TOOLS**

When selecting material for the library collection, the staff will rely upon various selection aids:

1. Review literature [professional journals, newspapers, magazines]
2. Standard lists [Public Library Catalog, Children's Catalog, etc.]
3. Publisher and distributor catalogs
4. Subject bibliographies prepared by other libraries and subject authorities
5. Customer recommendations

## **SELECTION CRITERIA**

All acquisitions, whether purchased or donated, are considered in terms of the standards listed below. Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of a work, several criteria and combinations of criteria may be used. A work need not meet all of the criteria in order to be acceptable.

1. Authority and reliability
  - a. Reputation and/or authority of author, editor or illustrator
  - b. Reputation and reliability of publisher

## 2. Treatment

- a. Accuracy
- b. Contemporary significance or permanent value
- c. Literary or artistic excellence
- d. Originality
- e. Use of graphics, video and/or audio\*\*
- f. Level of interactivity\*\*
- g. Comprehensiveness or depth of treatment
- h. Representation of various points of view
- i. Relation to existing collection and to other works on the subject

## 3. Accessibility of information

- a. Scarcity of information on the subject
- b. Availability of material in other area libraries or through interlibrary loan
- c. Inclusion in bibliographies, indexes, etc.

## 4. Format

- a. Binding, paper, type, design
- b. Arrangement of material
- c. Language
- d. Appropriateness and effectiveness of the medium to the content
- e. Ease of use\*\*
- f. System and equipment requirements\*\*
- g. Special features
  - aa. Indices
  - bb. Charts, graphs, etc.
  - cc. Written documentation/technical manuals\*\*
  - dd. On screen help/tutorials\*\*

## 5. Attention of the public, critics, reviewers, the media, etc.

## 6. Price and availability

*\*\*Criteria of particular significance to electronic resources*

## **GENERAL SELECTION POLICIES**

### **ADULT FICTION**

The library acquires fictional material to meet the recreational reading needs of the adult public, taking into account that adults vary greatly in education, personal interest, tastes and reading skill. The library sets no arbitrary standard of literary quality, but attempts to collect that, which is well written. Author reputation and public demand are primary criteria in the selection of adult fictional material.

### **ADULT FICTION - PAPERBACK**

The library typically acquires adult fiction in mass-market paperback format for the following purposes:

1. To replace popular titles that are no longer available in hardback
2. To provide popular authors/titles not published in hardback
3. To supplement the donated paperback collection

### **ADULT NONFICTION**

The library acquires material for the adult nonfiction collection to meet the assumed and expressed information needs of the local communities. These needs cover the spectrum of subjects inherent to adult contemporary society and take into account the varying levels of education and reading ability found in the community. Emphasis is placed on material that appeals to and is accessible to the general public.

### **ADULT NONFICTION - PAPERBACK**

The library acquires adult nonfiction in trade paperback format in the following circumstances:

1. If the work is important to the collection but not available in hardback
2. If the work warrants inclusion in the collection, but anticipated use is low
3. If the content is such that it will become quickly outdated
4. If the cost is substantially lower than for the hardback

### **YOUNG ADULT FICTION**

The library acquires fictional works created to appeal particularly to the young adult population, junior high through high school. This collection serves two purposes: to encourage recreational reading through the adolescent years and to develop appreciation for literary excellence. While primary emphasis is given to works by noted authors and works that have received critical

acclaim, popular demand is also an important criterion for selection. Because of their appeal, mass-market paperbacks are purchased to supplement the hardback collection.

### **YOUNG ADULT NONFICTION**

A very limited number of nonfiction works are acquired and designated as young adult nonfiction with the understanding that the adult collection provides material required for curriculum support and study. Only works judged to be of specific, personal interest to young adults are acquired for the young adult collection.

### **JUVENILE FICTION**

The library acquires fictional works created to appeal particularly to children from preschool to junior high age. The primary function of this collection is to develop in young children a love of reading and books that will continue into their adult life. Therefore, fiction is considered to be as important to the collection as nonfiction and literary quality and appeal to children are primary criteria for selection. Because of their appeal, mass-market paperbacks are purchased to supplement the hardback collection.

### **JUVENILE NONFICTION**

The library acquires material for the juvenile nonfiction collection that meets the educational, cultural and information needs of children from preschool to junior high age. Contribution to learning, both formal and informal, and appeal to children are primary criteria for selection.

### **REFERENCE**

The library acquires material for a non-circulating collection intended to provide ready access to factual information on a variety of subjects of interest to the public library patron. Particular attention is paid to the accuracy and currency of the information.

### **LOCAL HISTORY AND GENEALOGY**

The library acquires all available material pertaining to Owen County history and genealogy. Supplementing the collection are selected works pertaining to Kentucky at large and general genealogical resource materials. Because of the proximity of an extensive Kentucky collection at Kenton County Public Library and the Kentucky History Center no attempt is made to provide a comprehensive collection of historical or genealogical materials beyond Owen County. Local history and genealogy material may be acquired even though it does not meet standard selection criteria.

## **GOVERNMENT DOCUMENTS**

The library will purchase only standard reference works and documents that give information on Owen County and Kentucky. Government Documents require a huge investment in staff training and time and large amounts of storage space.

## **AUDIOVISUAL MATERIALS**

The library acquires a variety of audiovisual materials to supplement and enhance the traditional print collection.

DVDs: Emphasis is given to classic and award-winning feature films, educational and instructional programs, and children's features.

Audio CDs: Emphasis is given to popular and classic *audio books*, instructional programs, and children's books and entertainment.

Compact Discs: The purpose of the compact disc collection is to provide an introduction to significant styles of music, influential musicians and composers, and major recording artists. Emphasis is given to 20th century music representing major styles and trends, notable recordings of significant classical compositions and recordings by local artists.

Records/LPs: The library does not acquire items in this format.

Filmstrips/slides: The library acquires items in this format only for use in library programs.

16MM/8MM films: The library does not acquire items in this format. The library provides access to an extensive film collection owned by the Kentucky Dept. for Libraries and Archives.

## **ELECTRONIC MEDIA**

The library acquires electronic media to a limited extent to supplement and enhance existing collections. Emphasis is given to educational and informational works that are compatible with the widest variety of electronic devices. Ease of use and level of interactivity are primary criteria for selection.

## **PERIODICALS**

The library acquires periodicals to:

1. Supplement the book collection
2. Provide material that is not yet or may never be in book form
3. Provide informational and recreational reading

In addition to the standard criteria for selection, particular consideration will be given to whether the periodical is indexed in any of the major periodical indexes available at the library.

## **NEWSPAPERS**

The library acquires newspapers to provide information about current events of interest to the local communities. The library subscribes to local newspapers, selected major Kentucky newspapers and limited major national newspapers.

## **MAPS**

The library comprehensively acquires maps pertaining to Owen County. These include road and street maps, topographical maps, historical maps, government maps and other special topic maps. Maps pertaining to other areas of Kentucky are selectively acquired. A limited number of general U.S. and world maps are acquired.

## **TEXTBOOKS**

The library acquires standard textbooks only when they provide the best or only information available on a subject, typically of an introductory nature. Textbooks are not acquired or duplicated to satisfy the requirements of particular institution or curriculum.

## **LARGE PRINT MATERIALS**

The library selectively acquires large print materials to meet the general reading needs of visually impaired customers, both adult and juvenile. Emphasis is given to popular, high-demand works of both fiction and nonfiction.

The library provides access to the regional office of the Library for the Blind and Physically Handicapped for those customers who require material in Braille and/or would prefer home delivery of recorded material.

## **MULTIPLE COPIES**

The library acquires multiple copies of popular works to meet known and anticipated customer demand. Emphasis is given to works with a high potential for ongoing demand.

## **CRITERIA FOR NEW FORMATS**

New media forms are studied carefully to assess their suitability for library use, and sufficient time is allowed to determine whether they will receive lasting and wide-spread acceptance before collections of such new forms of media are added to the library.

## **DONATIONS**

The library accepts gifts of material with the understanding that only those items that meet the criteria for selection will be added to the collection. Out-of-date material, unneeded duplicates and items in poor physical condition will not be added to the collection. The library reserves the right to dispose of donated material as it deems most appropriate. The library cannot make any commitment for special treatment or handling of donated material. Donations of cash for memorials will be used to purchase material that is mutually satisfactory to the donor and the library.

## **COLLECTION MAINTENANCE**

### **WEEDING**

Systematic withdrawal, or weeding, of materials that are no longer useful to an accurate, active collection is as necessary as the purchase of new material. Weeding generally follows the same principles and criteria as selection. Additional factors considered when weeding include:

1. Significance of the publication [continuing inclusion in standard lists]
2. Age and currency of the publication
3. Availability of a later edition
4. Physical condition
5. Availability of contents in more recent works
6. Use/popularity

Specific weeding criteria for each discipline can be found in *Weeding Guidelines* attached to this document.

## **REPLACEMENT**

An item that is lost, damaged or weeded from the collection will not be automatically replaced. Need for replacement will be determined by two primary factors:

1. Amount of coverage of the subject in comparable or more current materials
2. Demand for the specific title

## **RECONSIDERATION OF CHALLENGED MATERIALS**

An item that has been acquired according to the established selection policies and criteria will not be removed from the collection at the request of those who disagree with it unless it can be shown to be in violation of those policies and criteria.

Owen County residents with a current OCPL library card in good standing may request a particular item in the library collection be considered for removal or reclassification (changes in labeling or movement of the item to another section of the library) by submitting a Request for Reconsideration of Library Materials form.

Completed forms should be returned to the Director.

The Director will appoint a committee to consider the challenged material and present a recommendation on the request.

The Director will make the final decision regarding the material and a written response will be made by the Director to the requestor. The requestor may appeal the decision to the Board of Trustees.

The library will only formally reconsider a specific title from its collection once in any eighteen-month period.

Subsequent requests for reconsideration will be answered without following the full process unless specific new information or insight is provided in a subsequent request which would, in the library's opinion, prompt further action.

## **DISPOSAL OF WEEDED LIBRARY MATERIALS**

Items that are weeded from the library collection will be disposed of in one of the following ways:

1. Offered for sale to the general public at library book sales
2. Donated to other public institutions such as schools, libraries, jails
3. Recycled or sent to a landfill





## Request for Reconsideration of Library Materials

Title \_\_\_\_\_

Author/Creator \_\_\_\_\_

Format (circle): Book Magazine DVD Audiobook Music Other: \_\_\_\_\_

What specifically causes you concern about this material?

What do you think would be the result of reading/viewing/listening to this work?

Are there any positive aspects to this work? If yes, please explain.

Did you read/view/listen to the entire work? \_\_\_\_\_ Yes \_\_\_\_\_ No

What specific action would you recommend to library leadership?

Request initiated by (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address Street/City/Zip \_\_\_\_\_

Do you represent

\_\_\_\_\_ Yourself

\_\_\_\_\_ Organization (Organization Name) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent/Guardian if request filed by minor \_\_\_\_\_

*Only signed forms will be considered. The Director will acknowledge the receipt of the form within 7 business days.*