

## **4.0 COLLECTION DEVELOPMENT**

### **4.1 Materials selection and de-selection**

#### 4.1.1 PURPOSE

The purpose of this collection development policy is to ensure that library materials and access to information meet the information and learning needs of the patrons. The policy will assist in budgeting decisions and responsible use of funds, define the purposes for the collection; and establish limits and priorities on collection parameters.

A policy cannot replace the judgment of individual library professionals and paraprofessionals but only provides guidelines to assist them in choosing from the vast array of available materials. Professional judgment and expertise, based on understanding of user needs and knowledge of authors, publishers, trends, and information resources in all formats is an important element in collection development.

### **4.2 Basis for Policy**

Plummer Public Library (also referred to as PPL) collection development policy is designed to guide collection building that will provide resources consistent with the Mission Statement. Out of necessity it is also driven by available funding.

The PPL Long Range Plan provides the structure for Library operations including collection development.

The principles contained in ALA's Library Bill of Rights, "Freedom to Read" Statement, Freedom to View and the Free Access to Libraries for Minors, which affirm protection of Constitution First Amendment freedoms will be adhered to by the Plummer Public Library. These statements are appended to this policy. See [Appendices 3.13](#)

### **4.3 Community Served**

Our primary service population is Plummer, Worley, Coeur d'Alene tribal reservation, and Benewah County residents.

Through resource sharing agreements and interlibrary loan, the collection is available to a potentially very broad population.

Public libraries cannot in general support the needs of higher education and research.

## 4.4 Selection of Library Materials

### 3.4.1 RESPONSIBILITIES

The Board is responsible for approving the collection development policy. The Board delegates full responsibility for the selection of materials to the Director. Under the authority of the Director, the librarians select and de-select library materials. High priority is given to requests from patrons and staff.

### 3.4.2 SELECTION CRITERIA

Library material selection takes place within the framework of a rural library system. A set of criteria are identified below, against which all items, whether purchased or donated, are evaluated and which apply to all formats and collections. These same standards determine the replacement, duplication, and withdrawal of materials.

The library's collection includes material on a wide range of subject areas written or produced for the general public. PPL does not purchase curriculum materials to support the program of any area school or library unless those materials are of general interest. Textbooks are purchased only if this format is most suitable to the subject matter.

Materials are selected to meet the needs of a diverse clientele, whose interests, views, and informational needs are varied. Not all items in the library will be of interest to, or suitable for, all library patrons.

An item will not necessarily be judged against all criteria, but against those appropriate to applicable to it.

In selecting materials for the library collections, the following general criteria are used:

- > Appropriateness to library's mission and service responses
- > Relationship to existing collection and other titles available
- > Availability elsewhere or more in keeping with other institutions' roles
- > Availability to purchase or access
- > Requests by patrons, advisory groups, and staff
- > Suitability of format for user's need and subject
- > Community interests and needs
- > Relevance to the experiences and contributions of diverse populations
- > Budgetary constraints and cost of item
- > Value of maintaining already established collection depth
- > Anticipated use
- > Physical quality of material
- > Value of resource in relation to its cost
- > Authority, accuracy and accessibility of presentation
- > Currency of information
- > Reputation of author, publisher or issuing body

- > Attention and response of critics, reviewers and general public
- > Subject matter and scope
- > Historical significance
- > Quality and style of writing
- > Inclusion of work in bibliographies, recommendation lists, indexes
- > CREW (Continuous Review Evaluation & Weeding) dates

## **4.5 Adult Collection**

The Director has primary responsibility for the selection and maintenance of collections serving the adult population. This will include:

### **4.5.1 FICTION**

PPL will acquire fiction material in a wide range of genres. Material is purchased in a variety of formats. Emphasis is on mainstream and genre fiction by American and English authors.

### **4.5.2 NONFICTION**

The nonfiction collection emphasizes timely, accurate and useful informational materials to support general community interests. It emphasizes materials that are current and in high demand. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the library collection. Material is purchased in a variety of formats.

PPL emphasizes non-scholarly materials.

### **4.5.3 REFERENCE**

Reference materials are for in-house use. They provide quick, concise and up-to-date information. Included are indexes, encyclopedias, bibliographies, biographical resources, dictionaries, almanacs and directories. Some reference resources will be provided via electronic access only.

### **4.5.4 ELECTRONIC RESOURCES**

PPL is part of the national information infrastructure providing people with access to global electronic resources and the opportunity to participate in the electronic arena. Electronic information and networking is a rapidly developing area of public and private activity. The library recognizes that these developments pose new challenges as well as new opportunities for library users, board and staff.

These methods of receiving information enhance the mission of PPL. Materials selection and electronic access to resources are both integral to fulfilling the

mission, which is to provide equal access to information and personal enrichment for all the people of our community.

Connection with electronic information services and networks provides access and information transfer rather than selecting and acquiring materials in the traditional sense.

#### **4.6 Collections for Youth and their Families**

The Director has primary responsibility for the selection and maintenance of collections for patrons from infancy through 12<sup>th</sup> grade, their parents, teachers and caregivers.

##### **3.6.1 ADDITIONAL CRITERIA**

- > Age and interest, appropriate content, and presentation
- > Emphasis on quality, critically acclaimed materials as demonstrated by awards, specialized bibliographies and/or reviews
- > Quality and aesthetics of illustrations to stimulate the imagination
- > Awareness of curriculum-based needs of public, private, and home school students, and secondarily, university students of Children's literature
- > Information and stories, which represent a spectrum of family styles, values and interests
- > Materials, which represent the richness and diversity of young people's local and world community
- > Materials which meet the particular developmental needs of youth at different stages

#### **4.7 Northwest History**

The library collects information and documents pertaining to Benewah County, Coeur d'Alene Tribal Reservation, and local and regional areas; the collection is not comprehensive. These materials are selectively collected; with awareness of, and in conjunction with, other local institutions having other regional resources through interlibrary resources. Whenever possible, access to the content of these richer collections is preferred over duplication of the materials themselves, except where they directly pertain to the history of our immediate area.

Because of the focal work of these other entities PPL is not a preserver of rare documents nor does it maintain a comprehensive local history research collection.

#### **4.8 Maintenance & De-Selection Guidelines**

The CREW (Continuous Review Evaluation & Weeding) manual will provide guidelines for PPL collection maintenance and de-selection.

De-selection is an essential element of collection development that ensures the libraries' materials are useful and accessible. De-selection (or weeding) criteria

includes, but is not limited to, books in worn or mutilated condition, outdated information, no longer of interest or in demand, or the subject is not within the guidelines of collection development.

#### **4.9 Censorship and Reconsideration of Library Materials** (see administrative policy 4.11)

#### **4.10 Donated Library Materials**

Donated materials will be considered for addition to the collection and are at times accepted by PPL. If added to the collection, they must meet the same criteria as outlined above. If not added to the collection, they may be sold at library book sales. The library reserves the right to refuse donations at certain times if storage space, personnel and budget do not allow for the expense of processing. All donated items must be clean and in good condition.

#### **4.11 Patron Challenge to Books and Materials**

Requests by library patrons to remove or relocate materials from Plummer Library's collection shall be made in writing. The form "Request for Reconsideration of Library Materials" is available at Plummer Public Library and must be used to formally file the concern. Only patrons permanently residing within the service area of the library may file a formal request. The completed form will be returned to the Director. The issue will be researched and the person who submitted the form will receive a letter as to the decision that is made within 30 days of the request. Any title, which includes all materials, will only be subjected to a review every three years. Patrons will be limited to filing three requests for reconsideration during any calendar year. A patron may appeal the Director's decision to the Plummer Public Library Board of Trustees. The decision of the Board will be communicated to the patron and will be final.

#### **4.12 Appendices**

- > Library Bill of Rights <http://www.ala.org/advocacy/intfreedom/librarybill>
- > Intellectual Freedom Statement  
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/intellectual>
- > Freedom to View <http://www.ala.org/advocacy/intfreedom/freedomviewstatement>
- > Free Access to Libraries for  
Minors <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>
- > CREW Guidelines by Dewey  
Class <http://www.ala.org/tools/libfactsheets/alalibraryfactsheet15>