

Sampson-Clinton Public Library Collection Development Policy

Purpose

This policy sets broad guidelines for the selection, collection, and withdrawal of library materials to support the Library's mission and goals.

Goal

The library will attempt to maintain as balanced and as varied a collection as possible. Materials will be selected to cover a variety of tastes, interests, purposes, and reading levels to fill the informational, recreational and educational needs of Sampson County residents.

The Library will endeavor to provide access to information in all fields and from all points of view. The Library, in collecting and acquiring publications and related materials representing the widest diversity of views, may include items which reflect controversial, unorthodox, or even unpopular ideas. The Library, the Library Board of Trustees, and Library personnel will not, either directly or indirectly, ban or censor any material. The presence of an item in the Library does not indicate any endorsement of its contents by the Library.

Responsibility

Ultimate responsibility for collection development and resource access rests with the Library Director who shall operate within the framework of this policy. The Library Director may designate staff members to participate in the selection of library resources. Both the public and library staff members may recommend materials for consideration.

Criteria for Collection

Any materials selection policy must be fairly general, and librarians must always exercise their knowledge and experience about all library materials and the community served. The goal of our library is to be inclusive, not exclusive, when developing our collections; therefore, no single set of selection criteria can be applied to all cases.

Each type of material shall be considered in terms of its own merit and the audience for whom it is intended. Reviews in professionally recognized resources are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities and the advice of competent people in specific subject areas shall also be used.

Materials which are pornographic (prurient in nature) are not collected. However, even if some people consider an item objectionable, no material shall be excluded because of coarse language, violence or frank discussion of sexual episodes when the author is justified in what he portrays or when such episodes are pertinent to the plot or character delineation.

All requests from patrons will be considered. However, esoteric materials of limited community interest will not ordinarily be purchased.

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The children's collection contains materials best suited to the abilities and interests of library users from birth through approximately age 12, while teen materials are intended for those approximately age twelve through eighteen. Children's and teen materials will be selected with the same care and judgment and following the same criteria as are adult materials.

The library will not attempt to furnish materials required for classroom or academic use. The library's role is to provide supplementary materials to enrich the resources available to students and teachers through the educational system. Materials for self-study or to supplement classroom study will be selected according to their appropriateness to the collection for use by the library's patronage as a whole. Textbooks will be purchased only when they provide the best coverage of a subject and are useful to the general public. Educational workbooks or other consumable items will not be purchased. Multiple copies cannot be purchased in response to student demands. It is expected that each school will meet its own curriculum demands with adequate materials.

The library considers that non-book materials such as magazines, newspapers, audiobooks and DVDs represent an alternative format and may be selected when this form best meets the needs of the community. These materials may be purchased or leased when they may be found at reasonable prices.

The library keeps its collection vital and useful by retaining or replacing essential materials and removing on a systematic and continuous basis materials which are worn, out-dated, of little historical significance, or no longer in demand. See Withdrawal section for more details.

Access to Materials

The library by its very nature is established to perpetuate intellectual freedom. To that end, the Board of Trustees and the library staff supports the "Library Bill of Rights," the "Freedom to Read," "Freedom to View," and "Free Access to Libraries for Minors," as adopted by the American Library Association (see attached). The library assures free access to its holdings for all patrons who have the responsibility to select or reject for themselves any item in the collection. Individual or group bias or disapproval about a particular item or type of material in the collection may not preclude its use by others. It is the responsibility of the parents or guardians who wish to limit or restrict the reading of their own children to oversee their selections. The library staff and trustees cannot and do not act *in loco parentis*.

Processing and shelving of materials shall in no way reflect a value judgment of the materials. All materials will be shelved in their proper order on open shelves, freely and easily accessible to the public, except for specific items which would be particularly hard or expensive to replace such as historical documents. These rare items may require staff supervision for use.

The entire library collection, with the exception of reference, genealogy materials, videos, DVD, and AV equipment, is available for use on the bookmobile, at nursing homes, for homebound service, and through inter-library loan.

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Gifts

The library may accept gifts of books and other materials without commitment as to final disposition. SCPL assumes unconditional ownership of all items donated and retains the right to use or dispose of them as it sees fit.

Gift items must meet the same selection criteria as purchased materials. Items in poor physical condition will not be accepted. Duplicate copies of items already in the collection will be added only if needed. The library does not accept textbooks or older publications of magazines, serial publications, or encyclopedia sets. Gift items, if needed, will be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library. When a gift is no longer needed, it will be disposed of in the same manner as purchased.

Gift materials will not be accepted with restrictions or conditions that necessitate special and separate housing, processing, or treatment. The only form of donor or memorial identification will be a gift plate. Library staff cannot assign a dollar valuation for gifts of materials, but staff will provide the donor with a statement verifying the number and type of materials donated and accepted upon request. Appraisal of the gift shall be the responsibility of the donor.

Withdrawal of Materials

Item withdrawal is an important aspect of collection development. An up-to-date, attractive, and reliable collection can be maintained only by purchasing and retaining appropriate materials, and by removing items that are damaged, outdated, inaccurate, duplicating, and otherwise no longer useful. The collection shall be evaluated by authorized and qualified staff on a systematic and continuous basis to identify materials that should be withdrawn based on such guidelines as outlined in *CREW: A Weeding Manual for Modern Libraries* (Jeanette Larson, 2008). Items may be withdrawn for such reasons as (but not limited to):

1. Condition
2. Availability of superseding editions
3. Obsolete or inaccurate information
4. Duplicate copies of items
5. Lack of use

The Library Director, with the permission of the Sampson County governing agency, will make the final decision regarding the disposition of materials withdrawn from or items donated but not added to the collection. Possible options include but are not limited to:

1. Library book sales with the proceeds being added directly back into the library budget to be allocated at the discretion of the Library Director. The following prices for withdrawn or discarded materials are suggested guidelines; however, the Library Director has discretionary authority to increase or decrease the cost of items for reasons including but not limited to age and/or condition.

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- a. Hardbacks : \$2.00
 - b. Hardbacks with original price of \$35 or more : \$5.00
 - c. Trade paperbacks : \$1.00
 - d. Mass market paperbacks : \$.50
 - e. Easy / Juvenile hardbacks : \$1.00
 - f. Easy / Juvenile paperbacks : \$.50
 - g. Books on Cassette / Videos : \$1.00
 - h. Books on CD / DVDs : \$2.00
2. Incentive giveaways for library promotions and programming.
 3. Donations to non-profit organizations or institutions.
 4. Recycling when possible.

Requests for Reconsideration of Materials

A patron's choice of library materials for personal use shall be an individual matter. Responsibility for the use of materials by children and adolescents shall rest with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she shall not exercise censorship to restrict access to the materials by others.

Any Sampson-Clinton Public Library cardholder who objects to the presence (or absence) of a work may do so by completing the *Statement of Concern about Library Resources* form. The Library Director and the Library Board shall review the patron's concerns. While an item is under review it shall remain in the collection for circulation. The patron shall be informed of the Board's decision regarding the objection by the Library Director, and this finding is final.

SCPL Board of Trustees 08-09
Sampson County BOC 09-09

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Statement of Concern about Library Resources

The Library Board of Trustees has authorized the use of this form as part of its *Collection Development Policy*.

DATE: _____

YOUR NAME: _____

STREET ADDRESS: _____

TOWN/STATE/ZIP: _____

I REPRESENT: MYSELF ____ ORGANIZATION (NAME) _____

TITLE OF ITEM: _____

AUTHOR: _____

FORMAT (book, audiobook, DVD, videotape, CD, etc.): _____

DID YOU READ/VIEW/LISTEN TO THE ENTIRE WORK? _____

WHAT CONCERNS YOU ABOUT THIS ITEM? _____

When completed, this form should be returned to : Library Director, JC Holliday Library, 217 Graham Street, Clinton, NC 28328.