

Hawkins Memorial Library Collection Development Policy

Purpose

A written Collection Development Policy aids staff of Hawkins Memorial Library in selecting and acquiring a useful, well-rounded collection to meet the needs of residents of the Library's service area and assists the public in understanding how materials are chosen for the collections. A policy statement also helps the Library Board of Trustees determine whether the director and staff are doing an acceptable job of building the Library's collections.

Responsibility

Selection of all materials shall be the responsibility of the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. A staff of assistant librarians assists the Director in the principles and practices of materials selection.

Both the general public and staff members may recommend materials for consideration.

Because the Director must answer to the Library Board and the general public for selections made, the Director has the authority to reject or select any item contrary to recommendations made.

Guidelines

The Library subscribes to the principles contained in the American Library Association's Library Bill of Rights and its interpretations, and the Freedom to Read Statement (see Appendices). These documents have been affirmed by the Library Board and are considered part of the Library's policies.

Inclusion of materials in the collection does not constitute endorsement of their contents. The Library recognizes that any given item may offend some patrons. However, because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

Selection of books and/or materials shall be made on the basis of the interest, information and enlightenment of all people of the communities served. Materials will not be excluded because of the origin, background, or views of those contributing to their creation. Items considered for selection are evaluated as a whole, not on the basis of a particular section or sections.

Materials may be available in a variety of formats. Factors governing the choice of format include anticipated use, ease of access, and availability of technology, if applicable.

Price, accuracy and timeliness of information are other factors influencing selection. The Library does not typically purchase out-of-print material for the collection, and no attempt is made to purchase all the works by particular authors. Borrowing materials from other libraries through interlibrary loan is an option available to customers for older or unique materials.

The Library welcomes suggestions from the public for materials to purchase. Such requests are typically fulfilled, assuming the desired item meets general collection development criteria, as set out below.

Criteria

Library materials are selected according to a variety of criteria in addition to demand or need. As a general rule, the library will acquire only works of interest to the layperson. The library does not support educational curricula through the purchase of textbooks. However, textbooks may be added to the collection if they provide the best, or only, sources of information on a subject, or if they complement an existing area with another perspective.

Non-print selections will follow the same criteria as all other materials. As technology changes, the library will acquire media in the prevailing format.

Electronic resources are increasingly important additions to the library collection. Selection of databases, e-books, and other online resources will follow the same criteria as all other materials.

1. General

1. suitability of form for library use
2. suitability of subject and style for intended audience
3. present and potential relevance to community needs
4. appropriateness of medium to content
5. insight into human and social conditions
6. importance as a document of the times
7. relation to existing collection and other material on subject
8. reputation and/or significance of author
9. attention of critics, reviewers, and public
10. currency

2. For works of nonfiction

1. current interest
2. scope and authority of subject matter
3. comprehensiveness and depth of treatment
4. objectivity
5. accuracy and logic of presentation
6. clarity of style
7. representation of challenging, or minority, point of view
8. scarcity of information in subject field

3. For works of fiction
 1. popular demand
 2. representation of important movement, genre, trend, or national culture
 3. vitality and originality
 4. artistic presentation
 5. sustained interest
 6. effective characterization and/or a realistic portrayal of life
 7. authenticity of historical or social setting
 8. novels in a series

Periodicals are added to the collection on the basis of interest or need. Prime consideration is given to those that are of broad, popular interest, are included in standard indexes, or that fill a particular void in the library's collection.

Newspapers are an important source of information. The library will provide access to local papers, as well as newspapers from larger, nearby cities.

Gifts and Donations

Hawkins Memorial Library welcomes donations to enhance the collections. Donated materials become the property of the Library. All donations to the Library are accepted on the condition that they may be retained and added to the collections or disposed of at its sole discretion, in accordance with this policy. In the case of monetary donations given to purchase specific materials, subject suggestions are accepted from the donor, but will adhere to this policy.

Withdrawing Materials

Withdrawing materials from the collection is an ongoing process and a standard component of collection development. Materials that are worn, damaged, outdated, duplicated, or no longer used may be removed from the collection. Some items will be replaced with newer editions, while some will not be. Withdrawn materials are typically resold on the Library's behalf or recycled.

Request for Reconsideration

The customer's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests 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 cannot exercise censorship to restrict access to the materials by others.

Any customer in the library's service area who objects to the presence of a work may do so by completing the Citizen Request for Reconsideration of Library Materials form, which is available at the library. The request will be placed on the agenda of the next meeting of the Hawkins Memorial Library Board of Trustees. The customer will be informed of the Trustee's decision.

Approved 2006

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