

Whitehall Public Library Policies

Title	Collection Development and Management
Date Approved	3/10/2010
Amended	
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Purpose:

The Whitehall Public Library will provide and maintain its collection in order to support the educational, leisure reading and general reference needs of the community. The Library will build and maintain a collection which serves Library users of all ages, educational levels, and backgrounds, providing opportunities for continuous learning, personal enrichment, and relaxation through books and other materials.

Statement of Policy:

The selection of Library materials shall be made within the framework of the following guidelines. Final responsibility for materials selection lies with the Library Director. It is at the discretion of the Library Director to delegate selection responsibilities to Library staff members.

General Selection Criteria:

The Library selects materials for its collection in whatever format is most appropriate in accordance with professionally accepted guidelines. The Library attempts to represent divergent viewpoints on public issues of a controversial nature. The Library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's or publisher's viewpoint.

The selection of materials is governed by the Library's mission and values, its assessment of the community's present and future needs, its recognition of and cooperation with other libraries in the consortium, and the limitations of space and budget.

Fiction Criteria:

Works of contemporary fiction, classic works, and novels of enduring value are included in the collection. Fiction is selected according to the following criteria: popular demand; reputation of the author and publisher; availability of professional reviews; appropriateness to the library's users; importance as a document of the times; relationship to the existing collection and to other titles and authors dealing with the same subject; interest and originality of plot and character development; style of writing; quality of illustration; literary merit; inclusion in standard library bibliographies; availability of similar material within the community and other area libraries; the physical qualities of the book; cost; and whether a title is part of an existing series.

Nonfiction Criteria:

The Library acquires materials of both permanent and current interest in all subjects, based upon the merits of a work in relation to the needs, interests, and demands of the community. While a single standard cannot be applied to each work, the following general criteria are to be considered when selecting materials for purchase: authoritativeness of the writer and reputation of the publisher; availability of professional reviews; accuracy of information; impartiality of opinion, or clearly stated bias; timeliness of data; adequate breadth and depth of coverage; appropriateness and relevancy of subject to the Library's users; popular demand; historical value; availability of similar material within the community and other area libraries; organization and style appropriate to the material and to the Library's users; quality of illustrations; special features, such as bibliography and index; durable binding and paper; and value for price.

Periodicals (Serials) Criteria:

Periodicals are publications issued and received on a regular basis and form an important part of the Library's collection. The Library does not subscribe to highly specialized and technical periodicals nor to professional journals other than those in the field of library science. With the availability of online full-text magazine articles, the periodical collection no longer requires extensive back collections. The Library's print collection is more of a browsing collection. Periodicals are selected according to the following criteria: Cost, requests by Library users, local or regional interest, expansion of a subject area to help balance the general collection, and circulation statistics (when renewing subscriptions). The retention of most periodicals is limited to a maximum of 1 year, except for **Consumer Reports** and **NADA Official Used Car Guide** which are retained for 5 years. Due to space considerations, collected daily newspapers will be retained for one month only.

Reference Criteria:

Reference materials, whether in print or computer-based formats, are those designed by the arrangement and treatment of their subject matter to be consulted for definite items of information rather than to be read consecutively. They can provide quick, concise, and current information or they may serve as an index to other materials in the collection. Since they are typically used frequently by the public and Library staff to answer specific questions, books in the reference collection are, therefore, designated for use within the Library.

In selecting for the reference collections, the primary criteria are the Library users' information needs and the format in which that information is available. Decisions to purchase are based upon content, currency, and ease of use. In addition to the general selection criteria mentioned above, the following must be considered in acquiring materials for the reference collections: favorable reviews or inclusion

in basic reference collection guides; reputation of the author or publisher; currency of information; value for the price; and the expense of ongoing maintenance. To a very limited extent, items not falling strictly within the reference format, but in high demand by library users, may be designated as a reference item to allow maximum use.

Audio Materials Criteria:

- Recorded Books - Recorded instructional, educational, fiction and nonfiction titles that parallel most areas of the general collection are made available. At present, recorded books are purchased primarily in the compact disc format, however, emerging technologies, such as the Playaway MP3 format are considered as well. Preference will be given to unabridged audio books, but abridgments may occasionally be purchased when the unabridged format is unavailable. In addition to the general criteria for selection, the following criteria must be taken into account when selecting recorded books: authority and competency of producer; artistic merit and reputation of the reader; technical quality (i.e. sound-quality and cost).
- Recorded Music - The Library strives to provide a collection of music on compact disc representing a broad variety of musical genres and taking into account the demand and interests of Library users. Selections include both instrumental and vocal recordings. The following criteria are taken into account when selecting music: authority and competency of producer; artistic merit; technical quality; and cost.

Digital Video Disc (DVD) Criteria:

The Library's goal is to provide a balanced collection which includes instructional, educational, and popular feature films. The following selection criteria are considered for digital videodiscs: favorable reviews; appropriateness of the subject to the collection; appropriateness to the interests and skills of the intended users; technical quality (i.e. clarity of picture and sound quality); authority and competency of the producer; artistic merit and reputation of the performers; Library user demand; and cost.

Electronic Resource Criteria:

Electronic resources include, but may not be limited to, educational and instructional CD-ROMs, CD-ROM games and games for Nintendo DS. The following criteria will be considered for electronic resources: cost; Library user demand; favorable reviews; appropriateness of subject to the collection; and technical and artistic quality.

Formats:

Materials are purchased in the most appropriate format for Library use. Although much of the Library's collection is offered in the traditional print format, valuable information is increasingly available in audio-visual and electronic formats. In addition, the Library may consider the circulation of "non-traditional" items including but not limited to American Girl dolls, novelty Cake pans, exercise equipment, e-readers and tablets.

New formats are considered for the collection when industry reports, national survey results, and local requests indicate that a significant portion of the community has the necessary technology to make use of the new format. The following factors must be taken into consideration when deciding whether to add a new format to the collection: availability of items in the format; cost per item; and the Library's ability to acquire, process, and circulate the items in the specific format. Older formats are discontinued when customer needs and technological advances result in obsolescence.

Gifts and Donations:

Gifts and donated materials are subject to the same thoughtful review as purchased materials. Timeliness, usefulness, out-of print status, and condition are among the criteria considered. The Library reserves the right to decide which items are added to the collection or to dispose of gifts as it deems appropriate. The Library also reserves the right to decline gifts (see Gifts and Donations Policy).

Weeding:

Weeding Library material is an integral part of effective collection development. An active and continuous weeding program is essential in maintaining a viable and useful collection. Materials are withdrawn from the Library's collection through systematic deselection or because of loss or physical damage. The continuous review of Library material is necessary as a means of maintaining an active collection of current interest to Library users. Statistical tools, such as circulation reports, collection turnover rates, withdrawal reports and other collection development reports, provide useful data. The following categories of materials should be considered for weeding: worn or mutilated items; duplicate copies; materials which contain outdated or inaccurate information; superseded editions of specific titles; and materials no longer of interest or demand. Library books with commemorative book plates will not be weeded within five years' time unless the book is excessively worn or its information outdated.

Materials Not Collected:

Due to finite resources and limited demand, the Library does not actively collect the following materials:

- Rare Books: The Library does not collect rare material that requires special handling.
- Foreign Language: The Library does not collect materials in foreign languages. However, English as a Second Language (ESL), introductory and instructional materials in foreign languages is collected in a variety of formats.
- Textbooks
- Dissertations and Theses
- Obsolete formats

Materials Reconsideration:

In order to represent the diversity of thought within the community, it is very important that the Library's collection contain materials representing differing points of view. The Library does not endorse particular beliefs or views, nor does the selection of an item express or imply an endorsement of the viewpoint expressed by the author.

There may be occasions when a Library user objects to a particular item in the Library's collection. If a library user wishes the Library to reconsider material that is in the collection, a Materials Reconsideration Request form is available. Professional staff will review such requests then notify the Library user of their decision.

Whitehall Public Library
Materials Reconsideration Request

Name _____ Date _____

Address _____

Phone _____

Author _____

Title _____

WPL Call Number _____

Book Sound Recording Magazine DVD Other

Why do you feel this item should not be in the collection?

Did you read, hear, or view the item in its entirety? ____Yes ____No

What specific pages or section of the item illustrate your point?

Would you regard the item as appropriate for any age group? If so, which?

Other comments that would be helpful to the committee reviewing this request?
