

PIEDMONT PUBLIC LIBRARY

Collection Development Policy

Approved October, 2016

Purpose

- To document the current collection management policies and procedures of Piedmont Public Library.
- To serve as a staff-training document for policies and procedures related to collection development and management.
- To establish a framework for continuous collection evaluation and improvement.

Goals

- To insure that the Piedmont Public Library collection fulfills the information and materials related recreational needs of all segments of the population.
- To strive for a collection that is balanced, comprehensive, and of adequate size, quality, and diversity to meet the needs of its users.
- To insure that all parts of the collection are up-to-date, attractive, and well maintained.
- To utilize collection usage statistics to insure an optimal allocation of the materials budget.
- To continually evaluate present formats, and to identify new formats that will make the collection more valuable to our patrons.

Materials Selection Policy

I. Philosophy and Goals:

The mission of the Piedmont Public Library is to be the center of information, entertainment and lifelong learning in Piedmont. The library's goal is to provide up-to-date and accurate information, and to offer the services and programs desired by the community of Piedmont. The library actively seeks to make community members and organizations aware of library resources and services.

In its role as provider of services for the community, the Piedmont Public Library fulfills the following roles:

- Support of Reference and Research
- Support of professional development
- Support of continuing education and lifelong learning
- Entertainment and recreation provider
- Support of self-education (GED, nursing, etc.)
- Support of college preparation
- Support of life skills development

- Encouragement of tolerance and multicultural understanding by developing multicultural collections

Because library materials and information come in a wide variety of formats, the Library fulfills its mission by buying materials in both print and non-print forms such as compact discs, video, and DVD, as well as subscribing to electronic resources.

The Piedmont Public Library primarily serves the residents of the area comprised by the 42 square mile area designated as the City of Piedmont. Non-residents associated with Piedmont through involvement with the Piedmont School system or other businesses are welcome to take advantage of the Library's services. The majority of library customers are elementary age children and younger, women over the age of 40, and senior citizens of both sexes.

The Piedmont Public Library subscribes to the principles of intellectual freedom as stated in the "Library Bill of Rights" (see Appendix 1), a document issued by the American Library Association. Included in this statement is the commitment to honor the rights of an individual to use the library regardless of age, race, religion, national origin, or social or political views. Accordingly, the staff of the library provides equal service to all Library users. Children and adults are equally free to use the entire library and to borrow all materials in the circulating collection.

II. Selection Process:

The librarian selects library materials after consulting professional review media, and after consulting with other staff to understand the needs of the community as documented in circulation statistics and requests. Final responsibility for the purchase of materials resides with the librarian.

III. Standards of Selection:

When selecting non-fiction material, the staff librarians consider the author's competency, the information presented, and the potential usefulness to the Library's collection. First, library staff attempts to meet the patrons' demands. Second, material is bought that is both pertinent and timely. Books that have current political and social significance are given high priority for selection. The Library makes a special effort to obtain material representing all sides of controversial issues. Third, staff members look to see that the author presents his or her material accurately, clearly, and in a readable manner.

The Library maintains an extensive collection of business directories, loose leaf services, updated laws, and periodicals. The Library continuously updates materials in the areas of education, health, government, technology, science, and current events to meet the informational needs of our patrons.

Local history and genealogical materials relating to Piedmont, Canadian county and Oklahoma are particularly sought for the collection. Histories, local newspapers, vital records, town reports, books by local authors, and books about this area are collected.

The Library attempts to purchase a wide variety of fiction to satisfy the needs of all of our borrowers. The Library staff chooses titles on the basis of reviews that consider, among other things, the appeal of a book for a specific audience, the artistic skill evident in its rendering, and the literary reputation of the author.

Hard back titles are always the first choice. Trade or library bindings are preferred, but general hard back is acceptable. Paperbacks are generally selected for the collection only when a duplicate copy of a popular hardcover title is needed, when the title is no longer available in hard back, or when titles on school reading lists are purchased to make these titles readily available.

Gift books in good condition are welcomed by the Library. Once accepted, the donated materials will be checked to see if they are in good condition, and if they meet the Library's standards of

selection. If donated items are not added to the library's collection, the Library reserves the right to either sell them at library book sales or to otherwise dispose of them.

The Library welcomes suggestions for the purchase of materials. Suggestions will be subject to the same standards of selection as other considered materials.

Due to the varied demands made upon the Library's resources, the number of duplicate copies bought for reserves will be limited.

IV. Juvenile and Children's Materials:

Materials selected for the juvenile and children's collection meet similar standards as all other materials selected for the Library's collection. Special effort is made to continuously update the collection and to weed worn and outdated materials. High priority for purchase is given to books of use and value to parents, teachers, and other people working with children.

The Library strives to provide children with the library materials necessary to aid their educational and personal development.

Some items may be included that might not be considered appropriate by all adults for all children. While some books are too mature for one child, other children may be ready for them. Only each child and his or her parents can decide what material is suitable for that child to read.

Elementary and high school libraries serve the curriculum needs of the students. While not duplicating these resources or attempting to follow all the changes in curriculum, the Piedmont Library does recognize the need to provide a wide variety of cultural and recreational reading matter for students and to provide some basic class related materials for students seeking to complete their assignments outside school hours. An effort will be made to select children's titles that appear on the school's Accelerated Reader lists.

V. Objections to Library Materials:

Any individual who desires may express his or her objections to particular library materials by completing a "Statement of Concern about Library Materials" form. After the form is completed, it will be brought to the attention of the librarian who will evaluate the original reasons for the purchase of the material. The Librarian will then respond to the person making the objection. Any remaining objections will be addressed by the Library Board.

VI. Confidentiality of Patron Records:

The Piedmont Public Library recognizes each patron's right to confidentiality. No information regarding any patron record, including the items circulated to that patron will be divulged.

Responsibility for Selection

The Librarian has operational responsibility for collection development. The Librarian allocates the materials budget, and insures that the collection is in conformity with the Materials Selection Policy. The entire staff is involved with selection. The staff reads reviews and recommends book titles for purchase. Additionally, staff may be assigned responsibility for weeding and replacement.

Selection Sources

Standard Review Sources

- New York Times Book Review - bestseller lists only
- Kirkus
- Baker & Taylor Forecasts
- School Library Journal
- Library Journal
- Horn Book

Standard Review Sources -- Online

- B&T Link
- Publishers' Weekly
- Library Journal
- Internet Movie Database
- Amazon
- Barnes and Noble
- VOYA
- Goodreads

Patron Title Requests/Staff Recommendations

All patron requests are considered for purchase, or referred to Interlibrary Loan. Patron title requests are submitted on a paper Materials Selection forms. Staff recommendations are given high priority, but follow the same procedures as patron requests. All requests must meet defined selection criteria.

Weeding/Mending

Examination of the circulation history of potential weeds due to condition identifies heavily used materials that should be replaced with the same or similar titles.

Books in poor condition are referred to the librarian for repair, replacement or withdrawal.

Formats

The format should be appropriate for library use. This means books must have durable bindings, clear print and good paper. Workbooks and books with perforated pages are generally avoided. Book club and some reprint editions are frequently of inferior quality and are not added to the collection unless they are important items and higher quality editions are not available. Audiovisual items should be tough enough to stand up to the heavy demands of library circulation.

Date

The date of publication is not a factor in recreational reading and in titles of literary merit and wide audience appeal. However, informational publications must be timely, and titles even two years old may not be selected because they will not remain accurate long enough to justify their cost. See sections on weeding for guidelines as to timeliness.

Demand

Adult fiction titles in considerable demand because of extensive publicity, local interest, author popularity, or other factors may be purchased, even if the title did not receive good reviews. Adult nonfiction titles in demand may also be purchased, unless there are serious questions about the accuracy of their information or the qualifications of the author.

Series

Although series are selected on a title by title basis, if the library has purchased previous titles in a series, and those titles have been popular, the selector will be inclined to buy others in the series. Ideally the library maintains all titles in very popular series, but this ideal is difficult to achieve.

Audiovisual Issues

The number of audio titles selected in comparison to the number produced is much lower than is the case with books. For audio books, the expertise of the reader and the sturdiness of the tapes and packaging is paramount. For feature films, recreation is the primary consideration. For "non-fiction" videos, reviews are important to identify quality titles.

Price

Price plays a role in selection. Price decisions are generally not made in the abstract, but in relation to the value of the item to the collection. However, to protect the patron, who is required to pay the cost of lost items, circulating items that cost over \$75 are generally avoided. With books, price limits mainly the selection of very expensive art books and some specialized professional texts. Often, the library will purchase a less-expensive trade paperback, rather than a very expensive trade hardback. Purchasing decisions are also affected by the discount the library will receive. Publications that are not heavily discounted (for example, traditionally, University presses and textbooks) and are also expensive are bought more sparingly than publications that are heavily discounted.

Holdings

Each title considered for purchase is evaluated in terms of the library's present holdings. For example, if the library has sufficient titles in a certain area, the selector may not choose to add a new title, even though it has received good reviews. Alternately, the library may buy titles that are of somewhat marginal quality if nothing else is available on the subject.

Academic Titles

Many books are published that are too specialized, too narrowly focused, or too academic for our collection. These books may have received excellent reviews, but do not meet the needs of the general audience that frequents a public library. Unless the content of the book is of local interest and generates significant local demand we generally do not purchase and add these titles to our collection.

Local Authors

Every attempt is made to acquire titles by local authors (Piedmont and other towns in Canadian County) that are published by mainstream publishers. Titles by local writers that are self-published are not added to the collection unless there is a compelling reason to do so (valuable local content, high local interest). Local authors often donate their self-published books to the library. The donated titles added to our collection will be noted with a searchable subject of 'Oklahoma Author'.

Curriculum Materials/Textbooks

The library does not collect textbooks or other curriculum-related materials produced specifically for schools, except as these materials also serve the needs of the general public. Thus, the library may purchase or add donations of a textbook that covers a broad area of knowledge that is not covered in more general publications. This includes a few high school level and undergraduate level texts, especially in the sciences and technology

General Weeding Policy

Reasons for Weeding

- To identify and withdraw incorrect or outdated materials. Library customers are dependent on us to provide up-to-date information. Outdated medical, legal, travel, tax and educational information especially can cause serious problems for our users.
- To remove from the collection those materials that are no longer being used. If the collection is full of materials that are not being used, our users cannot find the materials that they do want. Since we add approximately 2,500 items each year, we should be withdrawing somewhat less than that (taking into account attrition from other sources). Optimally, shelves should not be more than 3/4 full.
- To remove worn or damaged materials. Attractive, clean materials are preferred by all users and give the message that the library is a modern, up-to-date source of information. A well-maintained collection sends the message that we expect users to treat our materials with respect and return them in the good condition in which they were borrowed. Users appreciate a well-maintained collection and are more likely to support it. Popular worn titles should be withdrawn and replaced with attractive newer editions. Classics will circulate more heavily if they are clean and inviting.
- To increase circulation. Paradoxically, decreasing the size of the collection often results in increasing circulation. Users find it difficult to find useful materials when the collection is overcrowded with outdated, unattractive, irrelevant materials. Weeding makes the "good stuff" more accessible. Death from overcrowding is a common result of collections that are not properly and regularly weeded.

The Weeding Process:

1. Identify items that are candidates for weeding:
 - Train shelvees to remove shabby, outdated materials for consideration by the weeding staff.
 - Train shelvees to use printouts of items not circulated in a certain amount of time (generally 1-5 years) to remove items for consideration by the weeding staff.

Where appropriate, shelvees will note if there are other copies of the book, or other books on the subject on the shelf.

- Examine (as per the weeding guidelines outlined) specific date sensitive areas (business, investment, science, medicine, law, technology, etc. and weed those items whose information is not current.
 - Weed subject areas where currency is less urgent, less often, but still on a regular basis, based on computer generated usage statistics and condition.
 - Encourage all staff to be on the alert for dated and superfluous materials. Expect staff to make suggestions for weeding and replacement on a continuing basis, for all areas of the collection, both book and nonprint.
2. Physically prepare items to be withdrawn
 3. Remove items from the database.
 4. Order new and replacement titles as necessary.
 5. Withdrawn materials and gift materials not added to the collection will be sorted and:
 - Placed on the book sales shelves in the anteroom
 - Placed on the 'give away' shelves in the lobby
 - Boxed and donated to other libraries or organizations
 - Used as rewards for summer reading and other library programs

APPENDIX I: Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and June 27, 1967, and January 23, 1980, by the ALA Council.