

# **WILL ROGERS LIBRARY COLLECTION DEVELOPMENT POLICY**

## **Purpose**

A fundamental library service is the development of a quality collection that provides a meaningful, diverse, and useful array of materials for use by all segments of the community. The policies governing this collection development policy are designed to fulfill the library's mission statement, and provide consistency and guidance for the library staff in the professional selection and maintenance of all materials within the collection. The library affirms the standards and guidelines set forth by the American Library Association (ALA) and the Oklahoma Library Association (OLA), and will seek to embody the principles expressed in the ALA's Library Bill of Rights, Code of Ethics, Freedom to Read and Freedom to View statements and to implement those principles in all aspects of the collection development process.

## **General Principles of Collection Development**

The Will Rogers Library seeks to develop all areas of the collection in accordance with our mission statement, to "...provide a full range of quality public library services to enhance the learning and leisure activities of Claremore and Rogers County. Will Rogers Library will uphold the public's freedom of access to information, and will strive overall to provide resources and services that will enrich, educate, and entertain the community".

To fulfill this mission, the library staff will strive to create a balanced collection by seeking materials representing a diversity of views and expressions in all areas, including those which may be unorthodox or unpopular with some segments of the community. A balanced collection reflects a diversity of materials and resources, not an equality of numbers. In choosing and offering materials, the library does not promote any particular belief or viewpoint, but seeks a broad scope and variety to provide a public forum where all individuals may examine issues from different perspectives and make their own individual, informed decision.

Selecting a diversity of materials includes selecting materials for patrons of all ages. Access or use of materials is not limited by the age of the patron. The ultimate responsibility for the access and use of materials by minors rests solely with the minor's parent or legal guardian.

## **Responsibility**

Ultimate responsibility for all aspects of collection development including book selection, ongoing material evaluation and de-selection rests with the Library Director, who operates within the framework of policies determined by the Will Rogers Library Board and the budget limitations of the City of Claremore. Staff members may assist in the review and selection process and are therefore expected to be familiar with selection guidelines and with the library's written goals and objectives.

## **Selection Process**

The overall selection process is cooperative. The library appreciates the important role of both staff and the community in collection development and encourages suggestions from the public. While not all suggestions may be acquired, serious consideration will be given to all suggestions and ideas.

The library maintains a wide variety of materials in diverse formats, including print, audio-visual, and e-formats. Collection priorities are given to those materials and formats having the broadest appeal. Format selections are carefully considered for their potential popularity, patron demand, ease of use and cost of addition (including physical space limitations) before addition. As new formats are added, older formats with decreasing popularity or that are no longer available for purchase may be discontinued or removed from collections.

It is desirable but impossible to read, listen to, view, or minutely examine every item before purchase or addition to the library collection. The selection staff will make use of reputable selection aids such as professional journals, respected bibliographies, award lists, best seller lists, and useful online descriptive resources (i.e. Booklist, Library Journal, IMDB movie database, etc.). No one publication or resource will be relied upon exclusively, opinions of various reviewers will be consulted.

Determining the age or grade level appropriateness of material can often be a matter of subjectivity and personal judgment. The library will utilize professional tools and publisher reviews as well as training and professional judgment to assign materials to a specific area of the collection. However, adults are strongly encouraged to be involved in the reading process of their child, and to make their own evaluation as to their child's reading selection based on what they know about their own children.

The library does not attempt to be a historical repository for all materials which have contributed to the development of a particular field or interest. The library cannot serve as an archive or storage facility for any organization.

At times, certain materials, formats, subjects or genres may be grouped for special collection or featured as a themed display, and designated a distinct or separate shelving area within the library. These items may be re-integrated back into the general collection at any time, as interest or usage declines and/or space requires.

## **Selection Criteria**

When choosing items for placement in the Will Rogers Library collection, the following will be considered for all formats (these criteria are not prioritized):

- Literary, informational, educational, or recreational value
- Insight into human and social conditions
- Format popularity; suitability of format for repeated library use
- Professional and critical reviews
- Clarity, accuracy and effectiveness of presentation
- Presentation of both sides of issues
- Availability, interest, and age and condition of other similar or relevant collection materials
- Balance of special group interest with general demand
- Balance of contemporary/popular with enduring worth
- Local interest
- Price, budget and space constraints
- Availability from other resources or formats, such as through Interlibrary Loan, E-resource, or other area libraries
- Availability of usage statistics for online resources

Evaluation will include, but is not limited to, the above criteria. Other conditions such as patron demand, uniqueness, scholarship, historical value, or artistic merit may be considered. An item need not meet all selection criteria to be added to the collection, nor will any of the above criteria necessitate addition.

## *E-Resources*

The Will Rogers Library participates in the OK Virtual Library consortia in order to offer e-books to patrons. Selection and de-selection of materials is done at the vendor and consortia level, and all items selected for addition to these e-resources are available to all members of the consortia. The Will Rogers Library is neither responsible for all additions nor does the Will Rogers Library participate in the de-selection process of these e-books.

While several online databases are also offered to library patrons through the Oklahoma Department of Libraries and other resource vendors, those purchased by the Will Rogers Library are identified, reviewed and selected following the same guidelines as print materials where possible.

#### *Interlibrary Loan*

No single library can afford to purchase or house every item available or of interest to the public. Participation in the Oklahoma Department of Libraries Interlibrary Loan system is regarded as an integral supplement to the collection. Items which are found to be requested frequently will be considered for addition to the collection following the normal selection process.

#### **De-selection Process**

Integral to the development of a relevant, useful, current and informative collection is the de-selection of materials that no longer meet the collection development criteria. Ongoing review of all areas of the collection will be undertaken to evaluate physical condition, age of material, currency and relevance of content, availability in other formats, and/or degree of use. Systematic removal of material which is no longer useful is essential in order to allow room for new, useful materials of interest to the community.

Replacements of items meeting the selection criteria will be ordered as necessary, and outdated material replaced with current material in non-fiction subject areas. Staff members will notify the selection staff when items needing review or replacement come to their attention.

Materials removed from the collection will be donated or disposed of by the most appropriate method determined by the library at the time of removal.

#### **Gifts / Donations**

Gifts of materials in very good condition are accepted by the library with the understanding that the donation is unconditional and once donated, they cannot be returned. All gifts/donations become library property and may be added to the collection, given to Friends of the Library for their book sale, donated to other libraries or discarded. The Will Rogers Library reserves the right to decline any donations if they are deemed inappropriate for use in the collection and/or of negligible re-sale value.

Decisions regarding the placement of donated items in the library collection will be based upon the same selection criteria and principles detailed in the Collection Development Policy.

Gifts/Donations are not itemized or evaluated for tax purposes, although a receipt showing a general donation may be given upon request.

Be advised that rare, valuable or collector's items are not generally included in the library's collection due to the specialized nature of the care they require for protection and preservation. If such items are donated, they will be evaluated and may be sold or exchanged to benefit the library.

Donations of money for the purchase of memorial books or special gifts to the library are welcome. However, the library cannot accept previously purchased items, as placement of that item in the collection cannot be guaranteed. All contributions below \$40.00 will be placed in the memorial book fund. These funds are used to strengthen the core areas of the collection. A letter of acknowledgement will be sent to the family indicating a donation to the library was made in the individual's name. For a contribution of \$40 or more, the library will order an appropriate book. A donor may specify a preferred age level, format, or broad subject area (fiction, non-fiction, mystery, etc.). A letter of acknowledgement of the donation will be sent to the family, and a book plate noting the name of the remembered/honored person and the donor will be placed in the front of the book.

Just as all donations / gift items / memorial items are subject to the guidelines of the Collection Development Policy, they are also subject to de-selection. While every effort will be made to retain

these items within the current guidelines set forth, there should be no expectation that any item is to be considered a permanent part of the collection.

Authors, producers or performers who would like the library to consider adding their work to the collection may donate a copy of their item to the library. These materials are considered donations / gifts and are subject to the all relevant guidelines within this Collection Development Policy, including the fact that they cannot be returned.

### **Challenged Materials**

The library exercises impartiality in all selection decisions. The background, personal or political views of an author, performer or producer; the frankness or coarseness of language; the explicitness of text, illustrations or video; or the controversial content of an item will not automatically cause it to be excluded. Materials will be evaluated as a whole and not on the basis of a specific part.

Patrons wishing the library to reconsider the selection of any material may request and complete a Request for Reconsideration form from the library staff. Anonymous requests will not be considered. Staff members will evaluate the material in light of the customer's request, using published reviews and the criteria contained in this policy. If the patron is not happy with the staff's decision, they may request an audience with the Library Board to review the selection. Items under consideration will remain available on library shelves during the consideration process.

### **Policy Reviews**

This Collection Development Policy is considered a living document and will be reviewed periodically to ensure it remains in keeping with the changing needs of the community, the library's mission and objectives, changes in format and technologies, as well as the library and its procedures.

*(Policy Reviewed 4/21/22)*