

# **COLLECTION DEVELOPMENT POLICY**

## **Garden Home Community Library**

### **Reviewed 09/08/16**

In its broad outlines, the GHCL collection development policy follows the outlines of generally accepted practices in the profession, but especially the Code of Ethics of the American Library Association (<http://www.ala.org/tools/ethics>) and the nationally recognized CREW manual 2012 edition ([www.tsl.state.tx.us/ld/pubs/crew/index.html](http://www.tsl.state.tx.us/ld/pubs/crew/index.html))

#### **Purpose of Collection Development Policy**

The Collection Development Policy is one of the library's fundamental policy documents. It outlines the philosophies that create and shape the GHCL collection, the practices that maintain it over time, and the guidelines that help the collection respond to community needs while simultaneously protecting its contents from societal and political pressures. The Collection Development Policy ensures that over time, GHCL's collection will remain on course, reflecting the needs of the community, while creating unique experiences of meaning and inspiration for the individual patron.

#### **Philosophy and Scope of the Collection**

The GHCL collects materials, in a variety of popular formats, which support its function as a major information source for the demanding needs of our local population. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic and cultural diversity of the community. Our objective is to be a small but extremely innovative and vibrant resource.

Patron use is the most powerful influence on the Library's collection. Circulation, patron purchase requests and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. The reality of this in practice will be ensured by an examination of the WCCLS high holds ratio reports on a monthly basis (aka the sizzler reports).

In addition to patron demand, selections are made to provide depth and diversity of viewpoints to the existing collection as much as is possible in our extremely limited space.

Inherent in the collection development philosophy is an appreciation for each patron of GHCL. The Library provides materials to support each individual's journey, and does not place a value on one patron's needs or preferences

over any other. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of their parents or guardians, who guide and oversee their own child's development. GHCL will not intrude on that relationship.

GHCL will not seek to add archival or academic reference materials other than those required for ongoing professional development. These materials lie beyond its scope and limited physical space.

### **Selection Criteria**

The two selectors on staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current, or anticipated, demand
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to library circulation and use
- Date of publication
- Price, availability, and library materials budget

In practice the selectors will closely examine the following sources of reviews and publishing news every month **without** fail:

### **Adult Material**

- Booklist
- NPR book review recommendations
- New York Times Bestseller List
- IndieBound review list
- Notable book club suggestions (such as those from Oprah magazine).

### **Youth Material**

- Booklist
- Horn Book
- Kirkus Reviews
- Publishers Weekly
- School Library Journal
- New York Times
- Relevant websites such as Teen Reads, ALSC and YALSA.

### **Selector Material Processing**

Prior to passing an item to technical services for processing, the selectors will carry out the following steps:

- Appropriate bibliographic records will be obtained.
- Appropriate item records will be created and linked to the bibliographic record.
- The correct call number will be designated in the item record.
- The call number will be annotated on a post-it note on the front of the item.
- Any clarifying instructions that are not to appear in the call number will be added to the post-it in square parenthesis. For example [new].

### **Patron Recommendations**

Patrons may request items the library does not own. Each request is reviewed for purchase and inclusion in the collection, or for loan through the WCCLS Inter Library Loan procedure. Staff determine the best method for delivery of materials using the selection criteria, and patrons are very welcome to fill out the relevant online or paper request forms for ILL or purchase.

### **Requests for Reconsideration**

GHCL selects material using established criteria and full consideration of the varying age groups and backgrounds of patrons. Requests for removal of items from the collection may be made using a formal procedure. At no time will challenges from anonymous phone calls, rumors, or voiced concerns be honored; action occurs only when the reconsideration form has been returned.

## Request to Reconsider Materials in the GHCL Collection

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent self? \_\_\_\_ Organization? \_\_\_\_

1. Resource on which you are commenting:

\_\_\_\_ Book \_\_\_\_ Textbook \_\_\_\_ Video \_\_\_\_ Display \_\_\_\_ Magazine

\_\_\_\_ Library Program \_\_\_\_ Audio Recording \_\_\_\_ Newspaper

\_\_\_\_ Electronic information/network (please specify)

\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary).

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Revised by the American Library Association [Intellectual Freedom Committee](#)

In line with the guidelines set by the ALA, upon the submission of a complete reconsideration form the following steps will occur:

A member of the GHCLA board and the Youth Services Librarian and Director, should accomplish the following steps:

1. Read, view or listen to the challenged material in its entirety;
2. Review the selection process and the criteria for selection;
3. Check reviews and recommended lists to determine recommendations by the experts and critics;
4. Meet to discuss the challenge; and
5. Make a recommendation to the entire library board on removal, retention, or replacement.

The complainant should be notified of the committee's decision.

If the complainant disagrees with it, they may appeal the decision in writing to the entire GHCLA board, who will make the final decision.

### **Philosophy of Collection Management**

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff must review the collection regularly to maintain its vitality and usefulness to the community.

In practice the methods of the CREW manual will be followed in this area. Due to the extremely small size of the collection, items that have not circulated once in 12 calendar months are likely to be weeded out.

### **Responsibility for Collection Management**

The final authority for the library collection rests with the Library Director, with oversight from the GHCLA board. Implementation of the Collection Development Policy and management of the collection is assigned to relevant library staff.

GHCL disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The GHCLA book sale and Community Store serve as instruments for the library, reselling and redistributing

library materials that are withdrawn from the collection or donated to the library and designated by the library for resale.

### **Criteria for Weeding and Withdrawal**

As described by the CREW manual the following criteria are used in selecting materials for withdrawal:

- Failure to meet minimum annual circulation requirement
- Damage or poor condition
- Large number of copies in the collection
- Lack of relevance to the needs and interest of the community
- Low current demand / frequency of use
- Lack of accuracy / timeliness
- Low local interest
- Availability elsewhere, including other libraries and online

### **Donations / Gifts**

The GHCL accepts donations of books and other materials. The library retains the authority to accept or reject gifts, per the Donations Policy. The library does not evaluate or appraise gift materials for tax purposes, but will give a receipt for the total number of books or other items donated.

The library will not accept donations with conditions attached. For example, donations that must be added to the collection, kept in perpetuity etc. Such restrictions run counter to the future needs of the patrons of the library. See the GHCL Donations Policy for more details.