

# COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

BOONE COUNTY PUBLIC LIBRARY

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## INTRODUCTION

### LIBRARY MISSION

Discover, explore, experience a lifetime of learning.

### RESPONSIBILITY FOR SELECTION

The library Board of Trustees is responsible for approving the *Collection Development and Management Policy*.

The Board delegates responsibility for selection of library materials to the professionally trained personnel employed by the library.

### ACCESS TO THE COLLECTION

The library collection is accessible to all residents of Boone County. Most material is available for loan and the rest is available for in-house use. Specific lending rules are outlined in the library's *Lending Policy*. The library also subscribes to a variety of proprietary databases covering a wide range of subjects. Some materials may also be purchased to support staff in their duties, and may not be readily available to the public.

Responsibility for monitoring the use of the library's collection by minors rests with their individual parents and legal guardians. Selection of adult materials will not be limited by the possibility that items may come into the possession of minors. Parents or guardians who wish to limit a child's access to certain materials should accompany or otherwise advise their child.

The Boone County Public Library District Board of Trustees holds censorship to be an individual matter and respects a person's right to reject material of which he/she does not approve. However, attempts to censor the freedom of others with regard to the right to read will be resisted by the Board.

### RECONSIDERATION OF LIBRARY MATERIALS

Once an item has been acquired and added to the collection, it will not be removed unless it can be shown to be in violation of the library's policies and selection criteria.

Boone County residents with a current BCPL library card in good standing may request a particular item in the library collection be considered for removal or reclassification (changes in labeling or movement of the item to another section of the library) by submitting a Statement of Concern of Library Materials form. The request will be reviewed by collection development personnel, either the Public Service Director or the Youth Services and Outreach Director as appropriate, and selected staff guided by the library's mission and the selection criteria of this collection development policy. A written response will be made by the Executive Director, Public Service Director or the Youth Services and Outreach Director.

The library will only formally reconsider a specific title from its collection once in any eighteen-month period. Subsequent requests for reconsideration will be answered without following the full process unless specific new information or insight is provided in a subsequent request which would, in the library's opinion, prompt further action.

Due to the time and personnel required for review, all requests for reconsideration will be handled individually, in the order in which they are received.

## DONATIONS

Donations of materials may be accepted with the understanding that the same criteria of selection are applied to donated materials as to materials acquired by purchase, and that any donations may be discarded at the District's discretion. The library cannot make any commitment for special treatment or handling of donated material. A receipt will be issued upon request for donated items. Library staff cannot appraise donated material for tax purposes.

Donations of digital materials are subject to the same selection criteria as physical materials but must also be accompanied by a signed Use Agreement stating that the donation does not violate the proprietary rights of others, including but not limited to contract, copyright and trademark.

The library gratefully accepts funds for the purchase of materials. The library will attempt to honor requests to buy materials in a particular subject area or genre. Such decisions will be based upon availability of materials and the needs of the collection.

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## ARCHIVE AND HISTORY CENTER

Prospective donations are reviewed individually, and can take up to two months to process. The History Center reserves the right to refuse any donation that does not fit within the scope of the collection or the selection criteria. In such cases, the History Center may attempt to refer the donor to other organizations that may have an interest or need for the item. The Archive and History Center does not accept documents printed from websites.

## CUSTOMER RECOMMENDATIONS

Boone County residents with a current BCPL library card in good standing are welcomed and encouraged to recommend materials for purchase. Purchase recommendations fall under the same selection criteria as do materials selected by library staff. For this reason, not every title suggested is acquired. Patrons making purchase recommendations for subjects not collected by the library or for out-of-print material will be given the option of obtaining such material through Interlibrary Loan when possible.

## SCOPE OF THE COLLECTION

The scope of the collection refers to the range and types of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for the maximum possibility of free expression and free access to ideas. The library collection focuses on the general patron rather than the researcher, taking into account that individuals vary greatly in education, personal interest and reading skill. It also takes into consideration specific group needs, as identified by the library, within our community--for example, foreign language speakers, the visually impaired and emergent readers.

The library collection consists of all materials owned or licensed by the library or selected and linked to by professional staff, as detailed in the library's Work Product Policy.

The library acquires:

- Resources that document and illuminate the past.
- Contemporary resources representing various points of view, including resources which reflect current conditions, trends and controversies.
- Resources designed to increase an individual's ability to function effectively as a productive member of society.
- Resources which provide a meaningful aesthetic experience, stimulate the imagination, and increase an individual's potential for creativity.
- Resources, including the experimental or controversial, which extend an individual's capacity to understand the world.
- Resources which enhance an individual's enjoyment of life

## SELECTION AND ACQUISITION

Boone County Public Library does not promote particular beliefs or views. Selection of an item does not express or imply endorsement of the viewpoint of the author, but is an expression of the library's adherence to the principles of intellectual freedom. The library strives to provide a balanced view on important, complex, and controversial subjects by selecting resources portraying all sides of an issue, including unpopular and unorthodox viewpoints. Language, situations, or subjects that may be offensive to some community members do not disqualify material whose value is to be judged in its entirety.

## SELECTION TOOLS AND SOURCES

Tools used include professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles, and sales representatives for specific materials.

Standard bibliographic and review sources generally include, but are not limited to, the following: *Booklist*, *Kirkus*, *Library Journal*, *Publishers Weekly*, *School Library Journal*, *Video Librarian*, *Audiofile* and *ALA's Best of the Best*. Online reviews are also used.

Materials are purchased through a variety of local, regional and international vendors. Criteria for the selection of vendors include: discount, speed of delivery, reliability, stock availability, and availability of vendor-supplied services including processing and catalog records. The Boone County Public Library chooses the most appropriate vendor as determined by its criteria.

## GENERAL SELECTION CRITERIA

All acquisitions, whether purchased or donated, are considered primarily in terms of the criteria listed below. Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of a work, several criteria and combinations of criteria may be used. A work need not meet all of the criteria in order to be acceptable.

- Present and potential relevance to community needs and interests
- Significance of subject matter, permanence or timeliness of subject
- Reputation and/or significance of the author, illustrator, publisher, or producer
- Authority, accuracy, and accessibility
- Creative, artistic, literary or technical quality
- Comprehensiveness and depth of treatment; level of difficulty
- Local interest (author or subject)
- Response of critics, reviewers and the media
- Extent of publicity and customer demand
- Suitability of the physical form for library use [i.e. size, print, binding, equipment requirements, etc.], including any potential conservation needs
- Suitability of subject and style for the intended audience
- Suitability of the format to the content
- Relationship and importance to the existing collection
- Availability of material in alternate formats
- Availability of material elsewhere in the region

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#### PATRON SUGGESTIONS TO BE INCLUDED IN THE COLLECTIONNONFICTION

The library selects materials for the general reader rather than the specialist. Nonfictional works are added with consideration of the various backgrounds, abilities and levels of education which are identifiable within the community. Local needs and interests of the members of the community are also considered.

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#### FICTION

The library sets no arbitrary standard of literary quality. Fictional works are acquired primarily on the basis of public demand and public interest. Author popularity and reputation are also considerations. The library attempts to select items which engage a wide audience of users. Fictional works with ongoing and lasting appeal, such as those generally considered literary classics, are also purchased.

#### LOCAL AUTHOR/MUSICIAN

Authors and musicians currently residing in Boone County (KY) are considered local. Local material must be professionally produced, and of a quality suitable for library circulation to be considered for the collection. The library will accept donations of no more than two copies of an item from a local author or musician. All locally-created material, whether purchased or donated, must meet the same criteria for selection as any other material considered for the collection, and may be removed from the collection at the Library's discretion.

#### SELF-PUBLISHED WORKS

Technological innovations in the publishing industry have led to a dramatic increase in the number of titles that are either self-published or published by vanity presses. This increase in on-demand publishing has also led to an

increased demand for these kinds of titles. While the library does not exclude these works from the collection, the decision to purchase these titles is made according to the same selection criteria applied to any other work.

## FORMATS

The library acquires materials in a variety of formats. Selection within a format follows all general selection criteria. Currently, the library acquires materials in hardback, paperback, audio, video and digital formats. The library also selectively acquires large print and foreign language materials for all age groups. Availability of materials impacts the development of these collections.

The library acquires standard textbooks only when they provide the best or only information available on a subject, typically of an introductory nature. Textbooks are not acquired or duplicated to satisfy the requirements of a particular institution or curriculum.

The library must continually assess new media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training. It is essential for staff to monitor developments so that wise and cost-effective collection decisions are made for the Boone County community.

## MULTIPLE COPIES

The library acquires multiple copies of popular works to meet known and anticipated customer demand. Emphasis is given to works with a high potential for ongoing demand.

## GENERAL SELECTION AREAS

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### ADULT COLLECTIONS

The library acquires fictional material to meet the recreational reading needs of the adult public. The library makes every effort to acquire fiction which satisfies the diverse interests and tastes of its adult users.

The adult nonfiction collection provides a core of basic knowledge and strives to meet the determined and expressed information needs of the local communities. These needs cover the spectrum of subjects inherent to adult contemporary society. Emphasis is placed on material that appeals to, and is accessible to, the general public.

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### TEEN AND YOUNG TEEN COLLECTIONS

The library acquires fictional works created to appeal particularly to the teen and young teen populations, considered by the library to be ages 12-18. Young teen is generally defined as middle school aged children, while teen refers to high school aged youth.

The fiction collections strive to develop and encourage an appreciation for recreational reading through the adolescent years and into adult life. Emphasis is given to popular, high demand titles, as well as works that have received critical acclaim. The collection also includes works that often appear on local school reading lists.

In the teen nonfiction collection there is an emphasis on materials that reflect the personal interests of teens with the understanding that the children's and adult nonfiction collections generally provide materials required for curriculum support and study

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## CHILDREN'S COLLECTIONS

The library acquires fictional works created to appeal particularly to children from preschool to middle school (0-12 years old).

The primary function of the fiction collection is to nurture beginning reading skills and to develop an enjoyment of reading into adult life. Emphasis is given to popular, high demand titles, as well as works that have received critical acclaim. The collection also includes works that often appear on local school reading lists.

The children's nonfiction collection strives to contribute to early learning, both formal and informal, while also appealing to children.

Archive and History CenterThe library places a high priority on acquiring comprehensive information and resources about Boone County, past and present. The library collects reference and circulating materials which reflect the county's historical and cultural development. Information collected about contemporary Boone County supports current library programs and services and serves as the basis for future historical research. The collections fall under the management of the Boone County Borderlands Archive and History Center at the Boone County Public Library.

The purpose of the Archive and History Center is to serve the community by acquiring, preserving, and making accessible a collection documenting Boone County, Kentucky's history. As such, the resources in the collection will reflect the social, civic, educational, religious, geographical, economic, and cultural life of Boone County's present and past. The collection may include materials about other Kentucky communities and the United States related to Boone County, Kentucky. Acquired materials from any period may be considered. Collections will focus on groups, organizations, and individuals whose activities relate to Boone County, Kentucky. This may include, but is not limited to, the following:

- Photographic works of local historical interest, including prints, postcards, slides, and negatives of individuals, groups, buildings, landscapes, and events
- Papers, correspondence, diaries, genealogies, manuscripts, history research, and publications on local families and individuals
- Boone County-based publications such as newspapers, magazines, or newsletters
- Documents and research papers relating to buildings and property (private, commercial, and public).
- Promotional items, such as catalogs, flyers, pamphlets or memorabilia, containing historically significant information



- Boone County school yearbooks, public or private
- Survey plans, land subdivision plans, architectural plans, and aerial photographs
- Current and historic maps
- Oral histories about Boone County and its residents

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## STUDIES OF THE COUNTY UNDERTAKEN BY PRIVATE OR GOVERNMENT BODIES PERIODICALS AND NEWSPAPERS

The library acquires periodicals on a wide variety of topics to supplement the book collection, provide material that is not yet or may never be in book form, and provide educational, cultural and recreational reading. In addition to the standard criteria for selection, particular consideration is given to whether the periodical is indexed in any of the resources available at the library.

The library acquires newspapers to provide information about current events of interest to the local communities. The library subscribes to all local [serving Boone County] newspapers. Due to declining readership and increasing irregularities with publication and delivery, the library is not currently expanding state or national newspaper subscriptions., Complete backfiles are maintained only for those papers published in, or primarily serving, Boone County. These become part of the Local History Collection. Subscription databases may provide access to older and current issues of newspapers the library does not provide in hard copy, , such as major state or national newspapers.

## COLLECTION MAINTENANCE

### PRESERVATION

The library's facilities and budget do not accommodate extensive conservation and preservation activities for most materials. Reasonable attempts are made to keep valuable material in the collection through cleaning and repair. Other preservation efforts may include the transfer of information between formats, when copyright allows, in order to preserve the content.

Boone County Public Library is not a library of historical record except in relation to Archive and History Center collections. The general collections are not archival in nature, and no extraordinary efforts are made to retain or preserve last copies or out-of-print titles. The Archive and History Center Collection Development and Management Policy documents specific conservation and preservation activities related to the Archive and History Center Collections.

### DE-SELECTION

To ensure a vital collection of continuing value to the community, materials that are not well used, are out of date, or are no longer accurate may be withdrawn.

De-selection generally follows the same criteria as selection. Additional factors considered include:

- Relevance to the needs and interest of community, and current demand
- Accuracy, timeliness and frequency of use

- Local interest
- Deemed to be of an enduring nature
- Physical item condition
- Availability elsewhere - including other local libraries, interlibrary loan and online availability
- Availability of content in more recent works
- Number of copies in the collection

## DISPOSAL OF WITHDRAWN LIBRARY MATERIALS

Items that are withdrawn from the library's collection are disposed of in one of the following ways:

- Used in library programming
- Offered for sale at library book sales
- Donated to other public institutions
- Recycled or sent to waste disposal

## REPLACEMENT

An item that is lost, damaged or withdrawn from the collection is not automatically replaced. Need for replacement is determined by two primary factors:

- Amount of coverage of the subject in comparable or more current materials
- Demand for the specific title