

Collection Development and Management Policy

A. Purpose

The library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. This policy defines the scope of the collection and articulates the overarching principles which shape the development and management of the Augusta Memorial Public Library's collection. This policy guides the Library's responsibility to select, acquire, make accessible, maintain, and preserve the Library's collection.

This policy establishes a process for addressing patron questions and concerns, and defines the roles and responsibilities for addressing those concerns.

B. Objectives

The collection is one of the Library's major assets. It advances the Library's mission of "Connect Community. Provide Access. Share Resources." It helps create a future where every person has the opportunity and resources to read, advance, engage, work, and learn.

It is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the community. The library's staff builds and maintains a patron-oriented collection by anticipating and responding to needs and expectations.

Collection decisions are made in conjunction with strategic initiatives, especially the following:

- We, the Library Board, value intellectual freedom and the importance of an individual's right to read, view, and listen to a broad spectrum of knowledge, ideas, opinions, and creative expression. We uphold the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.
- We embrace the diverse ways in which people learn and acquire information.
- We believe the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.
- We value the role the Library plays as a repository of the community's cultural heritage.
- We recognize the importance of resource sharing with other libraries throughout the state and nation because it broadens all library patron's access to resources and information.

- We expect the Library to be responsive to changing patron interests and demographics, follow professional standards, and stay abreast of the new and evolving ways information is created, disseminated, accessed, and used.
- We value having a collection that provides many viewpoints, including those viewpoints which have been historically underrepresented or excluded.

C. Definitions

The Library's collection is the body of materials selected for and made accessible to library patrons.

"Materials" has the widest possible meaning and includes books and other print media, audiovisual, digital, and electronic formats. Materials may be owned or leased by the Library, housed in a physical location, downloaded, or accessed via the Library's website and other online services.

"Selection: refers to the decision that is made by Library staff to add a specific item to the library's collection and make it accessible either in a physical location or via the Library's website or other online services.

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

D. Responsibility for Selection

The Library Director works under the direction of the Board of Trustees and within the framework of this policy. The Library Director can delegate to staff the authority to interpret and apply this policy in daily operation but is ultimately responsible for all materials selection.

Library staff will work to provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, and manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

In an ongoing effort to maintain a flexible and responsive collection, all library staff members participate in collection development and management. They:

- Engage in open, continuous two-way communication with patrons and other staff
- Interacting with patrons with understanding, respect, and responsiveness
- Handle all requests equitable

- Work in partnership with one another to understand and respond to patron needs
- Understand and respond to rapidly changing demographics, as well as societal and technological changes
- Recognize that materials of varying complexity and formats are necessary to serve all members of the community
- Balance individual and community needs
- Seek continuous improvement through ongoing measurement
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened

Patrons also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the Library's website or directly to staff.

E. Criteria for Selection

Patron interest, both expressed and anticipated, as well as the Library's strategic plan, are the primary influences for the materials and formats that are selected. Materials are also selected to ensure that the collection as a whole contains materials on many different topics, that there is a choice of materials or formats on the subject, and that multiple viewpoints are expressed.

Works are not to be excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. Rather, in building the collection staff should be guided by the principle of selection, rather than censorship.

Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

To build a collection of merit, materials are evaluated according to a set of criteria to guide selection decisions. Not all criteria are applied to each selection decision.

General criteria for selection:

- Patron requests which are gathered through the public website, emails, phone calls, or in-person visits
- Present and potential relevance to community needs
- Format options
- Physical design is suitable for library use
- Subject and style is suitable for intended audience
- Publicity, critiques, and reviews
- Importance of the item as an artifact

- Historical significance
- Price of material
- Relevance to current trends and events
- Relation to the existing collection
- Potential appeal
- Relation to other resources in the community

Content criteria for selection:

- Competence, reputation and qualifications of author or publisher
- Consideration of the work as a whole
- Currency of information
- Objectivity and clarity
- Comprehensiveness
- Technical quality
- Represents a diverse point of view
- Representative of movements, subjects, genres or trends of lasting patron interest
- Artistic presentation and/or experimentation
- Sustained interest or demand
- Usefulness of the information
- Relevance to local history collections
- Provides unique contribution of a field of study

Additional considerations for electronic formats:

- Ease of use
- Available to multiple, concurrent users
- Remote access
- Technical and support requirements
- Vendor data privacy practices
- Not restricted by location

F. Access and Resource Sharing

Access to materials is ensured by the way they are organized, managed, and displayed.

Patrons access the collection via the Library's catalog, the Library's website, other online services and through their interactions with staff. Items not owned by the Library but discoverable within the MORE catalog may be requested for pick up at the library for the patron's convenience. The Library's outreach services enable greater access to the collection.

Use limitations ensure fair and equitable access to materials. Access to some items may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Items that are not in the consortium collection may be obtained on behalf of the patron from another library via established interlibrary loan networks. Conversely, Augusta Memorial Public Library's materials may be lent to other organizations that also participate in the networks.

G. Gifts and Donations

The Augusta Memorial Public Library welcomes gifts and donations of selected materials for the collection based on the following criteria:

- The Library, in accepting a gift of materials for the collection, assumes free and complete legal title to those materials.
- The decision regarding the acceptance or rejection of gifts will be determined by the staff member responsible for selecting materials for that part of the collection.
- The Library will place in its collection only materials which meet the criteria stated in its Collection Development and Management Policy.
- The Library may dispose of materials which are deemed unsuitable for inclusion in the Library's collection.
- Patrons who wish an appraisal of the materials they are giving to the Library must have them appraised prior to the transference of the gift to the Library.
- Cash gifts for the purchase of materials, whether as a memorial or for any other purpose, will be distributed with the general nature or subject of the donors choosing. However, the selection of specific titles will be at the discretion of library staff in accordance with the needs and selection policies of the library.
- An acknowledgment of a gift of materials for the collection will be sent to a donor when, in the judgment of the staff member responsible for selecting materials for that part of the collection, it is a significant contribution.
- Due to staffing limitations, the Library is not able to pick up donations of materials.

H. Special Collections

Materials of long-standing value are preserved. Preservation methods used include the following: preservation photocopying, preservation enclosures, digitization,

replacement of content through the purchase of another edition, rebinding, repair, and use restrictions.

Once determined to be a special collection, that collection as a whole is considered to be a permanent part of the Library's collection. Removing a special collection will be considered if it does not advance the Library's mission and vision, or if the Library no longer has the resources to house, manage, and maintain the collection. In order to remove or redefine a special collection, library staff would make a recommendation for its removal subject to the approval of the Library Board.

I. Collection Maintenance

Physical materials are distributed and maintained in the library and community partnership locations throughout our service area. Electronic formats are maintained on the Library's website or other online services.

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, redistributed, repurchased, withdrawn, re-catalogued, or preserved for long-term retention.

Staff rely on a set of criteria to guide their decisions to withdraw items from the collection:

- Format or physical condition is no longer suitable for library use
- Content is available in multiple formats
- Obsolescence-information that is no longer timely, accurate, or relevant
- Insufficient use or lack of patron demand
- Little or no relevance to current trends and events
- No long-term or historical significance
- Space limitations
- Sufficient number of copies in the collection
- Easy availability in other collections locally or nationally

Not all criteria are applied to each de-selection decision.

Withdrawn materials may be reused by the Library's Outreach Services, donated to community partners, sold, or recycled.

J. Selecting Materials on Controversial Topics

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity;

controversial content of an item; or endorsement of disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

K. Reconsideration of Library Materials

Individuals may request a selection decision to be reconsidered by submitting a written "Request for Reconsideration of Materials" to the Library using established library procedures and guidelines, available at the Library's service desk. The Library Director will respond in writing to an individual's written request.

The Library Board, upon request, hears appeals of the Library's response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Library Board and will be taken up at Board meetings.

For further information on the shaping of this policy see:

- [Library Bill of Rights](#)
- [Freedom to Read](#)
- [Freedom to View](#)

Request for Reconsideration of Materials

Title: _____

Author: _____

Publisher or Producer: _____

Date (of publication): _____

Type of Resource on which you are commenting:

- Book (e-book) Movie Audio Recording Magazine
 Content of Library Program Other _____

What brought this resource to your attention?

Have you examined the entire resource? _____ If not, what sections did you review?

What concerns you about the resource?

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

What action are you requesting the committee consider?

This statement of concern was submitted by:

Please PRINT contact information:

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip _____

Email Address _____

Do you represent self? ___ Or an organization? ___

Name of Organization: _____

Return the completed form to the library director. After review, the director will consider whether the selection mentioned in the complaint follows the criteria stated in the collection policy. A decision will be made and a letter sent within 15 business days of receiving this form.

****Staff Only*****

This statement was received by the director on: _____

Comments from Review:

