
Collection Development and Management Policy

General Statement of Policy

The *Collection Development and Management Policy* provides information for staff and customers on the selection and maintenance of materials offered by the Northwest Regional Library System. The following guidelines are used by staff in order to maintain a collection that meets the needs of the local community and supports the Library's mission.

Mission Statement

The mission of the Northwest Regional Library System is to connect the people of our diverse community with the information they seek for school, work and play.

Guiding Principles and Intellectual Freedom

The Northwest Regional Library System collections contain materials which examine ideas and issues of infinite variety, including those that may be controversial. The Library endorses the Library Bill of Rights (see Appendix A) and strongly believes that every individual has the right to both seek and receive information from all points of view without restriction. The Public Library has a responsibility to collect materials representing diverse points of view in order to meet the wide ranging information needs of the community. The Northwest Regional Library System does not promote particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. It is the position of the Library that the customer, parents or legal guardians have the responsibility for selecting materials which are appropriate for themselves or their children. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Responsibility for Collection Management

Ultimate responsibility for the condition and content of collections in all Libraries rests with the Library Director who operates within the framework of the policies adopted by the Bay County Board of County Commissioners, the governing body for the Northwest Regional Library System. Actual selection and de-selection of materials for the collections of all NWRLS Libraries is the duty of staff designated by the Director.

Selection Criteria

The Library collections provide as wide a selection of materials as possible within the constraints of budgets and space. Customers and staff members are encouraged to submit purchase recommendations which are given priority consideration. Library cardholders may suggest a title for purchase by submitting the form on the Library website, http://www.nwrls.com/suggest_a_title.html.

Criteria to be considered for materials in the collection:

- a) Popular interest (patron requests are given priority consideration)
- b) Author reputation and/or authority in the field; reputation of the publisher
- c) Positive reviews in various popular and professional periodicals
- d) Relationship to the existing collection
- e) Timeliness, currency, and enduring value of content
- f) Contemporary significance, attention from critics, reviewers, and the public
- g) Historical significance
- h) Quantity (having sufficient copies of high-interest materials)
- i) Suitability of format, subject, style, and level for the intended audience
- j) Works of local, state, and regional interest
- k) Availability of material in other Libraries in the community or via interlibrary loan
- l) Availability of more suitable material

- m) Durability of the format
- n) Price and availability for purchase

An item need not meet all of these criteria to be selected.

Donations and Gifts

NWRLS welcomes non-returnable donated materials at all locations. Gift items are reviewed using the same criteria as those purchased and must be in good enough condition to make their processing economically feasible. Once donated, gift items become the property of the Library and can be added to the Library collection, sold, donated, or discarded.

Donations that are added to the collection are typically placed in the branch where they were donated, unless a more suitable location is determined. Gift materials are only accepted if there are no stipulations by the donor as to the disposition.

Library staff can provide a receipt showing the number and types of materials donated, for tax purposes, but cannot provide the value of donated items.

Monetary contributions for the purpose of purchasing books or other materials are accepted. Donors may specify a general subject category, format and age group for which materials are to be purchased. These materials may be designated as tributes or memorials. The *Tribute and Memorial Gift Form* can be found on the Library's website, http://www.nwrls.com/donation_form_fillable.pdf.

Art and Artifacts

Occasionally members of the community wish to donate works of art or other artifacts. Guidelines for these types of donations are covered under the *Art and Artifact Acceptance Policy*.

Evaluation of Collections

In order to maintain a quality selection of materials, the collection must be continuously evaluated in terms of use, age, condition, timeliness, and subject area coverage. Regular review of the collection helps staff identify materials that should be removed and helps identify gaps in the collection where additional or updated materials should be added. It is the responsibility of designated Library staff to periodically evaluate current holdings to determine if the collections meet selection criteria.

The specific purposes of the System's collection maintenance plan are:

- a) to remove outdated, obsolete, and inaccurate information
- b) to maintain organized and balanced collections that reflect community interests and needs and that support the System's mission of service
- c) to present a neat, well-managed collection to the Library's public by removing worn and damaged materials
- d) to make efficient use of space so that the public can quickly find current, authoritative information
- e) to reduce unnecessary duplication
- f) to ensure quality and integrity rather than mere quantity
- g) to gain familiarity with the collection to facilitate future selection decisions

Criteria for De-selection

“Weeding” is the practice of removing items from the collection due to lack of use, poor condition, or because the information contained within is outdated or superseded by more current material. Weeding is necessary to maintain a relevant collection and to make room for new materials. Library staff involved in the evaluation of the collection must review titles with the following in mind:

- a) physical condition and appearance
- b) timeliness; reliability of the information
- c) use (circulation reports determine usage patterns)
- d) availability (through a member Library or interlibrary loan)
- e) age
- f) relevance to community needs and interests
- g) whether the title is part of a series where other volumes are currently in the collection

Following these basic guidelines, materials that are likely to be withdrawn include:

- a) books that are outdated or contain incorrect information
- b) materials no longer relevant to a community’s needs or interests
- c) damaged or worn materials that can be readily replaced with new editions or more current, equivalent material
- d) superseded editions not considered to be classics
- e) duplicate materials of low demand that are not needed in another location
- f) materials that have not circulated in two years

Reconsideration of Library Materials

Comments from members of the community about the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this *Collection Development and Management Policy* when making additions to or deleting items from the collection.

Patrons who wish staff to reconsider the decision to add (or not add) an item to the collection will be asked to put their request in writing by completing and signing a *Request for Reconsideration of Library Materials* form which may be obtained from any Library location. Upon receipt of a formal, written request, the Director will appoint an ad hoc review committee from the Library staff. A member of the Library Advisory Committee is also asked to serve on the review committee. Review committee members will make written recommendations to the Director who then will make a decision regarding the disposition of the material. The Director will communicate this decision and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date.

In the event that the person who initiated the request is not satisfied with the decision of the Director, an appeal to the Library Advisory Committee may be requested in writing to the Library Director. The LAC reserves the right to limit the length of the presentation and public comment. The LAC will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures. On the basis of this determination, the LAC may vote to uphold or override the decision of the Director. The decision of the LAC is final.

Items under review will remain in the collection until the reconsideration process has been completed.

Special Collections

Genealogy and Local History Collections

The Jane Patton Genealogy and Local History Room at the Bay County Public Library and the Alfred I. DuPont Florida History – Genealogy Center at the Corinne Costin Gibson Memorial/Port St. Joe Library

house genealogical and local history materials. The primary purpose of these collections is to preserve materials that document local history and to make these materials available to researchers and the general public. These items are for reference use only and may not be borrowed.

Due to their archival purpose, items in these collections are added and removed based on criteria which is different than the criteria for the regular circulating collection. Materials will not be removed due to age and are seldom removed due to lack of use. Items in poor condition are repaired and preserved for use.

Space is fixed and limited for these collections so materials are added only if they fit within the scope of the collection, add depth to the collection, and otherwise adhere to this policy. Items which duplicate what is already available in the collection are not added. Gifts of books, memorabilia, photographs or other materials are accepted if they meet selection criteria and there is a need for the items in either collection. Anyone considering a donation is encouraged to contact the Library.

The Bay County Public Library and Corinne Costin Gibson Memorial/Port St. Joe Library reserve the right to dispose of materials in accordance with the Donations and Gifts section of this policy.

Bay County Law Library

Created in 1969 by Laws of Florida, Chapter 69-835, the Bay County Law Library's charge is to provide a central, adequate Law Library for the use of county officials, judges, officers of the several courts of Bay County, and the citizens of Bay County. The Law Library is operated and governed by the Bay County Law Library Board. The Law Library collection is housed at the Bay County Public Library. The Law Librarian makes decisions regarding the selection and removal of materials in the Law Library collection.

Local Authors

Authors and/or illustrators who reside in Bay, Gulf, and Liberty Counties are invited to donate a single copy of their work to their local Library branch to be considered for inclusion on the Local Author Shelf. These titles are not catalogued, but will be available for the public to check out. If the local Library has a designated Local Author Shelf the item will be housed there, if the Library does not have a designated area the book will be shelved with the Bay County Public Library Local Author collection.

Adopted September 15, 1993; revised May 1, 2007; August 19, 2014

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.

I. 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.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.