

## **Collection Development and Management (04/18/24)**

### **I. Philosophy**

The mission of the Clarksburg Harrison Public Library is to provide spaces, resources and activities that promote literacy, lifelong learning and community connection for everyone. The library provides an impartial environment in which individuals may explore their interests and interact with ideas and information spanning the spectrum of knowledge and opinions. The library board is committed to protecting First Amendment rights and affirms the American Library Association's Library Bill of Rights, Freedom to View and Freedom to Read policy statements. CHPL incorporates the tenets of intellectual freedom in acquiring and managing collections and upholds the right of every individual to both seek and receive information from all points of view without restriction.

The Library is committed to honoring the rights of individuals to use the library and access information regardless of age, race, religion, national origin, or social or political views. Use of materials is not limited by the age of the patron. Responsibility for the use of materials by minor children rests solely with their parents or legal guardians.

The library seeks to go beyond books and typical library materials to provide a collection that truly meets community needs. Non-book materials including wi-fi hot spots, STEM activity kits, cake pans, pre-loaded learning tablets and other items are regularly added to the collection.

### **II. Objectives**

The library's collection is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of patrons in the library's service area. Library staff seek to build and maintain a patron-centered collection by anticipating and responding to needs and expectations of the community. Collection decisions are made in conjunction with the library's mission, vision and strategic initiatives. Some relevant areas of emphasis from CHPL's current plan are:

- To inspire and encourage our community to never stop learning
- To be a source of accurate information
- To be a safe and welcoming place for all
- To expand the library's offerings of circulating equipment, devices, tools and other non-book materials based on user needs
- To expand opportunities for those without reliable internet to check out mobile Wi-Fi hotspots and equipment

### **III. Responsibility for Selection**

The public library has a number of selectors on the staff responsible for different levels of collection development. All staff responsible for selection take the following steps to ensure the development of patron-centered collections:

- Engage with patrons to determine their needs for library materials including the use of focus groups

- Recognize the diversity of patron needs and select a variety of formats and content complexity
- Handle all requests for materials equitably
- Balance individual needs and requests with broader community needs
- Stay aware of changing demographics and societal changes
- Review the collection on a regular basis to identify areas of community interest that may need to be strengthened
- Work cooperatively with WVLibshare member libraries to share collection development and maintenance responsibilities
- Analyze collection and usage statistics to determine circulation trends, need for updating materials in specific areas, etc.
- Work collaboratively with other staff members to consult and gather input for decision making to consider a variety of viewpoints based on patron interactions
- Consult professional review sources and monitor publication trends

The library utilizes vendor standing order programs to receive automated shipments of titles by selected authors. Selection of authors for the standing order program is a collaborative effort and is based on popularity of the author's work or importance of the author's work to the genre.

#### **IV. Criteria for Selection**

Materials considered for purchase by the Clarksburg-Harrison Public Library will be evaluated by the following criteria:

- individual merit of the item
- popular appeal or demand for the item
- relevance to community needs
- existing library holdings, including other WVLibshare libraries
- budgetary constraints

#### **V. Acquisitions and Collection Maintenance**

##### **A. Items Purchased for the Collection**

Materials are acquired in a variety of formats, including large print, audio, DVD, and downloadable content. For most formats, staff selectors add items for purchase to a list in the vendor's acquisitions software. Lists are reviewed by the Acquisitions Coordinator for deduplication and to check availability of the item within WVLibshare libraries. The item is also reviewed according to the Criteria for Selection. Items may be removed from lists prior to ordering based on the review procedures. The Acquisitions Coordinator may consult with selectors to make final decisions about the purchase of an item.

The Acquisitions Coordinator reviews price information and works with various vendors to obtain items at reasonable prices. The Acquisitions Coordinator is also responsible for monitoring materials budgets and expenditures; budget considerations may enter into some decisions. Timing of ordering is used to keep the collection refreshed and to ensure the library receives current, high-demand items in a timely manner.

## **B. Suggestions for Purchase**

The Library accepts suggestions for items to be purchased and added to the collection through its website and directly from patrons. The library's ability to purchase suggested titles will be influenced by budgetary considerations and will be prioritized based on the following factors:

- Requests from current library cardholders within the library's service area will be given priority over other requesters
- Requests for items with a current or recent (within the last three years) publication date will be given priority
- Requests for items by authors or for genres that are popular with CHPL patrons and circulate well will be given priority
- Requests for items from known and reputable publishers will be given priority

Factors that may result in items not being selected for purchase include:

- Item is currently available from another WVLibshare library
- Self-published material or material of unknown origin
- Lack of available information or review material to assess the item
- Item is readily available through Interlibrary Loan and does not fill an immediate need in the library's collection

## **C. Donated Library Materials**

The library benefits in several ways from material gifts received from the community. Donated materials that are not added to the collection are given to the Friends of the Library or used for programs and outreach. Funds raised from Friends of the Library book sales are used to support the library and provide much needed source of funding for materials and projects that are outside the scope of the library's regular budget.

When evaluating donated materials for inclusion in the collection, the library makes decisions based on the same criteria used for purchasing books. The library will determine how to best incorporate such materials into the existing collections and does not accept donated material with requirements or restrictions for placement in the library.

Some donated library materials are not in a condition that will allow them to be added to the library's collection or the book sale. Disposition of all donated materials is at the discretion of the library. Donated materials are not tracked separately during processing and are not able to be returned to individual donors.

When donating gifts that are potentially rare and valuable, the library recommends working directly with the Library Director or Waldomore Manager to discuss the donation prior to bringing it to the library.

The library is prohibited from assigning a value to donated books. Donors requiring appraisal of donated books for tax purposes must obtain an appraisal prior to donation.

There are some items that the library does not accept:

- Encyclopedia sets
- Magazines
- Newspapers
- Phonograph Records
- Textbooks
- Items that are unusable: dusty, dirty, moldy, or smelly
- Items that are damaged: ripped, torn, marked (ink, crayon, or highlighter), or water damaged

#### **D. Cash Donations for the Purchase of Library Materials**

The library accepts donations for the purchase of library materials. In most cases, these donations are intended to honor or memorialize a specific person. The library will take donor suggestions for subject areas or genres in order to select a title using the criteria for selection outlined in this policy. Donations intended to honor a specific person will include a book plate with the name of the honoree. Donors should be aware that materials purchased for the library in this way are subject to the same criteria for collection maintenance and review as all other items. This does not diminish the impact of donated items; they are important to the library's collection, however there is no way to preserve them indefinitely.

#### **E. Collection Maintenance and Weeding**

The library regularly reviews the collection and withdraws items based on a variety of factors:

- Condition
- Publication date
- Circulation history and recent circulation
- Community interest
- Ability to replace with a newer edition or similar book with updated content
- Fiction that was once popular but is no longer in demand
- Non-fiction books that are no longer useful (outdated medical information, etc.)

When reviewing the collection, there are some exceptions to the above considerations. Classics, award-winning books and books of local interest are reviewed differently and their overall importance to the collection and their ability to be replaced is carefully considered.

When books are withdrawn disposition is at the discretion of the library. Most typically discarded books that are still in good condition are donated to the Friends of the Library.

### **VI. Special Collections**

The library's primary focus is maintaining a current collection of popular titles. Space constraints prevent the library from retaining older material in the general collection with the exception of items that pertain to West Virginia. Special collections are primarily housed at Waldomore and fall under a separate collection management policy. Items in the West Virginia section in the general collection are treated as a special collection and reviewed under different considerations when being considered for

removal from the collection, taking into account their research value, local significance, or contribution to the historical record.

## **VII. Controversial Materials**

The library endorses and follows the principles in the American Library Association's Library Bill of Rights and the Freedom to Read Statement. Materials available in the library are selected to present a diversity of viewpoints and to satisfy the diverse interests of our community. The library upholds the right of individuals to access these resources even though the content may be controversial, unorthodox, or unacceptable to some.

A balanced library collection attempts to represent all sides of controversial issues. Availability of materials, space, and budget all influence the library's ability to maintain a balanced collection. Selection is based on criteria stated in this policy. Materials are evaluated as a whole and not on the basis of a specific part. 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 or 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 requests for reconsideration of materials will be handled in the following manner:

- The staff member receiving the complaint will ask the patron to fill out the appropriate form (see Appendix A). Only active library card holders may submit a challenge, and they are limited to two titles at a time, which must be submitted separately.
- When the completed form has been received, it will be submitted to the Director.
- The challenge will then be posted for public awareness and input.
- The Director may ask members of the library staff to review the title in question. While the material is under consideration; it will not be removed from use pending final action.
- The Director will take all factors under advisement and come to a decision. This will be communicated to the complainant in writing.
- If the complainant is not satisfied with the Director's decision, he/she has the right to appeal the matter to the Library Board in writing within 30 days.
- Within 90 days of receiving the appeal, the Library Board will hear both the complainant's position and the Director's position at its next regularly scheduled meeting and render a decision by majority vote.
- The Board President will inform the concerned party in writing of the Board's decision.
- This will include notification that the Board's decision is final.

- NOTE: Items that have gone through the reconsideration process will not be considered by the Board again for a minimum of three (3) years.

In the case of objections being raised about availability of material for younger children that some may find objectionable or deem as inappropriate, the library strongly recommends parental involvement in the child's selection of library materials to view or check out. The library does not act in loco parentis in any respect including access to materials.

#### **VIII. Interlibrary Loan**

Interlibrary Loan is used to provide patrons with materials that the library does not own and that are outside the typical scope of the library's collection and not judged to be essential additions to the library's collection. Interlibrary loan may also be utilized when multiple copies of a single title are needed for a book club or other group reading project.

The Clarksburg-Harrison Public Library is both a borrower and lender of material through interlibrary loan and works cooperatively with all libraries to provide requested items in a timely manner and to return borrowed items when they are due. If material borrowed from another library is not returned by a patron, the library will reimburse the lending library for the cost of the item and the patron will be billed for the cost of the unreturned item. For books borrowed from CHPL but not returned, CHPL will send an invoice to the borrowing library for the replacement cost.

Interlibrary loan is not meant to be a substitute for good collection development but a supplemental way to provide materials that the library cannot obtain by any other means or that do not fit within the scope of the library's collection and therefore not purchased.

(Policy approved by the CHPL Board of Trustees, April 18, 2024)



**REQUEST FOR RECONSIDERATION**

Type of material Book \_\_\_ DVD \_\_\_ Music CD \_\_\_ Audiobook \_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Author/Editor \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Library Card # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Complainant represents:

\_\_\_\_\_ Self

\_\_\_\_\_ (Name of Organization) \_\_\_\_\_

\_\_\_\_\_ (other) \_\_\_\_\_

To what in the material do you object? (Please be specific; cite pages.)

Did you read, listen to, or view the entire material? \_\_\_\_\_ If no, what parts?

In your opinion, is there anything good about the material?

What action do you suggest the library take regarding this material?

Can you suggest another item to take this one's place?

Complainant's signature \_\_\_\_\_ Date \_\_\_\_\_

\* This form is a public document, but the Library will maintain patron confidentiality and not share the personal name or contact information.