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COLLECTION DEVELOPMENT

Purpose and Audience

The purpose of this policy is to clarify for the public and library staff the criteria used for selecting and withdrawing material, as well as the person(s) responsible for each collection. We have included goals and objectives, as well as a description of the community and the philosophy of the library, to put these criteria into perspective.

General Description of Library and Patrons Served

The Danville Public Library serves the residents of the corporate limits of the city of Danville. It is primarily supported by property taxes levied by the city government. It also serves a secondary group of citizens who reside outside the library's boundaries who elect to pay an annual non-resident fee. The Library will also honor a valid card from any public library in the state.

Philosophy and Goals

Ideas are among the most powerful of human forces and knowledge a most essential tool for modern living. Since access to these ideas and this knowledge, through the written, audio, and visual media is so important, it is the philosophy of the Danville Public Library to serve all the people of Danville equally and impartially to the best of its ability within the budget available. Toward that end, the library seeks to purchase and retain the best and most useful material to fulfill its goals.

Intellectual Freedom

The Library will purchase material (including electronic resources) based on the criteria presented in this policy. A number of materials purchased may be offensive to certain members of the community. The selection of any material or electronic resource for the Danville Public Library's collection does not necessarily constitute an endorsement of its contents. The library sees its function as a purveyor of information on many topics, levels, and opinions. To meet its goals and objectives, the library must protect the freedom of all to choose their own information

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and the form in which it is presented. To that end, the library adheres to the American Library Associations' "Library Bill of Rights" and its "Interpretations of the Library Bill of Rights" (<http://www.ala.org/advocacy/intfreedom/librarybill>).

The library is a unique institution and is charged with being an unbiased repository of recorded expression. To that end, any attempt by a group or individual to remove items from the collection, or to add items not meeting standards set by this policy, shall be resisted by staff, librarians, and the Board. Procedures for reconsideration of material are in the procedures manual (Code 3360), and Request for Reconsideration forms are available from library staff. The Board has the legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

Brief Overview of Collection

The Danville Public Library divides its collections into adult, juvenile, and young adult print and non-print categories. The library has many subcategories within these broad collections. For example, the library has a fairly extensive collection of large print titles, and it divides adult fiction into some genre categories such as mystery, western, and science fiction.

Assigned Responsibilities of Staff

Designated staff have primary responsibility for overseeing the selection, weeding and development of the various collections in the library.

- The Director of Adult Services has primary responsibility for developing adult print, reference, and archives collections and general-interest periodicals.
- The Director of Youth Services has primary responsibility for developing children's and young adult print and non-print.
- The Director of Outreach has primary responsibility for the development of the large print and nonprint collections.
- Library subscription databases, e-collections, and website links are usually the responsibility of the relevant department head; for example, the Director of Adult Services selects reference databases, while the Youth Services director selects children's databases.

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Selection Criteria

Selection is a judgmental and interpretive process, involving general knowledge of the subject and its importance; familiarity with materials in the collection; awareness of the materials available on the subject; and recognition of the needs of the community. Items are selected for various reasons as outlined below, but all items selected should have a reasonable probability of being needed and used by the local community. Selection criteria include:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- 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

Patron Recommendations

Patrons may request items the library does not own. Each request is reviewed for inclusion in the collection or for loan through Interlibrary Loan. Staff determine the best method for delivery of materials using the selection criteria.

Types of Publications and Level of Collecting

1. Books
Books are an integral part of this library's collections. They currently make up the bulk of all collections and account for the largest portion of the materials budget.
2. Large Print Books
The library regularly purchases titles in the large print format for its visually impaired patrons. Large print is considered to be 16 point type or larger.

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3. Newspapers and Periodicals
The library subscribes to newspapers from selected cities and general interest periodicals for adults and juveniles. These are meant to supplement other collections and to provide general news information.
4. Pamphlets
The library will attempt to collect free and inexpensive pamphlets if this is the only form in which information can be obtained. These will most generally be placed in the vertical file.
5. Art Works
No attempt is made to purchase or collect art in any form with the exception of art that is purchased for the purpose of being on permanent display in the library.
6. Textbooks
The library does not routinely purchase textbooks. They will be purchased if they are the only or the best source for information on a particular subject.
7. Musical Scores
Musical scores are not collected.
8. Dissertations and Theses
These are not routinely collected. They would not be purchased for the regular circulating collections, but may on occasion be acquired for the archives collection when they provide valuable information for this collection.
9. Computer Software
Computer software is not collected.
10. Microforms
The Adult Services department acquires microforms for the archives and reference collections. This format lends itself to storing print material in a small space. The local newspapers are on microfilm as well as vital records and local history information. Microfilming is also used to preserve fragile material and make the information available to be used by patrons.

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11. Maps

The library collects general road maps and atlases. The Adult Services department collects county and area maps and atlases of historical interest. We also maintain a set of topographical maps of the county from the US Geological Survey.

12. Tests

The library does not collect tests. The library will purchase study guides to various tests, such as the ACT, SAT, the GED and various Civil Service exams, as well as providing access via subscription databases.

13. Video Recordings

The library purchases fiction and nonfiction DVDs and Blu-rays for all ages.

14. Compact Discs

The library collects both music and audiobooks on CDs.

15. Online Collection

The online collection represents the diverse viewpoints and interests of the entire community the library serves. The collection includes databases, eBooks and other downloadable and streaming media, and instructional programs.

Collection Scope and Considerations

1. Print Fiction (adult)

The library usually purchases at least one copy of a fiction title that is listed on the *Publisher's Weekly* best seller list. The general criteria for the evaluation of works of fiction are as follows:

- a. Positive critical reviews
- b. Sustains reader interest
- c. Has vitality and originality
- d. Has artistic presentation
- e. Possesses effective characterization
- f. Has authenticity of historical or social setting
- g. Is representative of important genres, trends, or national culture

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2. Print Nonfiction (adult)

The library usually purchases at least one copy of a nonfiction title that is listed on the *Publisher's Weekly* bestseller list. The library uses the Dewey Decimal Classification System to organize and manage its nonfiction collections:

- 000: Computer science, information & general works
- 100: Philosophy & psychology
- 200: Religion
- 300: Social sciences
- 400: Language
- 500: Science
- 600: Technology
- 700: Arts & recreation
- 800: Literature
- 900: History & geography

Some of these categories date quickly and require frequent weeding and refreshing (see *Weeding and Withdrawal* below) to allow for the most current information. These include Computers, Technology, Science, Health, and Travel. Other categories date less frequently and will be weeded less often. For retrospective collection development, classic or standard titles in each Dewey range may be added using bibliographies such as H.W. Wilson's *Public Library Core Collection: Nonfiction*.

3. Youth Materials

The objective in selecting materials for youth is to make available a well-balanced collection that meets informational, recreational, and cultural needs of children from infancy through teens. Materials will be provided for a wide range of interests on varied levels of difficulty with diversity of appeal and representing different points of view.

4. Audiovisual Formats

The library shall collect all formats and technologies used by a significant segment of the local community. National and global trends will also play a role in determining new audiovisual technologies housed within the library. Audiovisual materials will be selected not only to complement print materials in the library, but to also stand independently as valuable sources of information and entertainment.

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5. Languages and Translations

The library does not routinely purchase titles published in a foreign language. Translations may be purchased when they promise to have a high degree of popularity or are the only information available on a subject.

6. Local Authors & Creators

The library makes an effort to purchase materials by local authors and creators (musicians, filmmakers, etc). A person who is considered a “local author/creator” should meet one of the following criteria:

- a. Born and raised in the county, may or may not live in the area any longer.
- b. Born elsewhere, but raised during their formative years in the county; may or may not currently live in the area.
- c. Born and raised elsewhere, but currently living in the county.

7. Popular versus Scholarly Works

The library attempts to purchase materials of a popular or recreational level, or of a general information level. There may be some areas that are developed to an instructional level, depending on patron need. With the exception of the Archives collection, the library makes no attempt to develop any collection to a research level. Therefore, a scholarly work is generally not purchased unless it proves to be popular or if it is the only information available on a topic.

8. Multiple Copies

Multiple copies are purchased only when high demand warrants and when the budget allows.

9. Reference Collection

Reference materials, by their nature, are intended for use in the library by all our patrons and must be available at all times the library is open. This collection supplements the general non-fiction collections with materials that may not be suitable for general circulation either because of format or cost.

10. Government Publications

The Danville Public Library is not a repository for government documents. However, a number of government publications that provide useful and valuable information may be collected. Most government documents are now obtained online.

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11. Expensive Purchases

Cost of the item may influence selection when it is a budget consideration. Oftentimes gift or memorial money is used to purchase expensive items that might not otherwise be purchased. The cost of an item may also influence whether an item circulates or is cataloged as a non-circulating item.

12. Access and ownership policies.

The library will not restrict access to materials or information on the basis of age. All materials in the library's collections are the property of the Danville Public Library. With the exception of a temporary display, the library will not house materials belonging to another group or organization.

Gifts and Donations

The library will generally accept donations of books and library materials with the understanding that the library will dispense with them in the manner that it sees fit. Library staff will evaluate all donations to see if the items can be used in the collections. If they cannot be used, the donated items may be placed in the used book sale.

Donated materials should be clean, dry, and free from mold and mildew. There may be periods of time when the Library will not accept donations when the space to store them is full. Anyone wishing to donate materials should contact the Library first.

Items purchased with memorial contributions will be shelved with the regular collection. Special provision is made to designate gifts, memorials, or bequests or purchases made from money received as a gift.

Special items, such as historical materials, books having more than literary value, or manuscripts, will be accepted by the library only if proper provision can be made for their housing, use, and preservation. Special items not accepted by the library shall be returned to the donor or shall be referred to interested parties for consideration.

The library does not assign a monetary value to items donated. The Circulation department will issue a letter acknowledging the donation. It will be the donor's responsibility to determine the value.

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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. With the exception of the archives collection (which contains unique, rare, and valuable items), library collections are subject to regular weeding. Staff, as designated in #7 above, review the collection to maintain its vitality and usefulness to the community. The final authority for the library collection rests with the library board.

The library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Danville Library Foundation book sale serves as an instrument for the library, reselling and redistributing library materials that are withdrawn from the collection or donated to the library.

Criteria for Weeding and Withdrawal

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Availability elsewhere including other libraries and online
- Deemed to be of an enduring nature

The library does not automatically replace missing, worn, or damaged materials. The need for replacement is judged by the age of the material; availability of more recent and/or comprehensive materials; public demand for the title; and cost of replacement.

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