

IV. COLLECTION DEVELOPMENT POLICY

PURPOSE

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

The primary objective is to select material that supports the Library's Mission Statement.

4.1 Responsibility for Selection

Authority and responsibility for selecting library material is delegated to the Library Director by the Library Board of Control and is, in turn, delegated to the librarians on staff. Any material so selected shall be held to be selected by the Library Board of Control.

The West Feliciana Parish Library Board of Control endorses and accepts as part of the Collection Development Policy the following documents:

- [Library Bill of Rights*](#)
 - [Access to Digital Resources and Services*](#)
 - [Access to Library Resources and Services for Minors*](#)
 - [Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation*](#)
 - [Challenged Resources*](#)
 - [Diverse Collections*](#)
 - [Economic Barriers to Information Access*](#)
 - [Education and Information Literacy*](#)
 - [Equity, Diversity, Inclusion*](#)
 - [Evaluating Library Collections*](#)
 - [Expurgation of Library Materials*](#)
 - [Labeling Systems*](#)
 - [Politics in American Libraries*](#)
 - [Rating Systems*](#)
 - [Religion in American Libraries*](#)
 - [Restricted Access to Library Materials*](#)
 - [Services to People with Disabilities*](#)
 - [Universal Right to Free Expression*](#)
- [The Freedom to Read Statement *](#)

* These documents are promulgated, adopted, and interpreted by the American Library Association and are available on the American Library Association website, www.ALA.org.

4.2 Material Selection Process & Considerations

4.2.1 Objectives

The library seeks to maintain a current collection with an emphasis on popular materials, but with enough depth to meet the needs of our community. The library is guided by a sense of responsibility to the past, the present, and the future in adding materials that enrich the collections and maintain an overall balance. The library seeks to provide, within its financial limitations, a general collection of materials embracing broad areas of knowledge which meet the following collection development objectives:

- a)** To provide a broadly-based collection that supports recreational reading.
- b)** To provide resources that increase an individual's ability to function effectively as a productive member of society by encouraging lifelong learning.
- c)** To provide a collection that is wide-ranging and represents multiple viewpoints on various subjects.
- d)** To provide a collection that fosters an aesthetic experience, stimulates the imagination, and might increase individual creative potential.
- e)** To provide materials that meet the customers' interests and needs in a timely manner.
- f)** To provide materials to preschool, elementary school, middle school, and high school age customers to encourage a love of reading and promote continued use of the library.
- g)** To purchase materials proportionate to levels of demand; the library tries to maintain an appropriate hold ratio (the number of holds on an item before additional copies are purchased).
- h)** To practice ongoing collection management using output measures, reports available from the online system, and other data for continuous collection evaluation.
- i)** To keep current with technological changes that affect the development of the collection.

The selection of materials requires knowledge of broad subject areas, standard bibliographies, selection tools and review sources, the present development of the collection, and an understanding of the wants and needs of the community. Reviews in professionally recognized periodicals, standard bibliographies, booklists by recognized authorities (including bestseller lists), and the advice of competent people in specific subject areas may be used.

4.2.2 Criteria

Selection criteria and purchasing levels vary by area, but in general all materials are selected based on the following guidelines:

- a)** Merit of each item in supporting the Library's Mission Statement
- b)** Merit of each item in balancing the existing collection in a subject or position
- c)** Merit of each item in its educational, literary, or artistic significance against other similar titles
- d)** Cost is commensurate with need/usefulness
- e)** Merit of the items' popular appeal and the customer demand
- f)** Favorable reviews found in one or more reviewing source
- g)** Accuracy, integrity of the material included
- h)** Cost is commensurate with need/usefulness

- i) Availability and suitability of format
- j) Value in meeting local or special collection goals

Selections will not be made based on any anticipated approval or disapproval, but on the merits of the material in relation to the building of the library's collections and in support of its stated mission.

Purchase suggestions from customers are welcome and are given sincere consideration.

A library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

4.2.3 Formats

The library collects materials in a variety of formats including print, audiovisual, and digital. When choosing a format for a physical item, consideration is given to the condition and durability of the materials used in the item's construction and how the item will hold up over time. Materials which are delicate or require special handling may not be suitable for our collection.

When selecting audiovisual and digital materials, the most commonly used format is chosen. Formats rendered obsolete due to the prevalence of a new format will not be added to the collection. It is possible that as technology and formats change, entire collections may be eliminated.

4.3 Gifts & Donations

4.3.1 Undesignated Monetary Gifts

Undesignated monetary gifts will be accepted by the Library Director or the Library Board of Control.

4.3.2 Designated Monetary Gifts

Designated monetary gifts may be accepted for general purchase in designated area.

4.3.3 Conditional Monetary Gifts

Conditional monetary gifts shall not be accepted without discussion with the Board of Control and weighing of benefit.

4.3.4 Memorial Donations

The library will accept gifts of money in memory or in tribute to an individual on behalf of the library. Funds donated in memory or honor of individuals will be used to purchase books or items needed in the library. Memorial plates will be placed in books or material and on other items in recognition of the donation and an acknowledgement is mailed to the honoree or in the case of a memorial, to the next of kin. While the final selection of materials will be made according to the Collection Development Policy, donors may suggest titles, authors, or subjects.

4.3.5 Donations of Books and Other Materials

The West Feliciana Parish Library accepts donations of books and other materials from individuals or groups with the following understanding:

- a) For an item to be added to the library's collection, it must meet the same selection criteria as purchased materials.
- b) Donations become the property of the West Feliciana Parish Library, and may be given to other libraries and nonprofit agencies, sold at the Friends of the West Feliciana Parish Library book sale, or discarded at the discretion of library staff. Donated materials which have been added to the collection will not automatically be replaced if worn-out, damaged, or lost, or if they have become obsolete.
- c) The Library Director makes the final decision on the acceptance, use, display, housing, access, withdrawal, or other disposition of material gifts.
- d) The library does not provide monetary appraisal of any gift for income tax or other purposes, but may provide a receipt for the number of items donated.
- e) The Library Director reserves the right to refuse any offered donation that will place a hardship on the library (repair, condition, storage, size, etc.)
- f) If the library is offered items other than books, the Library Director will consider the following:
 - 1. Is the gift appropriate for a public library?
 - 2. Will the gift benefit the library and the community?
 - 3. Is there space in the library to accommodate it?
 - 4. Is there maintenance involved? If so, how will it be funded?

4.4 Deselection (Weeding)

The collection needs continuous evaluation to ensure that the library is fulfilling its mission. Systematic weeding or deselection of library materials is needed to maintain a useful and up-to date-collection. This task takes skill, care, time, and knowledge of the materials. Each selector is responsible for ensuring properly maintained collections. The West Feliciana Parish Library follows the CREW (Continuous Review, Evaluation & Weeding) method of weeding and augments it with weeding reports and other reports generated for specific areas.

Most areas of the collection are reviewed annually for de-selection. Items are withdrawn from the collection based on the MUSTIE formula:

- M = Misleading or inaccurate
- U = Ugly (worn or damaged)
- S = Superseded (by a new edition or better book on the subject)
- T = Trivial (of no literary or scientific merit)
- I = Irrelevant to the needs and interests of the community
- E = Expeditiously obtained Elsewhere

Obsolete formats may no longer be purchased and will be withdrawn as technologies and access change. Consideration is given to ensure that a core collection of definitive works in each subject area are retained regardless of condition or circulation. Worn or damaged items are identified for weeding on a continual basis. While items are replaced, the library's policy is not to automatically replace titles discarded, lost, or withdrawn. In each case, the need for replacement is based on the existence of adequate coverage of the subject, the timeliness of the title in question, the demand for the specific title, and the availability of the item. Important works in poor condition may be repaired, if possible.

WorldCat, the Louisiana LoanShark System, and other similar sources are consulted before the last copy of a title in the library is withdrawn. The collection is not, however, archival and is reviewed and revised on an ongoing basis to meet current needs. Materials which have been withdrawn and are in good condition will be given to the Friends of the Library for its book sale, to another library in need, or other non-profit organizations.

4.5 Reconsideration of Library Materials

The West Feliciana Parish Library Director, Staff employees, and Library Board of Control believe in and uphold the Library Bill of Rights, and following the Library's Mission statement, do endeavor to **“provide the free-flow of recreational / informational /educational materials in a variety of formats to and from all people in this diverse Parish, regardless of origin, background, age, or views.”** It does not and may not seek to serve one individual or part of the community over another. What is “unacceptable” to one party is “acceptable” to another.

The library welcomes citizens' expressions of opinion concerning materials acquired for the library collections. Requests to remove materials will be considered within the context of the policies set forth in the Collection Development Policy. Should an individual or group come forward with a request for removal or re-location of any of these, the following steps will be followed.

- a) Employees will seek the Library Director, who is the person designated to handle such matters.
- b) The Library Director will listen to the Patron's complaint, provide them with a copy of the following documents, and discuss the item in question:
 - a. The ***LIBRARY BILL OF RIGHTS***
 - b. The West Feliciana Parish Library ***COLLECTION DEVELOPMENT POLICY***
 - c. ***REQUEST FOR RECONSIDERATION OR RELOCATION OF LIBRARY ITEM*** Form

If the Library Director is not available, the Library Manager will greet the patron, briefly discuss, and take notes of the request, give copies of the above three documents to the library patron and plan for the Library Director to contact the patron when back in the office.

- c) If, after discussion, the patron still wishes to proceed, he/she may go ahead and fill out the ***REQUEST FOR RECONSIDERATION OR RELOCATION OF LIBRARY ITEM*** Form, and return it to the Library Director. The form must be fill out completely; an incomplete form will not be considered further by Director.
- d) Once the form is returned, the Director will inform the Library Board of Control about the complaint, and Director will review and discuss it in Committee with the Board of Control.
 - a. The Review Committee shall be comprised of the Library Board of Control and the Library Director.
 - b. The Review Committee may request help and/or advice through the Committee on Intellectual Freedom (LLA and/or ALA).
 - c. The Board shall give the patron a definite date by which time a decision will be made on the Reconsideration Request.
 - d. A complete record of all Requests for Reconsideration shall be kept.

- e) Once a resolution is reached by Committee, the Patron shall be notified in writing of Committee's decision. Patron may appeal Committee's decision to Parish Police Jury. The Review Committee and Police Jury may request help and/or advice through the Committee on Intellectual Freedom (LLA and/or ALA).