

Collection Development Policy

Purpose of the Collection Development Policy

The Collection Development Policy, approved by the Sparta Library Board of Trustees, is one of the library's fundamental policy documents. It outlines the philosophies that create and shape the Sparta Free Library's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs.

The collection development policy is used by the library staff in the selection of materials and also serves to inform the general public of the principles of selection.

Because of the high volume of materials published each year, as well as the limitations of budget and space, the library must have a collection development policy to serve as a framework for the growth and management of the library's collection.

The Collection Development Policy ensures that over time, the Sparta Free Library's collection will continue to reflect and meet the needs of the community.

Philosophy and Scope of the Collection

The purpose of the Sparta Free Library is to provide the community with carefully selected materials to aid in the pursuit of education, information, research, and leisure.

The Sparta Free Library collects materials, in a variety of popular formats, which support its function as a major information source for the community. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic and cultural diversity of today's society.

Customer use and need is the most powerful influence on the Library's collection.

Circulation, customer purchase requests, and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. In addition to customer demand, selections are made to provide depth and diversity of viewpoints to the existing collection.

The Library provides materials to support each individual's needs, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of today's society. The reading and viewing activity of children is ultimately the responsibility of each child's guardian, who guides and oversees their own child's development.

In its selection of materials, the Sparta Free Library Board of Trustees endorses the *Library Bill of Rights* and the *Freedom to Read Statement* as integral parts of the policy.

Responsibility for Collection Development

The ultimate responsibility for the selection of library materials rests with the library director, who operates within the framework of the policies determined by the Sparta Free Library Board of Trustees. This responsibility is largely shared with the other professional librarians on staff.

Criteria for Selection

Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Individual merit of each item
- Relevance to interests and needs of the community
- Critical reviews, extent of publicity, and current or anticipated demand
- Current or historical significance of the author or subject
- Local/regional/state 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

An item does not have to meet all criteria in order to be acceptable, and the lack of a review or the existence of an unfavorable review shall not be the sole reason for rejecting a title. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not a part taken out of context.

Requests for Reconsideration

The Sparta Free Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children and teens rests with their parents or legal guardians. Selection of materials will not be inhibited by the possibility that the materials may come into the possession of children or teens.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no library material will be sequestered.

The Sparta Free Library selects material using established criteria and full consideration of the varying age groups and backgrounds of customers. Requests for removal of items from the collection or reconsideration of items in the collection may be made using a formal procedure outlined in Appendix B.

Criteria for Weeding and Withdrawal

The Sparta Free Library maintains an up-to-date, attractive, and useful collection through a continual withdrawal and replacement process. 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

Library staff and/or representatives of the Friends Foundation make all decisions as to the use, housing, and final disposition of withdrawn items.

Gifts / Donations

The Sparta Free Library accepts donations of books and other materials. The library retains the authority to accept or reject gifts. The same criteria for selection which are applied to purchased materials are applied to gifts. Library staff and/or representatives of the Friends Foundation make all decisions as to the use, housing, and final disposition of donations.

Gifts or donations shall not be accepted in trust for a specific purpose, except upon formal written acceptance by the library board as to the terms of trust keeping.

The Library does not evaluate or appraise the value of gift materials, but it can provide an acknowledgement of receipt of item if requested by the donor.

Appendix

A. Collection Descriptions

- a. Adult
 - a. Fiction
 - b. Non-fiction
 - c. Large Print
 - d. Audiobooks
 - e. Magazines
 - f. Newspapers
 - g. Graphic Novels
 - h. Paperbacks
 - i. Reference
 - j. DVDs
 - k. CDs
 - l. Video Games
- b. Young Adult
 - a. Fiction
 - b. Non-fiction
 - c. Audiobooks
 - d. Graphic Novels
 - e. Magazines
- c. Children's
 - a. Fiction
 - b. Non-fiction
 - c. Audiobooks
 - d. Graphic Novels
 - e. Magazines
 - f. Picture Books
 - g. Book Kits
 - h. Board Books
 - i. CDs
 - j. DVDs

B. Request for Reconsideration of Library Material

In order to request that a material be reconsidered, a patron must:

- Be a library card holder, in good standing regarding fines/replacement fees/etc.
- Have read, viewed, seen, or heard at least part of the material
- Have reviewed the Sparta Free Library Collection Development Policy
- Complete the Request for Reconsideration of Library Materials form, which is available at the library. Only completed forms will be reviewed by the library.

Individual titles may only be reviewed once every 5 years, unless substantial content changes have been made.

Process:

1. Submitted forms will be considered by the Library Leadership Team (Director, Adult Services Librarian, and Youth Services Librarian). Requests will be reviewed in relation to the library's mission and collection development policy. The Library Director will reply to the complainant within thirty days of receipt of the request.

2. If the complainant is not satisfied with the response, the complainant may request that a review of the *Request for Reconsideration* be done by a Review Committee consisting of two members of the Library Board, two selection coordinators, and one staff member. The Review committee will present their recommendation to the Library Board. The Library Board will make the final decision regarding the material based on this committee's recommendation.

No materials whose appropriateness is challenged shall be removed from the library or the shelf except upon the recommendation of the Review Committee, with the concurrence of the Library Director, or upon formal action of the Library Board of Trustees when the recommendation of the Review Committee is appealed to it.

Approved by Library Board December 7, 2015