



## **Collection Development Policy**

Board approved: 08/13/2014

### **Introduction**

Building a library collection is an ongoing activity: the collection evolves as the needs of the community evolve and as changing technology provides additional or alternative resources. Because no library budget or building is large enough to permit the purchase of every worthy resource, this policy guides the library staff in most effectively using the library's financial resources to meet the present and anticipated needs of the community it serves. A policy cannot replace the judgment of trained and experienced staff, but stating goals and indicating boundaries will assist staff in selecting library resources, evaluating the collection, and maintaining the collection's currency, relevance, and usefulness.

Library staff have a professional responsibility to be inclusive, not exclusive, in selecting materials for the library collection and in providing access to materials through resource sharing. The library should work to provide access to legally obtainable materials, and policies should not exclude access to materials even if such materials offend a library staff member or some members of the community. When staff consider an item for addition or retention, that item is evaluated as a whole, not on the basis of a particular section or sections. An item will not be added to, or barred from, the collection solely because of:

- An author's race, religion, nationality, sexual orientation, or political, or social views
- A work's depictions or descriptions of violence or sexual activity
- A work's controversial content
- An author or work's endorsement or disapproval by any individual or community group

### **Responsibility to the Community**

The Granville Public Library plays an active and positive role in the community. The Board of Trustees, administration, and staff of the library are committed to these tenets: (1) that free and open access to information is necessary for citizens who think and make choices for themselves; (2) that by providing access to a wide variety of facts, opinions, and ideas the library helps to create a well-informed and enlightened populace.

The library fulfills its mission when it selects and makes available materials for the education, entertainment, and enrichment of the public: that public includes patrons of all ages, of many

levels of interest and ability, and of differing views and opinions. The library's collection should include both materials that represent topics of current interest, as well as those of enduring value.

Material that inspires one patron may also offend another. However, by providing free and open access to diverse information and viewpoints, the public library may serve as a cornerstone of the principles of a democratic society. Inclusion of materials in the library's collection acknowledges the importance of a diversity of views and interests; it does not represent an endorsement or imply agreement with any particular viewpoint, or suggest approval or certification of the content of any item.

The library does not label materials except to aid the public in finding them in the library. Labels or ratings that provide assessments such as "This material contains language which some may find offensive" are not applied by the library.

The responsibility for monitoring a child's reading, listening, and viewing rests with the parent or legal guardian. Selection of materials for the library is not restricted by the possibility that children may obtain materials that their parents or guardians consider inappropriate. The library staff is willing to work with the parent or guardian to determine what materials are best suited for a child's needs, within the framework or guidelines established by the parent or guardian.

All libraries are likely to contain some materials that some patrons may find objectionable. In addition, collections may not contain all materials that some patrons feel are important. In both cases, the library has established procedures to hear the voices of the community (see below).

The Granville Public Library's Board of Trustees supports the latest version of the American Library Association's *Library Bill of Rights*. A copy of this document is in the appendices.

### **Responsibility for Selection**

The policies and mandates of the board govern the inclusion of materials in the library collection. Overall responsibility for the collection is delegated to the director, and through him or her to library staff who are qualified by education, training, interest, and job classification to select materials.

In the case of some eContent offerings, selection of materials is not made on a title by title basis by the library. Instead, the library may elect to offer a catalog of titles that is updated by the eContent provider as new titles become available. In this scenario, the library has limited control over what is added and removed from the digital catalog.

### **Criteria for Addition and Retention of Library Materials**

Because its ability to purchase and store physical materials is limited by the size of both its budget and its building, the library has established criteria for the addition and retention of library materials. These criteria may be applied to all formats, and include, but are not limited to:

- Current interest
- Timeliness
- Patron requests

- Educational significance
- Positive reviews
- Recommendations by professionals
- Accuracy
- Contribution to the breadth of representative viewpoints
- Value commensurate with cost and/or need
- Reputation of author/publisher/producer

The library strives to provide material that promotes continuing, independent learning, and makes an effort to provide curriculum-related materials for area schools and other teaching situations. However, the library does not usually acquire textbooks, subscriptions to professional or academic journals, or other materials that directly support a particular curriculum except as such materials might also serve the general public, e.g. basic science books. Nor does the library purchase multiple copies in sufficient quantity to meet the assigned demands of local institutions, schools and colleges, or non-library reading groups without an established arrangement between the library and those entities.

### **Collection Maintenance**

In order to maintain a collection that is current and relevant to the community's needs, library staff periodically evaluate the collection as a whole and specific items within it. When deciding what items to withdraw from the collection, staff may consider the material's condition, use, timeliness, and accuracy, among other factors. When withdrawn materials cannot be readily or practicably sold by the library or The Friends of the Library, it may offer withdrawn materials to other groups or organizations. These groups may resell these materials or dispose of them.

### **Request for Purchase**

The library serves a diverse public, and, on occasion, a patron may think that the library should add a particular title to the collection. In such situations, patrons may use the "Purchase Request" form (see appendix). Forms are available at the library service desks. The completed form will be referred to the staff member responsible for selecting in that area of the library's collection, and the patron will be contacted about the library's decision. If the staff member does not elect to purchase the requested item for the library's collection, attempts will be made to obtain the item for the patron using the library's interlibrary loan service.

### **Request for Reconsideration**

The library serves a diverse public, and, on occasion, a patron may believe that a specific title or source should not be in the collection. In such situations, the patron should first discuss his or her concerns about the material with the library staff. If, following the discussion, the patron still wishes the library to reconsider the title or source, he or she may fill out a "Request for Reconsideration of Library Materials" form (see appendix). Forms are available at the library service desks. Because items are evaluated as a whole, a title will not be reconsidered unless the patron making the request has read/viewed/heard the entire item. A reconsideration form submitted without the name of the person making the objection will not be considered. Also, if the material has been previously reconsidered, it will not be reconsidered again unless the more recent request is based on substantially different reasons than an earlier request.

The request will be referred to the library director for review. The patron will be informed of (1) the receipt of the request and (2) the decision. If the patron is not satisfied with the decision, he or she may appeal in writing to the Board of Trustees. The letter should be addressed to "Director, Granville Public Library, 217 E. Broadway, Granville, OH 43023". The board will make a decision and inform the patron, usually following the next regularly scheduled board meeting.

The title under consideration will remain in the collection throughout the process to support the freedom of other patrons to read, view, or listen.

## **Library Bill of Rights**

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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.*

**Patron Purchase Request  
Granville Public Library**

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Date: \_\_\_\_\_

Staff initials (taker of request): \_\_\_\_\_

**Item Information**

Title: \_\_\_\_\_

Author: \_\_\_\_\_ Format (book, DVD, etc.): \_\_\_\_\_

Department (adult, teen, children): \_\_\_\_\_ Pub. Year: \_\_\_\_\_

Local relevance (Y/N): \_\_\_\_\_

Available via SEO (Y/N): \_\_\_\_\_ If yes, was a hold placed for the patron? (Y/N): \_\_\_\_\_

In patron's opinion, should GPL own a copy? (Y/N): \_\_\_\_\_

**Patron Information**

Name: \_\_\_\_\_

Card #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

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**Follow Through (Staff Use Only)**

Action taken (purchased, requested through SEO, etc.): \_\_\_\_\_

If purchased, vendor used: \_\_\_\_\_

Patron contacted (Y/N): \_\_\_\_\_

Staff initials: \_\_\_\_\_

Date: \_\_\_\_\_

