

Wayne County Public Library Collection Development Policy

Purpose

The Wayne County Public Library's Collection Development Policy provides a framework for the growth and development of collections in support of the Library's mission. The policy guides librarians and informs the public of the principles upon which selections are made.

The Wayne County Public Library (hereafter "the Library") will collect, curate, and make accessible, without bias or limitation, a comprehensive collection of print, non-print, and electronically accessed materials to meet the informational, educational, recreational, and cultural needs of all residents and visitors to Wayne County. The Library will continually search for new and better methods and materials in multiple formats to maintain a collection attuned to and reflective of the diversity and interests of our community. The Library strives to represent the widest possible diversity of views. Specific acquisitions may include items that may be unpopular with some or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

Selectivity is necessary so the collection is relevant to the community and meets fiscal and physical space constraints. Included are works of permanent value and materials of contemporary significance and interest in a variety of formats. Within the framework of these broad objectives, impartial and judicious selection is based on expressed, inferred, and anticipated community needs.

In order to avoid unnecessary duplication of materials, the Library considers what materials are available through other libraries participating in the NC Cardinal consortium. In general, scholarly, highly specialized, or archival materials with no connection to Wayne County are beyond the scope of the Library's collections.

The Library supports the individual's right to have access to ideas and information representing all points of view. The Wayne County Public Library has adopted the American Library Association's **LIBRARY BILL OF RIGHTS** and **THE FREEDOM TO READ** statements, attached herewith.

Access

The Library considers reading, listening, and viewing to be individual, private matters. The Library believes that full, confidential, and unrestricted responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of Library materials by children and young adults rests with their parents or legal guardians. While anyone is free to select or reject materials for themselves or their own child(ren), the freedom of others to read will not be restricted.

The collection will be organized, maintained, and marked to help patrons find the materials they want. No sequestration or alteration of materials because of controversy surrounding the author or subject matter will be allowed. Some materials are designated for use in the Library only.

Responsibility For Selection

Ultimate responsibility for the selection of Library materials rests with the Library Director, who in turn, assigns the management of collection development activities to staff members who are qualified by reason of education, training, or experience. Suggestions from staff members not directly involved with selection and the general public are encouraged and evaluated based on the Library's criteria for selection.

Criteria For Selection

To build a well-balanced collection of merit and significance, materials in all forms must be measured by objective guidelines. Selectors choose, from available options, those items that best meet the needs of the community and that are consistent with the Library's goals and mission, while weighing fiscal and special limitations with the availability of the material elsewhere in the community or Library consortium.

The Library does not promote particular beliefs or views and actively strives to ensure that materials representing many differing views and a broad diversity of human thought and creativity are represented in its collection. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers.

All acquisitions, whether purchased or donated, and regardless of format, are considered in terms of the following criteria, coupled with knowledge of the diverse needs of the entire community and the contents of the Library's entire collection. An item need not meet all of the criteria in order to be acceptable.

- Contribution to the diversity and scope of the collection
- Popular appeal
- Critical reviews
- Current or long-term significance
- Accuracy or timeliness
- Community relevance
- Diversity of viewpoint
- Effective and accurate expression
- Price, format, condition, and ease of use

Further criteria for the selection of digital materials are:

- technical quality
- print versus digital cost considerations
- ease of access

Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Purchase suggestions from Library patrons are welcome and are given serious consideration.

Collection Maintenance

Library materials are continuously assessed for their condition, accuracy, currency, and performance within the context of the entire collection, as well as for their continuing relevance to patrons. Use is

of paramount importance in deciding whether to keep a title. Space, the cost of replacement, and the composition of the collection are additional factors in making de-selection decisions. The withdrawal of materials is a necessary method to maintain collection vitality, scope, and size.

Materials withdrawn from the collection will be disposed of or donated in accordance with applicable surplus property disposition laws. Individual items that are being withdrawn may not be saved for specific individuals.

Donations And Gifts

The Library no longer accepts donations of most books. In the event that donations are accepted, materials not added to the collection will be donated or disposed of by other means in accordance with all applicable surplus property laws.

The Library cannot place a monetary value on gifts for tax purposes, but receipts are provided upon request. Gifts of funds are always welcome and may be designated as memorials. Gifts of non-Library items such as portraits or art objects ordinarily will not be accepted.

Requests For Reconsideration

The choice of Library materials by Library users is an individual matter. While an individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to ensure that objections or complaints are handled in an attentive and consistent manner. Once an item has been approved for purchase, based on the selection policy of the Library and the criteria for selection, it will not be automatically removed upon request. (See Addendum 1)

Addendum 1
Procedure Request for Reconsideration

Any individual expressing an objection to or concern about Library material should receive respectful attention from the staff member first approached. This staff member should offer the option of speaking with a supervisor or filling out a "Request for Reconsideration" form. The patron may ask for a reconsideration in the following manner:

- 1) A "Request for Reconsideration" form (see Addendum 2) must be completed and returned to a staff member at the appropriate service desk. The form will be given to the department supervisor or branch manager, who will forward a copy of the form to the Library Director. The Director may respond in writing to the individual, advising him/her that there will be a reconsideration of the item and enclosing a copy of the "Materials Selection Policy of the Wayne County Public Library".
- 2) The Director will appoint an ad hoc committee including but not limited to the appropriate supervisor and the selector for the subject area to reconsider the item. The supervisor will send the reviewers copies of the form and any reviews that the supervisor has located.
- 3) The reviewers will put their comments in writing to the appropriate supervisor prior to meeting to discuss the title.
- 4) The supervisor will convene a meeting of the reviewing committee, compile the comments, and forward the comments and reviews to the Director, along with a recommendation.
- 5) The Director will then make a decision regarding the disposition of the material. The Director will communicate this decision, along with the reasons for it, in writing to the individual who initiated the request. The decision of the Director shall be final.