

FARMVILLE PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

Adopted by the Library Board of Trustees on April 16, 2012
Adopted by the Board of Commissioners on June 5, 2012



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I. Mission and Statement of Purpose

The Farmville Public Library supports, strengthens, and enriches the residents and communities in which it serves by acquiring, organizing, and distributing a select collection of print and non-print materials to meet their informational, professional, educational, recreational, and cultural needs. The Farmville Public Library Board of Trustees has adopted the following Collection Development Policy to guide library staff and to inform the public about the principles upon which the library's collections are developed, offered, and maintained.

II. Intellectual Freedom Statement

Patrons of the Farmville Public Library represent a wide variety of cultural, educational, ethnic, religious, political, and financial backgrounds. The Library is committed to providing access to materials and information sources that reflect and respond to the nature and diverse interests of the population it services. The Library's role is to make ideas and information accessible to everyone. It does not endorse every idea or information or information resource by including them in the collection or by providing access to them electronically. However, the Library does support each person's right to access them.

The Farmville Public Library affirms its commitment to making available the widest possible diversity of views and modes of expression, including those that may be thought unusual, unorthodox, or unpopular. The Library recognizes that many materials are controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Only parents and legal guardians may restrict their own children's access to library materials, resources, and services.

The Farmville Public Library does not create labels for materials except for those that indicate where or how an item is to be shelved, nor does it rate materials. Labels and ratings on an item that is received from a publisher or producer, however, are considered an integral part of the item and are not removed or altered.

The Farmville Public Library endorses the principles documented in the American Library Association's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and all other documents adopted by the American Library Association's Office for Intellectual Freedom.

III. Collection Development

A. Selection Criteria

The Farmville Public Library acquires materials of lasting and current interest to satisfy the demands of its diverse community. Materials considered for inclusion to the collection are evaluated based on their merit as a whole, not on excerpts. The general criteria by which most materials are considered include: recency, accuracy, authority, depth of coverage, cost, format, popular demand, historical value, availability, quality, durability, and special features. These selection criteria will be applied equally to all materials,

regardless of format, whether they are purchased by or given as gifts to the library. The library reserves the right to place materials that do not meet the selection criteria in its book sale or donate them to another library or institution.

B. Selection Process

The Collection Development Policy, as approved by the Library Board of Trustees, will be administered by the Library Director. The Children's Librarian, under the supervision of the Library Director, is responsible for the selection of material for children and young adults. The community's involvement in the selection process is encouraged via questionnaires or surveys, making reserve requests, and providing purchase suggestions to library staff. Final decisions on patron suggestions will be governed by this Collection Development Policy in making additions to or deleting items from the collection.

Tools used in the selection process include professional journals, trade journals, subject bibliographies, online resources, publishers' promotional materials, and reviews from reputable sources.

C. Maintenance of Collection

The Library's collection of resources, regardless of format, is continually and systematically reviewed, evaluated, and weeded to keep it responsive to patron's needs, to make room for new materials, and to keep it viable. Under the direction of the Library Director, delegated staff may be responsible for determining which resources should be weeded, repaired, updated or replaced. The collection review process includes the following factors:

- Ability to satisfy the needs and interests of the community
- Obsolescence of information
- Number of copies in the collection
- Number of Circulations, requests and reserves over a set period of time
- Adequacy of other resources in the subject area to meet patron's needs
- In-print status
- Ease of replacement by purchasing another copy or a similar resource
- Availability of the resource or information outside the Library at another institution

D. Gifts

The Farmville Public Library graciously accepts gifts of library materials and other forms of donations. All donations are tax deductible. The Library will provide the donor with a letter of acknowledgment, upon request, to serve as a tax receipt. The Library does not place a value on donated materials. Miscellaneous items, such as art work, furniture, or photographs, are accepted at the discretion of the Library Director. Once accepted, the donated materials will be evaluated according to the Library's selection criteria. If donated items are not added to the Library's collection, the Library reserves the right to either sell them at library book sales or to otherwise dispose of them by sending them to another institution or for recycling. Exceptions to this gift policy may be approved by the Library Director.

E. Honoraria and Memorials

Books or other library materials may be donated in honor or in memory of a friend or family member and are marked with a special bookplate. A thank you card will be sent to the donor, and, when appropriate, a notification card will be sent to the individual or family for whom the material was donated. Donations in the form of honoraria and memorials follow the same collection development maintenance as all purchased or donated library materials.

IV. Reconsideration of Library Materials

Should a patron be concerned about a particular resource in the collection, they should complete a Material Reconsideration Form (found in APPENDIX A). This form may be obtained at the Circulation Desk and must be completed in its entirety. All such forms should be given to a staff member, who will then give it to the Library Director. Upon receipt, the Material Reconsideration Form will be reviewed by the Library Director and designated library staff in conjunction with the selection criteria, its place in the collection, and the reasons for its inclusion. A written response from the Library Director will be sent within three weeks. If the patron is still unsatisfied with the decision regarding the material, he/she may arrange a meeting with the Library Director to discuss the matter. This meeting must take place within two weeks of receiving the written response from the Library Director. Should the community member be unsatisfied at this stage, they will then be encouraged to attend the next regularly scheduled Library Board of Trustees meeting. The Board, upon hearing the complaint, may wish to appoint a special committee to review or recommend a policy concerning the item in question. In either case, a letter will be sent to the patron informing him/her of the Board's decision. A copy of this letter will be forwarded to the Town Manager. If the community member seeks further consideration, final authority rests with the Town Board of Commissioners.

APPENDIX A

FARMVILLE PUBLIC LIBRARY
Material Reconsideration Form

Author: _____

Title: _____

Book Periodical Other _____

Publisher: _____

Date of Publication: _____

To aid the library in reaching a decision, please answer the following questions. If additional space is needed, please use the back of this form or supply attachments.

1. Please state the reason for your request. (Please be specific – cite pages).

2. What do you feel might be the impact of accessing and using this material?

3. For what age group would you recommend this material?

4. What are the positive points of this material?

5. Have you read/viewed/listened to this work in its entirety? If no, what sections did you read/view/listen to?

6. Are you aware of any reviews of this item by literary critics? If yes, where?

7. What do you believe is the theme (for fiction) or the purpose (for nonfiction) of this material?

8. What action would you like the library to take regarding this material?

- Restrict its use to certain age groups
- Withdraw it from circulation
- Have it re-evaluated by the Library Director
- Other

9. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject?

10. Have you read the Farmville Public Library's Collection Development Policy?

Yes No

Requested by: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Do you represent: Yourself Organization (name) _____

Patron's Signature: _____ Date: _____

Received by Staff Member: _____ Date: _____

Received by Library Director: _____ Date: _____