

MGT-16 Collection Development Policy

Policy

The public library is a primary source of materials for the informational needs, cultural development and personal enjoyment of its users of all ages and levels of ability and interest. It is the institution in our society that attempts to provide materials representing many points of view in many fields. This policy addresses the Warren-Trumbull County Public Library's collection management decision process.

Regulation 1 – Selecting Materials

- The materials selected shall be chosen to most effectively serve the community.
- Consideration will be given to materials that may be of interest to a few, as well as those of interest to many.
- When justified by demand and feasible within the budget, multiple copies shall be provided.
- The collection (with the exception of the Local History and Genealogy Center collection) is not archival. It is reviewed and revised on an ongoing basis to meet contemporary needs.
- Library materials selection is ultimately vested in the library director, who delegates to members of the professional staff in the public service departments the authority to interpret and guide the application of the policy in making day-to-day decisions. Unusual situations are referred to the director for resolution.

Procedures

Building a library collection is an ongoing activity. No library budget or building is large enough to permit the purchase of every worthy resource. This policy guides the staff in most effectively using the library's financial resources to meet the present and anticipated needs of the community it serves.

Library materials are selected to develop a broad collection that meets the needs and interests of a diverse service area for information, education and entertainment. The library will be responsive to public suggestions of titles and/or subjects to be included in the collection. Selections must meet several of the following criteria:

- Current and anticipated needs and interests of the community
- Accuracy of content
- Timeliness of information
- Author, artist, and/or publisher qualifications and/or reputation
- Contribution to diversity or breadth of collection
- Literary merit or artistic quality
- Positive evaluation in review media
- Inclusion of title in standard bibliographies or indexes
- Receipt of or nomination for major awards or prizes
- Scarcity of materials on subject
- Local importance of topic
- Effectiveness and accessibility of format

- Appropriateness/usefulness for intended audience

Additional considerations affecting materials selections include academic level of material (especially for technical works), budget, space, duplication of titles or subjects, quality of materials already owned on the topic, and the need for replacement of worn-out standard titles and outdated materials.

Regulation 2 – Withdrawing Materials

- It is the function of librarians to select and discard library materials and advise on their use. They are prepared for this task through education, training and experience.
- Librarians must, of necessity, work within the limitations of space and budget.
- Selection and withdrawal processes are cooperative and suggestions are welcome from library staff/customers.
- Librarians are responsible for judging the needs of their collections and their communities, and they must make the final determination.
- Materials withdrawn from the collection may be offered to Friends of the Library groups for their book sales or otherwise handled at the discretion of the library staff.

Regulation 3 – Duplication of Service

The library will not needlessly duplicate the services offered by other area libraries serving special populations.

- Extensive legal resources are available to the public in the Trumbull County Law Library.
- The libraries of Kent State University (both Main and Trumbull campuses) and Youngstown State University provide materials to meet the curriculum and research needs of college students and faculty.

Regulation 4 – Interlibrary Loan Service

Materials not available at the Warren-Trumbull County Public Library may be available from other libraries.

- Customers can request items through SearchOhio, a consortium of Ohio libraries that use the Innovative Interfaces Incorporated library catalog system and through OhioLink, a consortium of Ohio college and university libraries and the State Library of Ohio that use the Innovative Interfaces Incorporated library catalog system.
- For items not available through SearchOhio or OhioLink, the Adult Services Department will attempt to borrow materials from other libraries in the United States, in accordance with the Interlibrary Loan Code of the American Library Association.

Regulation 5 – Donations

The library may accept gifts of books, magazines, and audiovisual materials with the provision that qualified staff will decide the disposition of them.

- Materials not added to the collection may be offered to Friends of the Library groups for their book sales, or otherwise handled at the discretion of the library staff.
- Donations may be placed at any library location deemed appropriate.
- No materials can be returned to the donor.
- Donors wishing to have verification of their contribution for tax purposes are responsible for recording the number of items and must place their own value on the material. A form may be obtained at any Circulation Desk. It is to be retained by the donor as a receipt. Letters of acknowledgment are not sent.

Procedures for Magazines

- Gift magazine subscriptions may be accepted for the library through an appropriate manager.
- Those which are approved, will be displayed with other titles in the general collection, and will circulate in the same manner as those magazines.
- Back issues may be retained for up to one year, depending upon storage space and demand for that title.
- Other gift magazines, especially unsolicited subscriptions, may be displayed for a period of time. These issues do not circulate; back issues are not retained.

Regulation 6 – Gift Tributes

The library is pleased to accept financial contributions for the purchase of items in memory or honor of a person or event.

- Donors are encouraged to suggest appropriate subject areas or titles.
- Whenever possible, a bookplate with the name of the person or event being commemorated, along with the name of the donor(s), will be placed in or on the item.
- A minimum gift of \$20.00 assists the library in its efforts to provide quality materials.
- A letter of acknowledgment will be sent to donors of \$20.00 or more.
- Under certain conditions, contributions of books or other materials will be accepted as memorial or honor items. The material must meet the selection criteria for the type of material, be in excellent condition, and have a retail value of \$20.00 or more.
- At the donor's request, a letter of notification will be sent to the honoree and/or the family of the person being memorialized. Appropriate names and addresses must be supplied by the donor on the library's gift material form.

Regulation 7 – Re-evaluation of the Collection

- Systematic re-evaluation and withdrawal of worn, out-dated, or obsolete materials is necessary to maintain an active and useful collection.
- The library is guided by the American Library Association statement on evaluating library collections, which is an interpretation of the Library Bill of Rights and CREW: A Weeding Manual for Modern Libraries.

- Selection and withdrawal processes are cooperative. Suggestions from library staff/customers are considered.
- Withdrawn materials will be disposed of in an appropriate manner. Those in acceptable condition may be offered to Friends of the Library groups for their book sales or otherwise handled at the discretion of library staff.

Procedures

The considerations for withdrawal of library materials may include:

- Unacceptable physical condition
- Age of the material and currency of the contents, particularly in science and technology
- Circulation performance and use
- Space limitations

Regulation 8 – Preservation of Materials

- Preservation of materials is an important part of collection maintenance.
- Materials need to be maintained in a usable, convenient and attractive format.
- Cleaning, mending and replacement are options which may be considered to preserve and maintain the physical quality of the collection.

Regulation 9 – Materials Formats

The library provides access to materials through print, multimedia and technology. The library recognizes that content and medium should be suitably matched and that library customers have different learning styles and preferences for how they receive information. Therefore, the library provides materials in a variety of formats, including, when appropriate:

- Print – such as hardcovers, paperbacks, magazines and newspapers.
- Non-print – such as audio and video formats, realia, and microforms.
- Digital resources – such as online databases and materials in electronic formats

Regulation 10 – Reconsideration of Materials

See **MGT-2 Reconsideration of Library Materials**

See **Collection Development Policy Manual**

Board Approval 03/11/10

Updated 09/2011

Updated 08/2013

Updated 04/2015