

Cook Public Library

Collection Development Policy

Adopted and Approved by the Library Board September 2, 2015

Purpose: This policy is to establish guidelines for the management of the collection and to inform the public of the principles on which the library makes decisions regarding the purchasing, maintenance and use of the collection. Decisions under this policy will be guided by the needs of the community and to offer opportunities and encouragement in the following areas:

Life-long learning

Well-rounded viewpoints

Current information and data

Occupational performance and growth

Recreational reading and entertainment

Intellectual Freedom

The Library Board believes that the materials collection must represent all points of view, especially concerning controversial issues and must not exclude items because of their origin or viewpoint or the views of those contributing to their creation. The Library Board supports this belief by endorsing the following American Library Association documents

Library Bill of Rights

Freedom to Read Statement

Freedom to View Statement

Selection of Materials

The Library Board delegates to the Library Director the authority and responsibility for selection and management of all materials within the framework of this policy.

Recommendations from patrons, staff or volunteers for future purchase should be made to the Library Director. All requests will be considered, but not all may be purchased.

The following general criteria will be used for selection of materials although an item does not have to meet all of the criteria to be acceptable.

Accuracy, timeliness, and relevance to the community

Importance as a document of the times

Reputation and/or significance of the author or publisher

Positive reviews in reputable journals (Booklist, Kirkus Review, etc.)

Award winners

Relationship to existing materials in the collections

Within the limits of budget available

Subject matter of material is needed to round out and/or enhance the collection

Local authors

Format is appropriate for library use

Popularity of genre/subject/series based on patron circulation

Literary and artistic merit

Adult Fiction

The fiction collection is intended to fulfill the overall needs of the public for novels and short stories in many genres, new or old, even if they are not of permanent value. Attention is paid both to the literary side of fiction as well as high-demand titles. An item that is not purchased upon publication will be reconsidered at any time there is a request for it. Previous works by popular authors will be kept on the shelf until interest in the author wanes or as space allows.

Adult Non-Fiction

Within budget and shelf space limitations, the library will attempt to build a collection covering the spectrum of the Dewey Decimal System for the adult patron. Materials on any particular subject will be of broad, general interest rather than scholarly. Textbooks will not be part of the collection unless it is the only or best material available on a subject.

Adult Large Print

The large print book collection meets the needs of patrons who need or require books printed with words larger than standard-sized print. The major emphasis of the collection is popular fiction, including westerns. High interest nonfiction will be considered as well.

Children's Collection

The goal of the children's fiction and non-fiction sections are to provide books that children want to read. The librarian will ensure that quality books are available through selection aids such as

reviews, staff and public recommendations, catalog descriptions, award winners and book selection services.

Books will be shelved based on the following categories:

Preschool/Easy Readers

Juvenile

Young Adult Fiction

Youth Non-Fiction

Audio Books

The adult audiobook collection consists of adult fiction and nonfiction and juvenile fiction and nonfiction on CD or audiobook player (Playaway). When possible, unabridged productions will be the preferred choice. Selection of titles is based on the selection criteria outlined in this policy.

DVDs

The DVD collection consists of titles for adults and juveniles. The collection is intended to provide quality entertainment materials for home use. The primary emphasis will be on acquiring well-reviewed, popular materials and unique items not widely available.

Purchasing Materials

Materials will be purchased using the most economical method available. Examples include online booksellers such as Amazon, book stores such as Barnes and Noble, retail stores such as Target and collection development services such as Junior Library Guild.

Each item acquired will be coded to identify the source, date of purchase and cost of item. Each item will be processed to show ownership by the Cook Public Library.

Gifts and Donations

All gifts and donations will be evaluated by the Library Director and are subject to the criteria stated for selection of materials. Donors are informed that any gifts or donations may or may not be added to the collection. Any item not added will be given to the Friends of the Cook Public Library and placed in the next book sale. Donations are subject to the same weeding criteria as other materials in the collection.

Formats

The collection will include materials in all formats which meet the needs of the community in which the library serves. These include hardcover books, paperbacks, large print books, DVDs, audio books, and newspapers.

The following materials require special consideration in selection:

DVDs and Audio Books will be selected according to criteria similar to books as stated above.

Reconsideration of Materials

As a tax-supported institution, the library welcomes suggestions and comments about its collection. Some of the materials may be offensive to individuals or groups because of individual perceptions of profanity, social, economic and political ideas, and religious viewpoints. The library does not approve nor endorse any particular viewpoint or belief represented in the collection. The library's role is to provide materials which allow individuals to freely examine issues and make their own decisions. It is the responsibility of individuals to limit their reading to books and materials which are congruent with their individual tastes. While a person may reject materials for him or herself and his or her own children, he or she may not restrict access to the materials by others.

Patrons who wish to make a formal complaint about an item in the library collection should complete a Reconsideration of Library Resources form and submit it to the Library Director.

Analysis and Weeding

The collection needs continuous evaluation in order to be sure that the library is providing materials in a timely manner and to meet patron interests and needs. The CREW: A Weeding Manual for Modern

Libraries <https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf> will be used to analyze works in all formats. The following factors will also be considered.

- Duplicate copies of titles added to the collection during high demand will be discarded once popularity has waned.
- Works that have become unappealing due to aging, damage or wear will be removed.

Repair/Replacement of Materials

New materials will be protected with appropriate covering and reinforced according to standard library practice. All circulation desk staff will be watchful of materials in need of repair and forward those materials to the appropriate staff person. Simple repairs such as torn or loose

pages, damaged book covers, missing staples and worn spines will be attempted on premises before deciding to discard.