



## Collection Development Policy.

The Library selects and delivers Library resources in a variety of formats to support its stated mission and meet the informational, recreational, and educational needs of the community.

**Purpose:** The Collection Development Policy defines the criteria used by the Library's collection development staff in choosing Library resources and materials.

### 1. Responsibility for Selection.

The responsibility for the selection of Library materials is delegated by the Library Board to the Library Director, and, under their direction, to the professional staff whose education, training, and experience qualify them for this activity. Patron suggestions are welcomed and given serious consideration, while following selection criteria. Final purchasing decisions are made by Library Administration.

### 2. Selection Criteria.

The selection criteria of the Library are based on the following principles:

- a. Materials are selected to provide a balanced collection that reflects the interests and needs of the community, supports the Library's mission, and fits within the budget and space constraints of the Library System.
- b. The Library upholds the principles of the American Library Association's "Library Bill of Rights" and "Freedom to Read Statement."
- c. The Library staff does NOT serve in loco parentis. Only parents and/or legal guardians may restrict their children, and only their own children, from access to Library materials. Responsibility for the materials that children read, listen to, or view rests with their parent and/or guardian. This responsibility is affirmed by the parent and/or guardian when they sign the registration form and Library card giving permission for the child to borrow materials from the Library.
- d. The evaluation and selection of materials are characterized by flexibility and responsiveness to the changing needs of the citizens of Dorchester County. Materials are evaluated as a whole and not on the basis of a particular passage(s).

### 3. Purchasing Criteria.

The following criteria are considered when purchasing materials (not all criteria must be met and no one criterion will be decisive):

- a. relevance to community needs and interests;
- b. suitability of subject, style, and reading level to the intended audience;
- c. authenticity;
- d. insight into human and social conditions;
- e. importance as a document of the times;
- f. appropriateness and effectiveness of medium and content;
- g. reputation and significance of author;
- h. professional and staff reviews;
- i. relationship to existing materials in print and electronic collections on the same subject;
- j. availability and accessibility of the same material in the service area or SCLENDS;
- k. ease of use to the Library, storage, and maintenance;
- l. cost;
- m. availability.

Electronic and digital content will be subject to these additional criteria:

- a. print versus electronic cost considerations;
- b. compatibility with Library platforms;
- c. technical quality of the reproduction;
- d. currency and frequency of maintenance;
- e. ease of use;
- f. remote access capability;
- g. legal and licensing terms;
- h. technical support capability;
- i. privacy practices of the provider.

#### **Non-curated Collections:**

In order to expand the range of digital content available to Library card holders, the Library provides access to non-curated collections of digital content. Non-curated collections are ones for which the content is determined by the content provider. Because it is impossible to review every individual item in the Library's non-curated collections, Library staff assess the value of each collection as a whole based on the above-mentioned selection criteria. As with the Library's curated collections, parents and/or guardians are responsible for the selection and use of Library materials and resources by their children. The Library supports the right of individuals to reject for themselves or their children any resources and materials they find unsuitable or objectionable; however, the freedom of others to read, view, listen, or inquire will not be restricted.

#### 4. Evaluation, Weeding, and Collection Maintenance.

The Library's collection is maintained through systematic inventory, evaluation, removal, and replacement of outdated, outmoded, and worn materials. Library Branches will be completely inventoried on a schedule established by the Library Director.

- a. Weeding Criteria. Materials are withdrawn from the collection for the following reasons:
  - (1) missing from the collection;
  - (2) poor physical condition;
  - (3) has outlived usefulness either being out-of-date or no longer requested by patrons;
  - (4) unnecessary duplication;
  - (5) cooperative agreements with other libraries and the ability for patrons to use other libraries in the area;
  - (6) availability of an item from other libraries in SCLENDS;
  - (7) unused materials based on frequency of circulation.

Materials no longer in demand will be reviewed using the same criteria as new titles when considering their usefulness and appropriateness. If a subject is not heavily in demand and content is still up to date, the material may be retained until a more suitable item is available.

- b. Guidelines for Collection Weeding. Resources used to provide guidelines for collection weeding will include but are not limited to titles such as:
  - (1) *CREW: A Weeding Manual for Modern Libraries* (Texas State Library and Archives Commission)
  - (2) *Public Library Catalog*
  - (3) *Fiction Catalog*
  - (4) *Children's Catalog*

While the criteria and resources listed are to be used as guides for weeding, they are not intended to act as a substitute for professional judgment and common sense.

#### 5. Reconsideration of Materials Policy.

The Library's procedures for the Reconsideration of Materials seek to ensure that objections or complaints are handled in an attentive and consistent manner.

Library patrons wishing Reconsideration of Library materials should:

- a. Complete a **Request for Reconsideration of Library Material** form. Only Dorchester County Library card holders may submit a Request for Reconsideration.
- b. Submit the request at any DCL location.
- c. The Request for Reconsideration will be sent to the Library Director or their designee.
- d. The Library Director will create a Material Reconsideration Committee. This committee will consist of the Library Director (or their designee), the Technical Services Librarian, the selector of the item under reconsideration, and up to two additional librarians.
- e. The committee will make a decision within 90 days of receipt of the request.

- f. For the duration of the reconsideration process, all Library copies of the title will remain available for circulation.
- g. After the committee makes its decision, the Library Director will contact the patron who requested the reconsideration.
- h. Should the patron wish to appeal the decision, the Library Director will notify the Chairman of the Library Board. Within 90 days of referral to the Board, the patron may be required to attend a Board meeting in person to hear the appeal decision.
- i. Once a decision has been made on a title, that title cannot be brought up for reconsideration.
- j. Each Library patron may only have three (3) active requests at any given time and no more than twelve (12) requests in a given calendar year.

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