

### **3.3.8 Collection Development**

#### **a. Selection Criteria**

- 1) Responsibility for selection rests with the Director. Suggestions from staff members and Library patrons are encouraged and seriously considered.
- 2) The library will collect materials in various formats.
- 3) Although the Library is sympathetic to the needs of the students, the Library does not add to its collection textbooks used by area schools except when necessary to supplement a subject area in the collection.
- 4) Whenever possible, materials on controversial subjects will reflect both sides of an issue as presented by qualified, knowledgeable authors.
- 5) No author's works will be excluded from the collection solely because of the author's personal history, political affiliation, race, sex, or cultural background.
- 6) The Library maintains a Virginiana collection with emphasis on items covering the County and Fredericksburg areas. Items on Virginia and Virginia genealogy are added to that collection when available.
- 7) The Library acquires one copy of each title. Additional copies may be obtained when there is a hold list of three (3) or more patrons or when demand is expected to be high.
- 8) Selection will be based upon:
  - a) The recommendation of professional reviewing sources and the needs of the collection in specific areas,
  - b) An awareness of the materials available through the Library's Interlibrary Loan service,
  - c) Expressed or anticipated interest in the title or subject within the community,
  - d) Contemporary significance and/or permanent value of the title to the collection,
  - e) Available funds and space, and

f) Availability of resources through area libraries.

b. Donations of Books and Periodicals:

- 1) The Library welcomes gifts of new and used books, audiobooks, DVDs, other media and similar materials. Once donated, items become the property of the Friends of the Smoot Library. They will be added to the collection in accordance with the Selection of Materials policy or may be given to other libraries and non-profit agencies, sold, traded or discarded. The Library will acknowledge receipt of donated items, but is unable to set fair market or appraisal values. The Library will not provide an itemized list of donated items.
- 2) Books or periodical subscriptions donated in memory of a person will be acknowledged by a bookplate in the front of the book upon request. These items are still subject to the Selection of Materials policy.
- 3) Authors and Creators wishing to donate must fill out the Consideration of Donated Works by the Author/Creator form in the Appendix 7.6 of this policy. These items are still subject to the Selection of Materials policy.

c. Requests for Reconsideration of Materials:

- 1) The Library subscribes fully to the American Library Association's "Library Bill of Rights", the "Freedom to Read" statement, and the "Freedom to View" statement. (Appendix Section 7.2, 7.3, and 7.4).
- 2) All requests for reconsideration of materials will be handled in the following manner:
  - a) The staff member receiving the complaint will ask the patron to fill out the Reconsideration of Materials form (Appendix 7.5).
  - b) When the completed form has been received, it will then be submitted to the Director. The Director will acknowledge in writing receipt of the form to the complainant. The material in question shall remain in the collection and available to patrons during the reconsideration period.
  - c) The Director will locate as many professional reviews of the title as possible and review the title against the selection criteria outlined in this policy.

- d) The Director will consider all factors and come to a decision. This decision will be communicated to the complainant in writing within 45 days of the date that the reconsideration form was received by the Library Director. A copy of the response shall be given to the Library Board.
  - e) If the complainant is not completely satisfied with that decision, they may then submit a letter regarding the complaint to the Library Board for consideration at its next regularly scheduled meeting. The Board will acknowledge the letter and make a final decision based on its endorsement of the "Library Bill of Rights" and the "Freedom to Read" statement, and in consideration of the Director's decision.
- d. Withdrawal, Binding, Mending, Replacement:
- 1) Materials are removed from the collection based on the same criteria used in the Collection Development Policy. In general, materials that fall into the following categories should be withdrawn:
    - a) Materials which are outdated
    - b) Superseded editions
    - c) Items worn beyond repair
    - d) Duplicate copies of seldom used titles
    - e) Lost copies which cannot be replaced
    - f) Items which have not been checked out within a three (3) year period, unless judged to be a classic or appears on a standard list
  - 2) Worn items that are still relevant to the collection may be mended within the Library or be sent to a bindery.
  - 3) Lost items and items worn beyond repair or rebinding will be replaced on the same criteria used in selecting them. Lost items that are out-of-print will not be replaced unless they are of extraordinary value to the collection and may be obtained through a source for out-of-print books at a reasonable price that is within the Library's budget.
  - 4) Periodicals are maintained at the Director's discretion.

- 5) Disposition of withdrawn materials will be at the discretion of the Director.