



Eastern Shore Public Library Collection Development Policy

Purpose of the Policy

The purpose of the collection development policy is to serve as a guideline for adding to and deleting from the present collection, for collection maintenance, for replacement of lost or worn items, and for the acceptance of gifts. The policy is used to inform library staff, the Board of Trustees, and the public about the collection and the library management principles upon which selections are made. Collection development and management are necessary functions of the library which must be performed regularly in order to provide the public with a current and comprehensive collection.

Library staff continually:

- Compare library holdings with available titles to determine new purchases
- Track and analyze item usage to decide whether to add or withdraw multiple copies
- Conduct retention reviews to delete out-of-scope, little used, or outdated materials • Analyze collection condition and weed damaged materials

The Library is committed to upholding and adhering to the principles contained in the American Library Association's *Library Bill of Rights*, *Freedom to Read*, *Freedom to View*, and *Access to Library Resources and Services for Minors* Policy Statements.

Mission Statement

The ESPL System enhances the quality of life in Accomack and Northampton Counties. Its users enjoy free access to resources that document our community's past, meet its present interests, and explore its future.

Responsibility for the Collection and Its Development

The Library Board of Trustees assigns the responsibility of the daily operation of the library, including the selection and maintenance of the library's collection to the Library System Director. With the oversight of the system director, the library's professional staff select and maintain the library's print and digital collections.

Intellectual Freedom

Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is one of the core values of the library profession; it promotes access to information and guides the defense against censorship.

The library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library supports the American Library Association's *Library Bill of Rights*, *Freedom to Read*, *Freedom to View*, and *Access to Library Resources and Services for Minors* Policy Statements throughout the processes of acquiring and managing collections.

The library seeks to develop a collection which represents many viewpoints and provides information and entertainment to a diverse population of library users. An impartial recognition of differing points of view is the selection goal.

The library encourages parents to have an active and responsible interest in their child's selection of materials. The library does not act in loco parentis.

The library contains wide variety of materials representing many viewpoints. Inclusion and display of those materials does not indicate advocacy. The purpose of displays is to raise awareness of the collection and increase use of the material.

Criteria for Selecting Materials and the Selection Process

The library collection reflects the interests and needs of a diverse community. The library responds to user requests, local interests, and community needs in the selection of materials.

In selecting materials and developing collections, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity of the Eastern Shore and the larger global perspective. Library collections will provide a broad range of opinions on current issues.

The selection tools used by librarians include professional library journals, trade journals, subject bibliographies, publisher's promotional materials, reviews from reputable sources, publication history, and existing circulation data for the library system. Librarians also consider materials reviews in national newspapers and magazines, local publications, broadcast media, and reputable internet sources.

Materials are selected based on literary, educational, informational, and recreational value; the author's reputation and significance as a writer; importance of subject matter for the collection; appearance of material in bibliographies or indexes; cost; and availability of material through interlibrary loan. The final decision to purchase is based on the value of the material to the

collection. The selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint

Guidelines for Selection and Use of Materials

1. The library recognizes that many materials are controversial and that any given item may not be acceptable to the beliefs of everyone. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work or in relation to building the library's collections and to serving the interests of all individuals and groups in the region. Different viewpoints on controversial issues will be acquired, including those that may have unpopular or unorthodox positions.

The criteria for selection of materials for the library's collections will include the following:

- quality of writing/production
- importance of subject matter
- timeliness or currency of information
- contribution made to a diversity of viewpoints
- relationship to existing materials in the collection
- readability and popular appeal
- authoritativeness
- reputation and significance of the author/publisher/artist/composer/producer, etc.
- format, cost, and availability
- requests from patrons
- recommendation of work in standard review sources or inclusion in standard bibliographies

2. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading abilities, it will always seek to select materials of varying complexity.

3. Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft. The use of rare and scarce items of great value may be controlled only to the extent required to preserve them from harm.

4. Electronic materials are subject to the criteria listed above, and also:

- accessibility, both in the library and remotely
- quality of access relating to product's ease of use and availability of online help
- currency and frequency of product maintenance and updating

Patron Request for Purchase Consideration

The library welcomes suggestions from patrons for titles to purchase as additions to its various collections. All suggested titles are considered according to the criteria outlined in the Collection Development Policy.

If a requested material does not meet the criteria established by the library for the selection of materials, efforts will be made to obtain the item through interlibrary loan, upon patron approval of associated interlibrary loan fee.

Gifts

The library accepts gifts of library materials for consideration as additions to its collections. Gifts are subject to evaluation according to the same selection standards as materials considered for purchase. The library reserves the right to use or dispose of any gift. All gifts become the property of the library.

Funds may be given for the purpose of acquiring materials as prescribed in this policy, or for purchase of specifically themed items suggested by the donor. When the library receives a monetary gift for the purchase of materials, the library staff must make the selection with the general selection principles set forth in this policy.

Gifts of library materials by local authors are subject to the same criteria as all items reviewed for addition to the library's collections.

Materials of local historical or genealogical interest pertaining to the library's service area will be considered according to the criteria outlined in the Collection Development Policy and in consultation with Heritage Center staff. The library does not attempt to acknowledge acceptance of every gift it receives and will do so only at the specific **request** of the donor.

Patron Request for Reconsideration

Any patron has the right to request reconsideration of an item in the collection. Request for Reconsideration of Library Material forms are available to patrons at each public service desk.

Collection Maintenance and Deselection

Maintaining a current, relevant collection of materials is vital to the library's service in the community. Deselection of library material, sometimes called weeding, is critical to collection maintenance. Its purpose is to maintain, throughout the system, library collections of high quality that are appropriate in size to the capacity of their locations and that are current, accessible, and relevant to library users.

The library employs the CREW method of collection maintenance: Continual Review, Evaluation, and Weeding. The review and evaluation steps of this maintenance process are guided by the MUSTIE methodology.

MUSTIE:

- Misleading – contain inaccurate, outdated, or obsolete
- Ugly – worn or damaged beyond repair
- Superseded – newer edition available or updated information available from other content
- Trivial – lacking literary or factual merit
- Irrelevant – content is not of interest to population served
- Obtainable Elsewhere – information is easily accessible online or from another library
Items dealing with local history, classical literature, and award-winning children's books may be an exception.

Withdrawn items will be disposed of through book sales, recycling, or donations. Items deemed unfit for sale or donation will be discarded.

Items are withdrawn from the collection database when they are reported as lost for at least eighteen months, or are missing for at least one year.

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