

## COLLECTION DEVELOPMENT POLICY

This policy provides guidance for Laurel County Public Library staff in their roles as selectors of library materials and informs the public about the principles upon which decisions are made in the selection of these materials.

### Intellectual freedom

The Library and its Board of Trustees uphold the democratic right of all individuals to freely express their thoughts and ideas, both popular and unpopular. The Library supports the right of each individual to privately read, listen, and view the full range of published thoughts and ideas.

In support of these ideals, the Laurel County Public Library offers a collection of materials that is diverse, inclusive, and protected by the First Amendment of the United States Constitution. The Library Board endorses the American Library Association's Library Bill of Rights.

### Censorship

The selection of library books and materials is predicated on the library patron's right to read, and similarly, his freedom from censorship by others. Many books and other items are controversial and any given item may offend some people. Selections for this Library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the materials in relation to the building of the collection and to serving the interests of the readers. This Library holds censorship to be a purely individual matter and declares that, while anyone is free to reject for himself books and other materials of which he does not approve, he cannot exercise this right to censorship to restrict the freedom of others.

With respect to the use of library materials by children, the decision as to what a minor may read or view is the responsibility of the child's parent or guardian. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.

### Responsibility for selection of materials

The Library Board of Trustees delegates the responsibility for materials selection to the Director, who then appoints individuals and/or committees from the staff to select materials for specific collections. Staff members have a wide range of reading backgrounds and interests and are knowledgeable in the different types of library materials and are current in their assessment of user needs. Each selector works within an assigned budget and follows the criteria set forth in this policy.

### Scope of print collection

*Adult fiction*—Public interest is the primary criterion in the selection of fiction. The Library's collection of fiction for adults includes best sellers, genre fiction, classic literature, literary works, and books of general interest.

*Adult nonfiction*—Nonfiction materials are selected in accordance with the various needs and interests of our patrons. Currency of topic, accuracy, and authenticity of information are key factors when selecting nonfiction.

*Young adult (YA) fiction*—Material in this area of the collection is selected to appeal to teens of middle school through high school age. The YA collection provides a transition from juvenile to adult material and is selected to meet the informational, recreational, and emotional concerns of this age group.

*Young adult (YA) nonfiction*—Selection criteria for YA nonfiction are virtually identical to those used when choosing adult materials. There is a strong emphasis on resources which support the educational needs of this age group, but materials are also selected which reflect the personal interests of tweens and teens.

*Juvenile fiction*—Material in this area is selected to serve the needs and interests of children from infancy to middle school. Basic selection criteria apply, with an emphasis on vocabulary, illustration, and age-appropriate content.

*Juvenile nonfiction*—Material in this area is selected to serve the recreational and informational needs and interests of children from infancy to middle school. Many of the same selection criteria used by adult book selectors apply to children's materials, with an emphasis on vocabulary, illustration, and age-appropriate content.

*Periodicals collection*—The Library maintains a periodical collection of magazines and newspapers obtained by subscription. Selection criteria for magazines are generally the same as those for books and other materials. Newspapers are selected with attention to local interest, accuracy, cost, and demand, among other factors.

*Reference collection*—Nonfiction materials in this area are acquired in order to provide ready access to factual information. Selections include, but are not limited to, almanacs, directories, encyclopedias, and indexes.

*Kentucky collection*—The Kentucky collection emphasizes materials dealing with the history of Kentucky and the Laurel County area. The collection consists of both nonfiction and fiction written by Kentuckians or with a Kentucky setting or emphasis.

*Local authors collection*—This collection consists of self-published books donated by their authors or publishers. The books may be either fiction or nonfiction written by Laurel Countians, or take place in Laurel County, or have an otherwise strong local interest.

*Special collections*—The Library maintains a special non-circulating collection of genealogy and local history materials. The collection includes genealogy reference materials, census books, family histories, and microfilm.

*Large print collection*—Large print fiction and nonfiction materials are selected to meet the general recreational reading needs of patrons who have difficulty with standard print.

*Foreign language collection*—The Library maintains a small collection of foreign language materials. The Library may change the scope of its foreign language collection in response to local demographic changes.

#### Scope of audiovisual (AV) collection

Audiovisual materials are selected to supplement the traditional print collection and to provide information and entertainment not available in print format. The formats collected are both compact discs (CDs) and digital video discs (DVDs).

*Audiobooks*—The Library collects both fiction and nonfiction audiobooks on CDs. Unabridged versions are preferred whenever possible. Audiobooks are purchased for children, young adults, and adults with an emphasis on popular titles.

*DVDs*—Emphasis is placed on popular, classic, and award-winning feature films, television productions, children’s features, and educational and instructional videos.

*Music CDs*—The Library purchases a wide variety of popular music styles for recreational use.

#### Scope of electronic resource collection

*Databases*—The Library provides access to a wide variety of informational databases, primarily from the Kentucky Virtual Library. Business information, scholarly and professional articles, newspapers, and magazines are among the resources included. Other databases enable access to resources suitable for students in grades K-12.

*Downloadable formats*—The Library offers access to a collection of popular and literary titles in downloadable formats, including eBooks, eAudiobooks, eVideo, and eMusic. The Library collects titles available exclusively to Laurel County Public Library patrons through its Overdrive Advantage collection. Additional titles are available through Overdrive and are shared jointly by a statewide consortium of library systems called Kentucky Libraries Unbound. Still more downloadable titles are available through the library’s OneClickdigital platform.

#### Selection sources

Library materials selectors use several selection tools when make purchasing decisions. The most utilized resources include the following:

- Book review resources, including:
  - Library Journal*
  - Booklist*
  - Publishers Weekly*
  - School Library Journal*
  - Kirkus Reviews*
- Publisher and bookseller websites and catalogs, including:

- Ingram
- Amazon
- Midwest Tapes
- Audio Editions
- Recorded Books
- Vendor catalogs
- Other selection sources, including:
  - New York Times* and other newspapers
  - TV/radio interviews with authors
  - Patron/staff recommendations

Some library materials are purchased through standing order plans, ensuring that certain titles are automatically received at the time of publication. These plans are reviewed annually and changes made as circulation dictates.

### Selection criteria

Selection criteria the Library uses with regard to all collections are:

- Age of publication
- Timeliness and/or popularity of a subject or title
- Reputation or qualifications of author, artist, and/or publisher
- Difficulty (reading level, use of technical jargon, etc.)
- Purchase price
- Potential circulation
- Relationship to the existing collection and to other titles and authors dealing with the same subject
- Literary merit as expressed by reviewers, along with the reputation and/or quality of reviewers

An effort will be made to include materials which present various viewpoints on controversial issues. The presence of an item in the collection does not indicate the Library's endorsement of its content.

### Purchase requests

Requests for items that the Library does not own may be made by patrons and staff either on the Library's website or in person at the Reference Desk. Requests are then forwarded to the appropriate selectors for those particular items.

Selectors then review the requests to determine whether to add the items to the collection. While the Library tries to honor as many patron requests as possible, it is not always possible to make requested purchases, either because of the lack of availability or the fact that the items requested do not adhere to the Library's selection criteria. Patrons will be contacted to let them know the status of their requests. If a patron request is not purchased by the Library, interlibrary loan (ILL) may be an alternative in securing

the item for the patron.

In recent years, there has been a dramatic increase in the number of titles that are either self-published or published by “vanity presses”. Requests for purchases of these books will be considered following the Library’s Self-Published Books policy.

#### High demand items

Some items are in very high demand by patrons, particularly new videos and bestselling books. These items are monitored by the Circulation Supervisor, who generally seeks to maintain a ratio of one copy of a book or DVD for every five holds (5:1 ratio). However, the cost per item and space considerations are also determining factors in purchasing additional copies.

#### Donations and gifts

Donated materials are accepted by the Library with the understanding that most items will be given to the Friends of the Laurel County Public Library organization for inclusion in an upcoming used book sale. If a patron wants the donated item(s) to be considered for the Library’s collection, the patron should make that desire known at the time the donation is made to the Library.

Donations are final and become the property of the Laurel County Public Library. The Library reserves the right to dispose of items that are in poor condition, out-of-date, or not needed for other reasons, in the manner it deems most appropriate.

Upon request, a receipt for donations will be given to the donor indicating the number and nature of items donated. No value will be assigned to the material by the Library.

The Library does accept memorial gift books or funds for the purchase of memorial gift books. The Library will attempt to honor requests to buy materials in a particular subject area or genre. Such decisions will be based upon availability of materials and the needs of the collection. When requested, bookplates will be placed in/on items purchased with donated patron funds, usually in the name of the person a donor wishes to honor.

Donations and gifts which have specific stipulations attached, other than those described above, are not normally accepted.

#### Deselection (weeding)

Regular deselection, or weeding, of the collection is essential as it removes dated, inaccurate, damaged, and unneeded duplicate copies from the shelves. Finding sufficient space for the materials patrons need and want is also a priority, and weeding is often the only way to accomplish this.

*Print and audiovisual collections (excluding periodicals)*—Factors to be considered include:

- Age of the publication
- Number of circulations

- Condition of the material
- Availability of a newer edition
- Significance of the item
- Ability to borrow through ILL

Materials that are weeded from the collection will be disposed of in a manner appropriate for each item. Materials may be given to Friends of the Laurel County Public Library for sale, donated to another library or agency, sold online through Better World Books, or discarded/recycled, depending on condition. The Library does not offer any withdrawn items directly to patrons.

*Electronic resource collection*—Titles acquired in downloadable formats generally follow the same weeding criteria as their printed counterparts. However, in addition to the criteria listed above, copyright issues and the non-compatibility of formats may also be considered when weeding.

*Periodicals collection*—Back issues of magazines are generally kept for 6-12 months, depending on the frequency of publication and space considerations. Newspaper back issues are generally kept for 1-3 months, depending on the frequency of publication. Every three months, copies of the local newspaper are microfilmed to be kept permanently as part of the Kentucky collection. Weeded magazines and newspapers are recycled.

#### Replacements

Items which have been lost, damaged, or weeded from the collection will not be automatically replaced. Consideration for replacing an item will be based on criteria including the following:

- Demand for the specific title
- Subject coverage in more current material
- Ability to borrow through ILL

#### Reconsideration of materials

Once an item has been accepted as qualifying under the selection policies and criteria of the Laurel County Public Library, it will not be removed from the collection unless it can be shown to be in violation of these policies and criteria.

Any registered card holder of the Laurel County Public Library who seriously requests reconsideration of an item will be given a “Request for Reconsideration of Library Materials” form. The completed form should be returned to the Library Director, who will then appoint a committee to evaluate the reasons for the item’s purchase, including any reviewing sources considered. The committee may also consider reclassification (moving to another section of the Library) of the item.

The Director will then make a decision regarding the item in question and communicate that decision in writing to the patron. The patron may appeal the Director’s decision to the Board of Trustees.