

Lincoln County Library System Materials Policy Collection Development

Objectives

The Lincoln County Library System serves a number of communities with many groups of varying economic, social and political backgrounds. The System must provide these groups materials for education, information, research and recreation. The primary resources that the libraries provide are the collection, electronic information and Interlibrary Loan. Information on all points of view in all fields should be readily available so that individuals may decide which ideas are meaningful to them. The System, consequently, has the responsibility for the selection of materials and maintenance of the collection that reflect not only traditional but also divergent and unusual points of view. All such materials are provided on a free and equal basis to all residents of Lincoln County. These materials are housed and organized so as to make them easily accessible to all members of the community and to carry out the following objectives:

- to provide materials for people of all ages;
- to make available materials meeting educational, cultural, informational, and recreational needs and interests;
- to maintain a balanced collection that has materials with permanent value and also materials of current interest; and
- to formulate and enforce a suitable selection policy that emphasizes these objectives.

Responsibility for Selection

Final responsibility for materials selection rests with the Library Director who operates within the framework of policies determined by the Board of Trustees. The Library Director may delegate to Branch Librarians and other staff the authority to select materials for various sections and collections. The Head of Technical Services is responsible for the acquisition, cataloging and processing of materials and promotes consistency in the maintenance of the materials collection. Staff other than the Head of Technical Services may not directly place orders or sign any contract obligating the library to future delivery without prior approval from the Branch Librarian or Director.

Shared resources among the WYLD consortium are selected by the WYLD Resource Sharing Committee.

Selection Guidelines

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials collection, an awareness of the bibliographies of the subject, and a recognition of the needs of the community.

Criteria

Materials are chosen in accordance with one or more of the following criteria:

- Literary merit
- Enduring value
- Accuracy
- Authoritativeness
- Social significance
- Importance of subject matter to the collection
- Timeliness
- Popular demand
- Cost
- Scarcity of material on the subject and availability elsewhere
- Quality and suitability of the format.

Tools

Materials selection is made with the assistance of the following tools:

1. Reviews and lists from professional and popular print and electronic resources;
2. Purchase suggestions from patrons; and
3. Statistical reports that reflect usage.

Scope

Materials for the Library collection are intended to meet the cultural, informational, educational, and recreational needs of the residents of Lincoln County. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that most individual library needs can be met and service given to individuals of all ages, within current budget parameters and constraints. The Library System encourages the use of interlibrary cooperation to better serve the needs of its clientele by expanding available resources. The collection is not archival, and is reviewed and revised on an on-going basis to meet contemporary needs.

Format

Materials are purchased in the most appropriate format for library use. Books are generally purchased in hardcover editions because of their durability; however, paperbacks are preferred in cases when the hardcover is extremely expensive, and the title would be used infrequently or is of an ephemeral nature. Library editions are purchased for heavily used titles in the Children's departments.

Formats include, print, audiovisual and digital materials. The library recognizes that audiovisual materials are the best choice for certain subject areas and for a segment of the patron population. Selection of materials in all formats should be considered in light of the entire collection.

Archiving

Archiving refers to the holding policies for part or all of the collection. Current usefulness is the determining factor in how long material is kept. Old editions are withdrawn when new ones are received or when the contents are incorrect or out of date. The amount of use that an item receives in the present outweighs the possibility that someone might use it someday. The CREW (Continuous Review, Evaluation and Weeding) Manual serves as the primary guide for determining whether items are held or weeded.

Gift Books

Gifts to the collection can be in the form of money or actual materials. Gift plates and letters of acknowledgement are appropriate stipulations by a donor, but other requirements should be evaluated carefully before the gift is accepted. All gifts become part of the general collection and should not require special circulation procedures. Gifts of books and other library materials are gratefully accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Collection Development Policy. The Library reserves the right to sell or otherwise dispose of gift materials not added to the collection.

Many donations consist of boxes or bags or materials which are accepted for the sake of public relations. These gifts are inspected by staff for odor, water damage, wear and age. Appropriate materials may be added to the collection or put in the book sale, or if not in acceptable condition, discarded.

If the materials are added to the collection, a written acknowledgement of the gift may be written. If a patron desires a record of his/her donation for tax purposes, staff will provide them with a *Donation of Materials* form. Library staff will not appraise the materials or indicate a value in either acknowledgement letter or on the form.

Interlibrary Loan

Interlibrary loan is not a substitute for collection development, but is meant to expand the range of materials available to library users without needlessly duplicating the resources of other libraries. The ILL process interacts with collection development in two ways:

- Titles not owned by the Library that a user wants to obtain through ILL are referred to the Director/Branch Librarian and are considered for purchase if they meet either of the following criteria:
 - The ILL request is for recent material. Consideration is given to titles published within the last six months because it is unlikely that they will be available from other libraries.
 - The ILL request is for a title that has been requested previously. All titles that have been requested through ILL at least three times in a year are given high selection priority.
 - Titles that have been requested by patrons and considered for purchase, but which do not fit the scope of the collection, are too old, out-of-date,

or out-of-print, are sent back to the patron with a recommendation to try ILL.

ILL should not be used for any title that is on order or owned by the Library unless the copy of checked out or determined to be missing.

Multiple Copies

The Library System does not have sufficient budgetary resources to purchase multiple copies of most titles. If patron demand is such that a reserve list for a fiction title reaches 5 names or more, a duplicate title may be ordered. Consideration should be given to ordering duplicate titles in different formats, i.e., eBooks, large print, or audio. For nonfiction where patron demand is extremely high, the Libraries will buy one copy of several different titles instead of buying numerous copies of one title. More variety and depth in the collection can be achieved through this approach.

Standing Orders

Titles on standing orders must have two characteristics in common: they are seldom reviewed in the professional reviewing journals, and they are important enough to the collection that receiving them automatically without evaluating individual titles is better than missing them. The majority of these are titles in a series.

Standing orders should be evaluated annually (July) by the Director/Librarians. Titles may be cancelled, or new titles added to accommodate patron interest and demand.

Weeding

“As good library managers, we have a responsibility to maintain a collection that is free from outdated, obsolete, shabby or no longer useful items.” (CREW Manual) Weeding is an integral part of the Collection Development process. In the LCLS, the CREW (Continuous Review and Evaluation) Manual serves as the guiding document for weeding decisions.

Benefits of Weeding:

- Save time and space
- Enhance the library’s reputation
- Keep up with collection needs
- Have constant feedback

Criteria for Weeding:

- Needs and demands of library users
- Availability of more suitable material
- Ability to purchase more satisfactory items
- Relationship of an item to others on the subject
- The degree to which the library is archival

- Possible future usefulness of an item
- Availability of more current information on the Internet
- Availability through Interlibrary Loan

What to Weed:

- Poor content
- Poor appearance
- Unused materials

Disposition:

Items removed from the collection will be marked as “discard”. Severely damaged materials will be recycled, all other materials will be placed in library book sales.

Replacement:

When considering if damaged or lost books will be replaced, libraries will follow the Selection Policy as well as consider the following questions:

- Are newer materials on the subject available?
- Does the remaining collection contain titles that adequately cover the subject?
- Is the title no longer relevant to the community?
- Is the title available in other libraries?
- Would a different format be more suitable as a replacement?

Librarians will always consider replacement of the subject, not the title.