



## Craven-Pamlico Regional Library (CPRL) Collection Development Policy

### Purpose:

The purpose of this policy is to state the criteria the library uses to develop and maintain its collection. The CPRL Collection Development policy provides a strategy for the selection and removal of materials that the library utilizes to support its broader mission, to enrich, educate, and inspire our community by providing opportunities to gather, participate, create, and engage. CPRL provides equal access to a wide array of materials that supports the Region's cultural, educational, entertainment, and information needs.

This document follows the guidelines set forth by the American Library Association's "Library Bill of Rights" and that organization's further insight given in the following Statements: Freedom to Read, Access to Library Resources and Services for Minors, Freedom to View, and Diversity in Collection Development (see links below). All these documents are used to support the CPRL Collection Development Policy.

In summary:

- CPRL will select materials of interest to all members of the community, reflecting a variety of interests, viewpoints, ages, backgrounds, and education levels.
- CPRL does not restrict selection based on the expressed opinion of an individual or group.
- Parents and legal guardians have sole responsibility for what their children read, view, or hear. Only parents and guardians may restrict their own children's access to library materials. Selection of library materials will not be restricted by the possibility that materials could come into a child's possession.
- Access to the collection will not be limited or denied because of origin, race, religion, age, background, sex, sexual orientation, gender identity, or views. These factors shall also not be cause to exclude any materials, authors, artists, or other creators from the collection.

### Material Selection and Maintenance

The Library considers its broader mission as it selects, maintains, manages, and provides access to relevant information sources, as well as how it handles donations, the removal of materials, and prevents censorship.

CPRL, while working within the realities of CPRL's collection space and budget, creates a collection of materials that provides a balanced viewpoint for the community, including special populations, by offering a wide variety of differing opinions and insights in multiple formats. The selection process for materials will be flexible and responsive to community needs and demographics. Additions to the collection will be reviewed and deemed topical as well as relevant to the needs, views, and interests of the Region in part measured by collection statistics and checkout rates. The responsibility for selection and weeding is vested in the CPRL's Regional Director, and under their direction, in staff qualified by pertinent expertise and experience.

Selection criteria includes, but is not limited to:

- author's reputation and significance
- importance of subject matter to the collection
- Overall demand, audience appeal
- availability of material at other libraries
- timeliness or permanence of the book
- authoritativeness
- inclusion in standard bibliographies, and reviews

Additionally:

- Not all selection criteria may apply equally to all content or formats.
- Selection of materials does not imply agreement with or approval of the viewpoints expressed.
- Materials are evaluated as a whole work and not by selected passages or scenes.

- Individual items which may be considered controversial or offensive by some may be selected if it will contribute to the overall variety and balance of the collection.
- CPRL does not offer textbooks or other school curriculum and in general does not duplicate resources already provided at local academic and special libraries.
- Staff uses a wide variety of selection resources including, but not limited to, professional journals, popular media, publishing trends, local interests, patron recommendations, and circulation data.
- Patron recommendations for collection are welcomed and evaluated by the criteria listed above.

### **Collection Format**

The Library's collection includes adult and children's fiction and non-fiction books, audiobooks, E-books, E-audiobooks, and DVDs, along with periodicals, toys, and electronic equipment and other realia. Materials are purchased in special formats when needed to serve the audience for whom it is intended. The evaluation, selection, and removal of items is the responsibility of the Library's professional staff under the guidance of the CPRL Regional Director.

The majority of materials will be displayed with a focus on increasing access to the collection, rather than preservation for long term storage, and will be done so in such a manner that the Library shows neither approval, nor disapproval, of the contents held within its materials.

### **Special Collections**

CPRL maintains several collections that are specialized, rare, not readily available elsewhere, and/or of special interest to our community. Examples of special collections include genealogy, government documents, microfilm, North Carolina reference and local history.

Special collections are established and maintained by library administration based on space, funding, local interest, and other criteria. Many items in these collections require special handling, due to their age and/or uniqueness. The goal is to provide access to these items, while also preserving them for continued use.

CPRL does not house private collections unless the collection is presented as a gift and it meets the necessary criteria for inclusion.

### **Unsolicited Local Author/Self-Published Works**

In the interest of supporting authors who are members of the library's community, CPRL libraries temporarily make available recently produced fiction and nonfiction by local and regional authors that, while of local interest because of subject matter, setting, or local authorship, may not otherwise meet CPRL's standard criteria for purchase.

Unsolicited Self-Published Works includes recently published works produced by Craven or Pamlico County residents or recently published works by regional authors pertaining to eastern North Carolina.

- The term "Recently published" is here defined to mean published within the last twelve months.
- The term "Self-published" is here defined to include books published by very small publishers, vanity presses, print-on-demand or other Internet-based publishing services, and generally not reviewed outside of local media.
- The term "Regional author" is here defined to mean one living and writing in eastern North Carolina.
- Any work by a Craven or Pamlico County author may be considered to be of potential interest to the community regardless of setting or subject matter.

Responsibility for Selection: The Library Director delegates the management of Unsolicited Self-Published works to primary selectors designated from among the professional staff.

Criteria for Selection: See sections of Material Selection and maintenance for general criteria. Additional criteria include:

- CPRL will accept for consideration one donated copy of any recently self-published work by a local author or regional author at the request of the author or author's representative.
- Materials must be bound and formatted in a way that enables circulation, ease of use, and durability.
- CPRL will only accept physical formats, i.e. books, CDs, and DVDs.
- Items must be in new condition.

Due to staffing and time constraints, CPRL staff are NOT able to meet with individual authors. Donated items are considered gifts and will not be returned. No public acknowledgement will be made regarding work donated.

Deselection: Items are accepted on a temporary basis and will be retained only as long as interest persists.

### **Accessibility**

- CPRL will not restrict access to any library materials in public areas.
- All library cardholders may check out materials in accordance with circulation policies and procedures.
- Materials are labeled only by classification or as a directional aid.
- Children, young adult, and adult collections are differentiated based on reading level, language comprehension, and audience. These collections may be housed in designated areas to aid in discovery.
- Determining the appropriateness of materials for minors is the sole responsibility of the parent or guardian.
- Some materials are designated for use in the library only.

### **Requests for Addition to or Removal from the Collection**

The Library will not automatically remove items from the collection at the request of any individual or group, if these materials have been chosen according to the selection criteria described above. In addition, patron requests for specific items will be considered if the item meets the selection criteria and other collection development policies outlined in this document. Finally, the Library will not restrict access to materials with regards to children and young adults, instead resting the responsibility of such decisions on their parents or legal guardians as set forth by the American Library Association's stance on Access to Library Resources and Services for Minors (see link below).

CPRL recognizes that a collection of diverse materials may result in patron expressed concerns, or requests for material reconsideration. The following procedures have been developed to assure that concerns are handled in an attentive and consistent manner. CPRL will consider patron objections to material in its collection by using the following procedure:

- The Library Branch Manager will explain the selection policy to the patron. If the patron wishes, a Request for Reconsideration of Library Materials (available from the Library's Branch Manager) may be submitted to the Branch Manager.
- The completed form will be reviewed by one or more members of the Library staff who have responsibility for material selection and by the Library Branch Manager. The resource in question will be objectively reviewed to ascertain that the selection criteria and principles stated above were applied in the selection process.
- The Library Branch manager will make a written response to the requester within 14 days of the date that the reconsideration form was submitted. The Library Branch Manager will also notify the CPRL Regional Director and the Board of Trustees of the Library's Local Board of each Request for Reconsideration submitted.
- Should the requester wish to appeal the Director's decision, a final appeal in writing may be made within 14 days directly to the Local Library Board.

Library resources will not be removed from the collection until a final decision has been made.

## **Donation of Materials**

CPRL gratefully accepts donations of clean, undamaged materials. Donations will be reviewed upon receipt for library use based on the above criteria and may not be mandated for inclusion in the collection. Any donated items not selected for inclusion in the collection will be sold, donated, recycled, or otherwise removed from the building at the discretion of the Library.

American Library Association Links: Library Bill of Rights:

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

Freedom to Read Statement: <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

Access to Library Resources and Services for Minors Statement:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>

Freedom to View Statement: <http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

Diversity in Collection Development Statement:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversitycollection>