

Collection Development Policy

Introduction

Lake County Libraries enrich every person by providing comfortable community spaces to satisfy curiosity, stimulate imagination, create young readers, and explore local heritage. Our SIRCLE of values--Service, Integrity, Respect, Community, Learning, and Excellence--drives every action we take to satisfy our mission.

Purpose

The collection development policy provides guidance for selection and evaluation of materials, and defines the scope and standards of various collections. Selection of materials is tied to the library's strategic planning goals, its mission statement, and the principles of intellectual freedom. The library honors diversity of viewpoints and the rights of individuals to receive information. The Lake County Library District endorses the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) adopted by the American Library Association.

Materials Selection Policy

Scope of the Collection

The library strives to meet the informational, educational, cultural, and recreational needs of its patrons by providing a variety of physical and electronic formats. Acquisitions are guided by user needs, costs, the existing collection, library space, borrowing agreements with other libraries, and the mission of the library. Electronic databases and downloadable media are provided according to cost and demand. The library no longer acquires VHS recordings. DVD recordings are acquired. Portions of the library collection circulate among branches at six-month intervals.

Materials from other libraries

The Lake County Library District is a member of the Sage Library System, a resource-sharing consortium of member libraries. Through the consortium, Lake County library patrons have access to materials outside Lake County's collection. Patrons are encouraged to obtain an interlibrary loan through the Sage system for items that the Lake County Library is not able to purchase. Availability of materials through Sage also influences whether an item is selected for this library's collection.

Materials not available through the Sage system may be borrowed through another interlibrary loan mechanism. Any costs incurred for these requests may be passed along to the borrowing patron. The library will not incur costs on the patron's behalf without obtaining patron consent before borrowing.

Responsibility for Selection

The Library Director is responsible for selecting materials, but may delegate this task to qualified library staff. All library staff and the public are encouraged to recommend materials for purchase.

The Library Director is responsible for creation of a Collection Development Manual that provides further guidance on how the criteria for inclusion and weeding outlined in this policy are to be applied.

General Selection Criteria

Library materials are selected based on careful and skilled consideration. Different sections of the collection have their own specific criteria, but in general the following standards are considered in order for materials to be added to the collection. Not all standards will apply to every work.

- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Popular interest, even if not enduring in value, interest, or accuracy
- Local emphasis
- Readability or ability to sustain interest
- Treatment of subject to age of intended audience
- Reputation of author, publisher, producer or illustrator
- Creative, literary or technical quality
- Critical assessments in a variety of professionally recognized selection sources
- Format and ease of use
- Circulation as monitored through the automated library system
- Cost and availability
- Relationship to existing materials in collection

Materials are neither excluded nor proscribed because of the race, nationality, political, social, or religious views of the author, or because of diverse views of individuals or groups within the community. The Library seeks to obtain presentation of all points of

view and all sides of issues. Inclusion does not constitute endorsement of any particular viewpoint. The Library does not promulgate particular beliefs or views, nor is the selection of any given material equivalent to endorsement of the viewpoint of the author expressed therein.

Suggestions for Purchase

The library encourages input from the community regarding purchases for the collection. These purchases are subject to the same selection criteria as other materials, and some requests may be more appropriate for loan from other libraries rather than for purchase.

The Collections

Adult Fiction and Literature Collection

The library strives to select a wide variety of contemporary fiction in all genres, as well as literary classics, international fiction, and important novels of the past. The fiction and literature collection is representative of the community the library serves, and provides for the diversity of tastes, interests, educational backgrounds, and reading skills of our library users. Fiction is a form of imaginative literature, and there is no single standard by which it can be judged. For selection of fiction materials, the following criteria will be considered:

- Literary merit and style of writing
- Popular demand
- Reputation of author and publisher
- Appropriateness to the library's users
- Relationship to the existing collection
- Inclusion in standard library bibliographies
- Cost
- Part of existing series

Adult Nonfiction Collection

The library acquires materials of both enduring and current interests in all subjects based on the merits of the work in relation to the needs, interests, and demand of the community. The goals of selecting materials for the nonfiction collection are as follows:

- Address contemporary issues
- Facilitate continuing education
- Provide self-help information

- Enhance job-related knowledge and skills
- Increase knowledge of affairs of the community, the country, and the world
- Support business, cultural, recreational and civic interests in the community
- Nourish intellectual, aesthetic, creative and spiritual growth
- Present different viewpoints on issues

While a single standard cannot be applied to each work, the following criteria are to be considered when selecting materials for purchase:

- Authoritativeness of the writer and publisher
- Accuracy of information
- Currency of data
- Relevancy of subject to the library's users
- Popular demand
- Quality of illustrations
- Features such as bibliographies and indexes
- Historical significance
- Inclusion in standard library bibliographies
- Cost
- Publication date

Children's Collection

To encourage life-long reading, the Children's Collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Lake County from infancy through grade eight. Materials are selected for all levels of children's understanding and reading abilities. The primary objective of the collection is to provide materials that excite and promote a child's desire to read. Other objectives in selecting materials for children include:

- Broadening minds and introducing children to experiences not encountered in their daily lives
- Helping children better understand themselves, their community and their world
- Contributing to children's aesthetic experience
- Improving children's ability to make critical judgments

Juvenile materials are selected with the same care and judgment as adult materials and are kept on open shelves where they are available to all children. Children may also borrow materials from the adult collection.

The library is not designed to furnish material for curriculum study in schools, but to complement that study. The library is not always able to purchase or obtain through interlibrary loan multiple copies to meet the demands of the school reading lists. This is due to budgetary restrictions and high demand for these titles in other libraries. Textbooks will be purchased only when they constitute the best available source of information on a particular subject.

In addition to children's books, the selector also acquires adult materials of interest to parents, other adults who work with children, and students of children's literature. Adult materials include works on the history and criticism of children's literature, information on children's authors and illustrators, child development, parenting, teaching, and activities to be shared between adults and children. Other materials include bibliographic tools and professional library materials needed to maintain a balanced children's collection and effective library program.

Young Adult Collection

The Young Adult Collection serves patrons between the ages of 13 and 18. It is a transitional collection for readers moving from children's to adult materials. The level of social, emotional, and intellectual maturity required to read them is significantly different from that of younger readers. This collection is intended to be primarily a browsing collection, and emphasizes fiction and literature, topical nonfiction, and some graphic novels. Materials selected are of overall good literary quality but the collection emphasizes items of contemporary interest to the target age group.

Donation of Materials

Acceptable Items

Lake County Library happily accepts donations of usable materials in good, clean condition. Out of the many books and other materials which citizens so generously give, many can be used. Some, for various reasons, cannot. The library cannot accept the following:

- Reader's Digest Condensed Books
- Textbooks
- Old magazines
- Outdated encyclopedias or computer manuals
- Materials that are dirty, mildewed, damaged or are missing components

What happens to donations?

The library is grateful for gifts, and its collection has been enriched by donations of materials as well as monetary contributions. In reviewing donated materials, the library applies the criteria outlined in this policy when deciding whether to include donations in the collection. Items in good condition that are not selected for inclusion in the collection are treated in one of these ways, depending on the item:

- Transfer to a Friends of the Library group for inclusion in a book sale. Friends of the Library groups use the proceeds from such sales to support the library.
- Transfer to another organization such as the Department of Corrections for inmate use, the alternative school, Head Start, etc.
- Transfer to a recycling organization. Some items may be in good condition, but supply far exceeds demand, and the library is unable to find a new home for these items.

Any items donated become the property of the Library District, regardless of which branch accepts the donation. Generally, these items are available first in the branch to which they were donated. After, items become part of the collection, which rotates from branch to branch periodically.

Donor Recognition

Special plates are available to place in materials purchased or donated in memory or in honor of an individual. If desired, these plates may list the name of the donor and/or the name of the individual being honored.

Withdrawal of Materials

Reasons to Weed

Libraries have finite space, and new materials are acquired every month. Eliminating materials from the collection, or “weeding,” is a crucial part of collection management. New, updated information becomes available, and old, inaccurate information must be removed. Community interests and tastes change over time, and unused items cost money to maintain. A collection that reflects the community’s needs and interests encourages usage. The library’s collection must be physically appealing, as it competes with Web sites, TV, movies, advertising, and bookstores for the attention of patrons. A well-weeded collection has a higher turnover rate because “shelf-sitters” have been removed, and space is freed up to add new materials. Special gems in the collection can be prominently displayed on the shelves. Weeding also helps create a balance between new works and those of historical and community significance.

Weeding Policy

The library’s collection requires constant re-evaluation by staff to ensure that materials are useful and relevant. Library materials may be withdrawn when they are damaged or in poor condition, when they are obsolete, or when they are not being used. To that end, the library follows a weeding plan to ensure that the entire collection is weeded regularly.

When withdrawing materials from the collection, staff considers whether a work has local interest, a reputable author or publisher, significance in standard bibliographies, high-quality graphics, unique information for research, and whether a more recent work should replace it.

Withdrawn works are not automatically replaced. This decision is based on whether the work is available through the Sage system, circulation statistics in that subject area, importance of the subject area to the entire collection, cost, and availability.

The same factors influence whether a book will be rebound. In addition, staff will consider the adverse impact on circulation because of appearance, and the cost of binding vs. cost of replacement. Decisions on binding are at the discretion of the Library Director.

Challenged Materials Policy

The choice of library materials by users is an individual matter. Because there is a wide variation of criteria used by parents in determining what is suitable for their children to read, the parent or guardian must assume the final responsibility for what materials their children borrow from the library. The Library does not stand *in loco parentis*, or in place of the parent. Selection may not be inhibited by the possibility that materials may inadvertently come into the possession of children. While a person may reject material for himself or herself and for his or her children, an individual may not exercise censorship to restrict the freedom of others to read, see, or hear. It is not the purpose of the Library to cater to trivial, antisocial, prurient, or immoral interests, but no one, least of all a free public library, has the right to judge what another may read, view, or hear.

Patrons who feel that inappropriate items have been selected for the library's collection are asked to fill out the 'Request for Reconsideration' form and return it to the Library Director. The Library Director reviews the complaint, evaluates the original reason for the purchase, and considers the objection in terms of the Collection Development Policy. The Director replies to the complainant in writing and includes reviews of the materials and if deemed necessary a copy of the Collection Development Policy, the Library Bill of Rights, and the Freedom To Read Statement adopted by the American Library Association. If there are any remaining objections, they may be brought to the attention of the Library Board of Directors. The patron filing the Request for Reconsideration will be notified of the final decision on the status of the item

The Lake County Library District Board of Directors adopts and declares that it will adhere to and support, and include as part of this policy the Library Bill of Rights and the Freedom to Read statement endorsed by the ALA. The board has authorized the use of the Request for Reconsideration form.