

Tupper Lightfoot Memorial Library [DRAFT]

Collection Development Policy

I. I. Objectives

The Tupper Lightfoot Memorial Library provides all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity. Further, it shall be the aim of the Library to serve all patrons regardless of age, physical, social, economic, ethnic, or educational status.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

This collection development policy is used by the library staff in the selection of materials and also serves to acquaint others with the principles of selection.

The Library Bill of Rights and ***The Freedom to Read Statement*** have been endorsed by the Tupper Lightfoot Memorial Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed annually and revised as the need arises.

I. II. Responsibility for Selection

The responsibility for selection of library materials rests with the library director who operates within the framework of the policies approved by the Tupper Lightfoot Memorial Library Board. The assistant director is responsible for development of the children, junior, young adult and movie collections. Staff and patrons recommend items to be added.

I. III. Criteria for Selection

The main points considered in the selection of materials are:

- ☐ Subject matter
- ☐ Positive reviews

- ☐ Popular appeal/demand
- ☐ Integration into existing library holdings
- ☐ Long-term value
- ☐ Budget
- ☐ Balanced viewpoints
- ☐ Availability. The Alabama Virtual Library provides magazine and journal articles, encyclopedias and other reference resources that do not need to be duplicated.
- ☐ Format
- ☐ Space
- ☐ Publishing quality (large print, hardcover, visual appeal, etc.)

Reviews are a major source of information about new materials. The primary source(s) of reviews are as follows: Amazon and other book vendors; professional journals; current magazines and newspapers.

Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Lost or damaged materials will be replaced if they still meet selection criteria.

A. A. Adult Collections

There is an emphasis on fiction. Because of space limitations, only the highest recommended non-fiction books are bought and in needed subject areas. Most books are bought with hardcover, unless the paperback copy is considerably cheaper or is the only choice. Strong consideration is given to titles that are available in large print.

A. B. Alabama Collection

Items in the Alabama collection include those by Alabamians or about Alabama. An Alabama author, illustrator, editor, etc., is defined by lists from the University of Alabama's Alabama Authors List, Booksmith, Alabama Library Assn.'s Author Awards, and anyone who was born, reared or has lived in Alabama for several years.

A. C. Digital Formats

The Library provides a collection containing a mix of entertaining, popular, instructional, educational, and literature-based DVDs, which serve all age groups.

The following selection criteria will be considered for DVDs: popular demand, favorable reviews in standard library reviewing sources; appropriateness of the subject to the collection; appropriateness to the interests and skills of the intended user; technical quality, i.e. clarity of picture and sound quality; authority and competency of the producer; artistic merit and documentaries to present accurate and current information; and cost.

Ebooks are available via OverDrive. Audiobooks are not collected except for classics, such as *The Scarlet Letter*. Storytellers from the We Piddle Around Theater are collected, as are stories and audiobooks of Alabama authors or about Alabama.

A. D. Young Adult Collection

Material selected for the fiction collections include classic young adult literature, important new young adult novels, and popular titles, in both hardcover and paperback. This collection is comprised of titles meeting the recreational and education needs of high school and junior high school aged students. Books are selected to meet the varying reading interests and reading abilities of the diverse community. Series and genre fiction are included as well as novels about the problems of contemporary teens that cover a wide range of subjects, themes, and life situations. Selection of fiction is made with reference to one or more of these criteria:

- ☐ It should provide pleasant reading for recreational and creative use of leisure time.
- ☐ It should contribute positively to the individual's awareness of self, community, and social heritage
- ☐ It should contribute to the value of the library's collection as a whole by representing all types and styles of literature.

Priority for purchasing is given to books & materials of high young adult interest. This section may also contain multiple copies of materials to support books discussion programs, "book talking" and completion of reading list assignments from area high schools. The graphic novel collection includes contemporary works that are written for or appeal to teens. Manga and graphic novels are selected based upon age appropriateness of the text and illustrations. The collection will include titles for older teens; however, no rated M or mature titles will be selected. The collection may also include nonfiction and classics in graphic format. Popular manga, as well as more serious literary and artistic efforts, are represented. Graphic novels are a creative and popular format for teens, and this collection will continue to receive high priority. Non-fiction and biography will be added on a very selective basis.

A. E. Junior Collection

Material selected for the junior fiction collection meet previously designated guidelines for young adult fiction. The junior non-fiction collection includes material to serve the information needs of middle and junior high aged students. The subject matter, vocabulary, organization and scope must be age-appropriate. The junior non-fiction collection consists of well-reviewed books, or extensions of well-regarded series, which meet the homework and leisure reading interests of the target population. Biographies are a consistently-requested topic since many grade levels at area schools have required assignments on the lives of sig-

nificant people. Thus, this section is updated constantly, though older titles are retained unless they become factually incorrect or damaged. Special effort is made to find biographies of people who represent the many different ethnicities of communities served by the Library.

A. F. Easy Collection

The easy book collection is critical in building early literacy skills, and is given a priority in purchasing decisions. The target audience is pre-school and elementary aged children. The collection includes classics, which are replaced as necessary; award winners; easy readers, for emerging independent readers; picture books; and new titles, which are selected from the review sources on a monthly basis. Preference is given to works that depict children from a variety of ethnicities. The easy non-fiction collection includes material to serve the information needs of preschoolers and elementary aged children. The subject matter, vocabulary, organization and scope must be age-appropriate. The easy non-fiction collection consists of well-reviewed books, or extensions of well-regarded series, with meet the homework and leisure reading interests of the target population. Biographies are a consistently requested topic since many grade levels at area schools have required assignments on the lives of significant people. Thus, this section is updated constantly, though older titles are retained unless they become factually incorrect or damaged. An attempt is made to select more biographies for the youngest readers since requests for them continue to increase. Special effort is made to find biographies of people who represent the many different ethnicities of communities served by the Library.

A. G. Board Book Collection

Board books are intended for babies, toddlers and preschoolers. These titles have clear, uncluttered drawings or photographs and are wordless or accompanied by very brief text. Materials are selected to suit developmental levels of the intended audience for this format; children ages 0 to 3, and which receive positive reviews in professional literature. Preference is given to works with depict children from a variety of ethnicities. This collection consists of books with sturdy, laminated cardboard or plastic pages. This collection has very high usage and wears out quickly. Pop-ups and multimedia books are added very selectively. Board books in demand will be replaced, if available. Selection and duplication will depend on budget, the number of young children in a neighborhood and other population characteristics. The collection is built to meet current needs only.

A. H. Local History & Genealogy Collection

a. a. Purpose and Scope

The purpose of the local history collection is to preserve materials that document the growth and development of Brundidge, Alabama, and to make these materials available to researchers and the general public. The Library holds these materials in trust for future generations

The major emphasis of the collection is historical information about the city of Brundidge. A secondary emphasis is information about closely surrounding communities that had an impact on the growth of Brundidge, as well as state and regional studies which cover Brundidge. Subject areas include: early settlers, ethnic groups, family, business, work, and prominent individuals and events. Materials on these subjects will not be declined based on language.

The Archives retains the right to reproduce materials by mechanical, electronic, or photographic means for security, conservation, or research purposes.

The Library arranges and describes these materials according to archival principles and makes them accessible to the general public, during regular hours, and via the web.

The collection houses materials in a variety of formats including, but not limited to: books, pamphlets, posters, diaries, letters, maps, photographs, yearbooks, and scrapbooks. The collection does not house materials in the following formats: artifacts, posters larger than 36" x 48."

a. b. Users

- ☐ Users must present photo identification and sign the Local History & Genealogy (LHG) log at the main circulation desk. ^[L]_[SEP]
- ☐ Users must keep materials in the local history area and use them during regular library hours. ^[L]_[SEP]
- ☐ Items are accessible via the library's website—<http://www.tupperlightfootbrundidgelib.org/> and/or Alabama Mosaic--
<http://www.alabamamosaic.org/> . ^[L]_[SEP]
- ☐ All material must be handled gently with care and concern for its preservation.
- ☐ The library collects microfilm about Brundidge history but does not own a microfilm reader. ^[L]_[SEP]

- ☐ Food and drink are not permitted in the LHG Area.^{[L][SEP]}
- ☐ The library reserves the right to inspect notebooks, briefcases or other personal belongings.^{[L][SEP]}
- ☐ Patrons are asked to leave the materials they have used on the table in the LHG Area so that staff members can re-shelve items in the proper place and keep track of the number of items used.
- ☐ The Library provides regular reference services to individuals and organizations interested in the activities and holdings of the LHG Collection.
- ☐ Letters and mail inquiries on genealogy & local history will be answered, when staff time permits and, if the inquiry does not require extensive historical research. For inquiries requiring time-consuming research, a patron must come in person.
- ☐ The Library provides educational and outreach programming whenever possible to increase public awareness and appreciation of the history of Brundidge.
- ☐ Photocopying of some of the local history collection is permitted as long as the copying is in compliance.^{[L][SEP]}
- ☐ Researchers must obtain permission from staff before photocopying anything from the LHG Collection.^{[L][SEP]}
- ☐ The Library's charges for copying, etc., are the same as for other collections.

a. c. Purchases, Gifts, and Loans

Purchases and donations must be approved by the library director. Donations will be accepted provided that (a) there is a signed Deed of Gift form that legally transfers ownership of the materials to the Tupper Lightfoot Memorial Library, and (b) the donor does not require excessive restrictions on use (example--item cannot be available for public use.) Items will not be accepted on deposit. The Archives will only accept material on a permanent basis, except when borrowing material for short-term loans to digitize or to include in displays or exhibits. The only exception is the temporary loan of items for exhibition. Under special circumstances, items from the Tupper Lightfoot Memorial Library will be loaned to other institutions for exhibition.

a. d. De-Selecting Materials

Items in this collection are not to be removed because of age. Items may be removed if duplicated or not within the purpose or scope of the Collection. Items that are disintegrating and have been digitized may be removed. Tupper Lightfoot Memorial Library reserves the right to dispose of gifted materials that are not within the purpose or scope of the collection. Options include returning materials to donors and offering collections to other institutions.

a. e. Cooperative Agreements

Tupper Lightfoot Memorial Library will take advantage of cooperative arrangements (in writing) with other organizations in order to preserve historical materials and / or to make them more widely available.

Written authorization for cooperative agreements are approved by the Library Board. The borrower must ensure adequate care and handling of the material on loan. If at any time the Library determines that the material on loan is not being cared for adequately, the loan may be cancelled and materials will be immediately returned..

I. IV. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. The same criteria of selection which are applied to purchased materials are applied to gifts. Items must be current and/or popular, in excellent condition and in a durable format. The Library Director or Assistant Director need to be consulted before accepting donations.

Specific memorial books can be ordered for the library on request of a patron, if the request meets collection development criteria. Memorial plates will be placed in books, at the request of the donor. The Tupper Lightfoot Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

The following materials are accepted:

- ☐ Fiction in hardback (especially large print)
- ☐ Biographies
- ☐ Local History/Genealogy Materials
- ☐ Children's books
- ☐ DVDs

We do **not** accept the following materials.

- ☐ Paperbacks (unless are needed to fill in gaps in collection)
- ☐ Non-fiction (except biographies or highly valued)
- ☐ Encyclopedias and textbooks
- ☐ Cassettes (audio or video) or software
- ☐ Magazines (including National Geographic)
- ☐ Newspapers

All gifts or donations become the property of Tupper Lightfoot Memorial Library, which reserves the right to keep or dispose of the items in any manner it deems appropriate.

Donated items will not be returned to the donor.

A form acknowledging receipt will be completed and signed by the employee receiving the materials. The form may be used by the donor to keep an official record of the donation.

The Library does not evaluate or appraise gift materials for tax purposes. We ask that you donate what can be easily carried inside.

I. V. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. The Library, as recommended by the Alabama Public Library Service, uses ***CREW: A Weeding Manual for Modern Libraries*** as a guideline.

Tupper Library should withdraw three to five percent of the collection annually, according to ***Alabama Public Library Standards***. All staff assist with weeding. Oversight of this ongoing process is the responsibility of the library director.

Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, availability of newer editions and other factors.

Items in the Alabama Collection and in the Local History/Genealogy collection are not to be removed, without approval of the library director.

General guidelines for removing material from the collection are as follows:

- ☐ Item is in poor physical shape (faded or missing pages, outdated pictures, torn cover, etc.)
- ☐ Item is not circulating and not of lasting value
- ☐ Information is outdated/inaccurate
- ☐ Item is one of multiple copies

Certain items should be given serious consideration before removing—

Lasting value (literature, history, genealogy)

First editions

Books which are in a series

Books in needed subject areas

Books that are award winners and/or the author is award winning or well known.

Books with bookplates.

Withdrawn items are first offered to local schools, organizations and the community.

Remaining items are recycled/discarded.

If a book is not a duplicate and is in good physical shape--

Look up on Amazon.

**If the book is in a series, has won awards, has starred reviews, and/or is priced above \$40, place on cart for director/assistant director to review before de-selecting.
(Refer back to Crew Manual)**

I. VI. Challenged Materials

The Tupper Lightfoot Memorial Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but on the basis of the principles stated in this policy. Including materials does not indicate library endorsement of the content.

Responsibility for children's use of materials rests with their parents, guardians, or legal custodians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children or be considered inappropriate by some individuals.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a *Request for Reconsideration of Library Resources* form, which is available in the library. During deliberation, the item in question will maintain its current status. The Library Board, after reading the questioned material, will act to—

- ☐ Maintain current status of the item
- ☐ Change the location of the item
- ☐ Remove the item.

The Library Board will notify the patron of its decision.

Model provided by—

1. 1. OWLS—Federation of public libraries in Wisconsin.
2. 2. 2. http://carrolllibrary.org/images/Materials_Selection_Policy_2014.pdf
3. 3. Dothan Collection Development Policy
4. 4. Wisconsin Historical Records Advisory Board Wisconsin Association of Public Librarians with support from the National Historical Publications and Records Commission.

Adopted by

The Library Board

September 2016

 (signature of Chair)