

## COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

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The Library materials collection, one of Nappanee Public Library's major assets, is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of library patrons in our area. Library staff builds and maintain a patron-focused collection by anticipating and responding to needs and expectations.

Staff recognizes the necessity of balancing budget, staffing, and building concerns when making decisions either to acquire or to provide access to materials and information.

Allocation decisions are based on factors including demand, cost of materials, publishing trends and changes in the marketplace, Nappanee Public Library allocation formulas and Nappanee Library overarching goals, especially the following:

- People of all ages are engaged learners supported by a knowledgeable staff, a dynamic and broad collection of print, audiovisual and multi-media materials, with access to state of the art electronic resources.
- People achieve life success by relying on libraries to meet their information needs through essential collections, information services, readers advisory, school support initiatives, classes and programs.
- Children's early literacy, teen and adult reading and writing skills, and information services are supported through library resources and collections designed to reach citizens of all ages and skill-levels through an informed staff, electronic databases, community outreach, and programs.

## PURPOSE OF THE POLICY

This policy guides staff in and informs the public of the principles upon which collection development and management decisions are based. Collection development is the ongoing process of assessing the materials available for purchase or licensing and making the decision, first, on their inclusion, and, second, on their retention.

This policy describes the role of collection development and management in achieving the Library's mission and strategic objectives. It defines the scope of the collection, provides a plan for the continuing development of resources, and identifies collection strengths. It outlines the relationship of collection development and management to the Library's goals and intellectual freedom principles.

## SCOPE OF COLLECTION

The collection offers materials in choices of format, treatment, language and level of difficulty.

**Materials** has the widest possible meaning and includes but is not limited to print, audiovisual, and electronic formats.

**Collection** is defined as materials that are selected for the Nappanee Public Library; those selected materials may be physically owned by Nappanee Library or may be accessed via the Internet.

**Selection** refers to the decision that must be made to add a given item to the Nappanee Public Library collection and made accessible either in a physical location or via the Internet. Not all materials and information found via the Internet are part of the collection. Only web-based resources accessed over the Internet that are specifically selected using the criteria outlined in this policy are a part of the collection.

Nappanee Public Library collects, organizes, and makes available materials of contemporary significance and long-term value. The collection is reviewed and revised on an ongoing basis to meet contemporary needs. Collections are current and popular, not archival, nor are materials needlessly duplicated. Collections provide general coverage of subjects and reflect the characteristics of the community. Materials are withdrawn from the collection to maintain the collection's

usefulness, currency, and relevance. Withdrawn materials may be sold or used in collaboration with other nonprofit agencies.

The Library strives to meet the collection goals described in the current edition of ***Indiana Public Libraries Standards***. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

## **COLLECTION DEVELOPMENT AND MANAGEMENT CRITERIA**

To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

### ***General criteria***

- present and potential relevance to community needs
- suitability of physical form for library use
- suitability of subject and style for intended audience
- cost
- importance as a document of the times
- relation to the existing collection
- relation to other material on the subject
- attention by critics and reviewers
- potential user appeal
- requests by the public

### ***Content criteria***

- authority
- comprehensiveness
- skill, competence, and purpose of author
- reputation and significance of the author
- objectivity
- consideration of the work as a whole
- clarity
- currency
- technical quality
- representation of diverse points of view
- representation of important movements, genres, or trends
- vitality and originality
- artistic presentation and/or experimentation
- sustained interest

- relevance and use of the information
- effective characterization
- authenticity of history or social setting

### ***Special considerations for electronic information sources***

- ease of use of the product
- availability of the information to multiple, concurrent users
- technical requirements to provide access to the information
- technical support and training

## **Format**

Materials will be purchased in the most appropriate format for Library use. Formats include print, audiovisual and multi-media materials. The acquisition of non-print formats is recognized as providing useful educational and recreational resources for the residents that the Library serves.

The development of new formats in the marketplace will be carefully monitored by the Library Director, and prior to addition to the collection must be within the budgetary and technical limitations of the Library. The addition of new formats will be predicated on a consideration of patron demand, new product development, community demographics, positive critical reviews and budgetary limitations.

## **Special Collections**

### ***Local and State Genealogy***

The library purchases books of specific and general information on methods of genealogical research. The collection also contains microforms. Census reports will also be found in the collection.

### ***Rare Books***

The library does not seek rare or valuable materials but does accept some as gifts and particularly receptive to rare items of local interest. The library usually refers other rare and valuable items to appropriate libraries and organizations within the library community. Items are retained because their contents are useful, not for rarity's own sake.

### ***Indiana Collection***

For its ***Indiana Collection*** the library obtains and retains a copy of printed material which contributes to the knowledge of Indiana, Elkhart and Kosciusko County, Nappanee, and other communities in the immediate area. The library also maintains a collection of works by Indiana authors, such as Booth Tarkington, Gene Stratton-Porter, Lew Wallace, Meredith Nicholson, Ernie Pyle, Jessamyn West, James Whitcomb Riley, Jeannette Nolan, George Ade, Kurt Vonnegut, Harry Mark Petrakis, Hal Higdon and others. Whenever possible a circulating copy is available on the open shelves.

### ***Heritage Center Artifacts Collection***

Artifacts which contribute to the knowledge of Nappanee and immediate area as it affects Nappanee are exhibited in the library's ***Evelyn Lehman Culp Heritage Center***. Acquisition or acceptance of materials for the collection will be determined based on the item's historical significance for the City of Nappanee and the immediate area as it affects Nappanee, good condition or possibility to restore to good condition items of historical quality, documentation on origin or historical context, or possibility for documentation, and fulfillment of deficiency that presently exists in the collection.

## **Gifts and Loans**

### ***Acceptance of Gift and Loan Materials***

#### **General Collection**

Gift materials will be accepted on the condition that the Director has the authority to make whatever disposition is deemed advisable. The Director may choose to dispose of the materials in one of the following ways: include in the collection, give to the ***Friends of the Nappanee Public Library*** for book sales, give to another group or library or discard. No materials will be accepted if restrictions are to be placed on use or if special housing is required.

The decision to include the gifts in the collection is based on the following considerations: whether they conform to the standards and guidelines of the library's collection development policy; whether the physical condition is satisfactory; whether the library needs the materials to fulfill a deficiency in its collection.

Individual titles are frequently donated by authors, publishers, legislators and businesses. These gifts are subject to the same selection criteria as materials purchased and are not returned if rejected for the collection.

### **Heritage Center Collection**

Acceptance of gift or loan materials for the **Heritage Center Collection** shall be determined based on standard selection criteria, Indiana Collection and Heritage Center Artifact selection criteria and on completion of the **Declaration of Gift and/or Loan Statement** for the Nappanee Public Library Heritage Center Collection.

(Appendix A: Form 1)

All gifts to the **Heritage Center Collection** must include all legal title, without any limitation, condition, or reservation together with any copyrights permanently and forever.

Loan periods shall be specified on the completed form in addition to an estimated fair market value provided by the donor which shall be used for insurance purposes only. Insurance shall be the responsibility of the Library unless responsibility for coverage is waived by the donor. The library shall have the right to any and all likenesses, photographic or otherwise, taken during the loan period.

### **Library's Acknowledgement of Gifts and Loans**

Whenever a gift or gifts are brought into the library and directly offered to the Director or a staff member, they will accept them, and express to the giver the library's thanks and appreciation in receiving them. A **Gift Acceptance Form** should be filled out at the time of acceptance.

(Appendix A: Form 2)

Donors may be given a receipt for such gifts; however, the library does not give appraisals of value.

Any person, company, or organization which makes a donation of suitable size will receive a letter of thanks for their donation. This letter will be signed either by the President of the Board of Trustees or the Director.

## ***Processing of Materials Received as Gifts or Loans***

Materials received as gifts or for loan will be inspected within several weeks of their receipt and proper disposition made of them within that period of time.

Materials that the library decides to keep will be properly catalogued and placed immediately into the collection. All materials received as honorariums or memorials shall be acknowledged accordingly with a bookplate or plaque on the donated materials and/or in a gift registry as appropriate.

If money is given for the purchase of materials, it will be processed through normal procedures for the purchase of materials unless the donor wishes the money to be used for a specific type of book or material, such as an encyclopedia, etc., in which case, his/her wishes will be respected.

A Special Collection Endowment may be established through the ***Nappanee Public Library Endowment Fund*** as administered by the Elkhart County Community Foundation, whereby the principal is invested and the interest is used to purchase materials on an annual basis. Gifts of this nature shall be acknowledged accordingly with a bookplate, plaque and/or in the gift registry as appropriate.

The Director will maintain an accurate record regarding the receipt, disposition, and/or correspondence on gift and loan materials.

## **COLLECTION RESPONSIBILITIES**

Staff responsibility for the collection rests with the Library Director, who operates within the framework of the ***Nappanee Public Library Board's Collection Development and Management Policy***. Securing funds for materials is included in the Library's annual budget process. The Director delegates to staff members authority to interpret and apply this policy in daily operation.

Technical Services staff provides continuity in collections through an organized structure for planning, budgeting, selecting, acquiring, and managing library materials.

All staff contribute to the development of a collection driven by patron needs and expectations by:

- engaging in open, continuous two-way communication with patrons and other staff
- recognizing that individuals have different ways of expressing their needs because of age, language, economic status, culture, or other characteristics
- interacting with understanding, respect, and responsiveness to all
- handling all requests equitably
- working in partnership with one another to understand and respond to needs
- understanding and responding to rapidly changing demographics, as well as societal and technological changes
- recognizing that materials of varying complexity and format are necessary to satisfy diverse needs
- balancing individual and community needs
- seeking continuous improvement through ongoing measurement
- The community has a role in shaping library collections by participating in the collection development process through suggestions and feedback.

## **INTELLECTUAL FREEDOM**

A democracy presupposes an informed citizenry, and the public library has an integral role in achieving that goal. The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions.

The library endorses the following policies (Appendix C: Forms 1-8) of the American Library Association:

- ***American Library Association Code of Ethics***
- ***Library Bill of Rights***
- ***Freedom to Read Statement***
- ***Freedom to View Statement***
- ***The Universal Right to Free Expression***
- ***Challenged Materials***
- ***Statement on Labeling***
- ***Expurgation of Library Materials***

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community; decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The Library recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians have the responsibility for their children's use of library materials.

Despite the care taken to select the best materials and the qualifications of the selectors, objections to a selection may occasionally be made. Should a patron find material s/he considers objectionable, a **Request for Reconsideration Form**, provided by the library, may be submitted. (Appendix D)

## **ACCESS TO COLLECTION MATERIALS**

All library materials are available for use by all patrons. Access to materials is ensured by the way materials are organized, managed, and displayed, through staff interaction, and through the delivery of materials.

The Library organizes its collection through a standards-based cataloging and classification system. Staff is available to assist patrons in the selection and location of materials of interest. The Library participates in interlibrary loan networks to make materials not in the collection available for patrons. Electronic resources are also made accessible through web-based environments.

To ensure equitable and efficient access, materials may be subject to use limitations. Remote electronic access to the library catalog and electronic resources is provided within technical, budgetary, and licensing constraints.

## WITHDRAWALS

In accordance with general American Library Association standards, public library collections need to be weeded regularly. Systematic evaluation and weeding of the collection is required in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. Weeding identifies damaged items, ephemeral materials no longer used, out-of-date materials, extra copies not being used, materials no longer appropriate for the collection, and subjects, titles or authors no longer of interest to the community.

Weeding also helps collection managers evaluate the collection by identifying areas or titles where additional materials are needed or updated editions are desirable.

The Director or assigned members of the staff will check all books to be rebound or discarded, including gift books. Some types of materials are considered expendable or "dead" if older than ten (10) years. Some fiction may have lost its usefulness after one year. It is a rule of thumb that about 5% of the total collection, on an average, should be weeded each year.

This "current usefulness" criteria does not apply to Genealogy, Indiana and Local History materials nor to many literary "classics." Holdings of other area libraries are considered in making de-selection decisions, as are listings in standard bibliographic tools.

Withdrawn materials in good condition go to the Friends of the NPL book sale. No materials are held for or given to individuals. Books will be stamped ***Withdrawn from the Nappanee Public Library*** to avoid the possibility of these books returning to Library shelves. Gift books which are discarded without being processed need not be stamped.

## THEFT OR DAMAGE

The liability of library material to theft or damage is not an influencing factor in original selection. However, because experience has shown that certain materials are particularly susceptible to theft and/or damage, special care is taken in the processing of and the storing of these materials. Stolen or damaged materials will be replaced when they are deemed necessary for the maintenance of a well-rounded collection.

Materials of marginal importance whose use cannot be adequately controlled may, at times, not be replaced.

Libraries are protected from theft and damage by Indiana Code 35-43-4-3.5 (Appendix B).

## **USE OF COLLECTIONS**

The Library takes no responsibility for copyright infringements or other illegal use of Library materials by patrons.

## **RECONSIDERATION OF LIBRARY MATERIALS**

Individuals may request reconsideration of a selection decision of library material by submitting a written request for reconsideration to the Nappanee Public Library using a **Request for Reconsideration Form**. Library Administration responds in writing to an individual's written request.

The Nappanee Public Library Board, upon request, hears appeals of the Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board.

Decisions on appeals are based on careful review of the objection, the material, and Nappanee Public Library Board policies including: this policy, the **Library Bill of Rights**, the **Right to Read** and the **Right to View** and the American Library Association's guidelines on intellectual freedom. The final decision on appeals rests with the Nappanee Public Library Board.