

**SPRINGDALE PUBLIC LIBRARY
Policies and Procedures**

COLLECTION DEVELOPMENT POLICY

Affects: All Functions	Effective Date: Dec. 6, 2011	Review Date:	Number
Signature: Name: Title: Board President			

A. Purpose

The Purpose of the policy is to guide the staff in the selection of materials for the collection and to inform the public.

B. Policy

The mission of the library is to provide information, educational, cultural, and recreational library services to individuals and groups in Springdale. This mission will be fulfilled by the director and staff of the library, under the authority of the board of trustees.

The purpose of a collection development policy is to aid the library staff in selecting and acquiring a useful, representative collection of books and other materials to meet the needs of the community. The policy provides information to the public regarding the principal criteria for selecting materials and for declining to add materials to the collection.

The board of trustees and the library staff believe that the right to read and right of free access to the collection for all persons are essential to the intellectual freedom that is basic to democracy. Therefore, the board has adopted the Library Bill of Rights, the Freedom to Read statement, the Freedom to View statement, and Diversity in Collection Development: An Interpretation of the Library Bill of Rights. These policies are considered a part of this collection development policy and govern the collection and services of the library. (See appendices)

The library will acquire, organize, and make available to all residents books, magazines, paperbacks, newspapers, pamphlets, microforms, recordings, audiocassettes, videocassettes, and other items.

The library will maintain a current collection of materials, in all fields of knowledge, that are of permanent value, plus other materials on current issues or in demand. Materials will also be selected to meet the needs of business and industry, students, religious groups, and community organizations. The selection of large print materials will be provided to meet the needs of persons with visual handicaps who are unable to use conventional library materials.

Ultimate responsibility for the selection of library materials rests with the director, who operates within the policies approved by the board. The director delegates to staff members the authority to interpret and apply the Collection Development Policy in developing the library collection. Suggestions from patrons are invited and given serious consideration.

All staff members participate in the selection process and contribute their knowledge and experience of library materials and of the community or specialized area (business, technology, government documents, children's materials, juvenile literature, etc.).

The library staff recognizes that some materials are controversial and may offend some persons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work.

Library materials will not be marked to show approval or disapproval, and will not be sequestered. Responsibility for the reading interests of children rests with their parents and/or legal guardians. Selection of materials for adults will not be inhibited by the possibility that the materials may come into the possession of children. The library maintains a collection of materials for pre-school and school age children, but they are not restricted to these collections and have access to all the materials in the library.

CRITERIA FOR SELECTION

Each work must be judged on its own merit and intended audience. All additions to the collection - both purchases and gifts - must be a justifiable cost in terms of anticipated usage and must meet some of the following criteria:

- (a) Appeal to the interests and needs of individuals in the community.
- (b) Permanent value as source materials or interpretations.
- (c) Availability of the materials elsewhere in the state and region.
- (d) Clarity and readability.
- (e) Contemporary significance.
- (f) Authority of the work.
- (g) Accessibility to the title through indexes and bibliographies.
- (h) Relevancy to Arkansas and local heritage.
- (i) Lack of information in subject area.
- (j) Popular demand
- (k) Price.

Evaluations are based on reviews of materials listed below but are not limited to these:

<u>Booklist</u>	<u>Children's Catalog</u>	<u>Library Journal</u>
<u>Publishers Weekly</u>		
<u>School Library Journal</u>	<u>Junior High School Catalog</u>	publisher's catalogs
<u>New York Times Book Reviews</u>		<u>Hornbook</u>

ARTS

The arts collection, which includes books and audio-visual materials on the fine arts, architecture, antiques, handicrafts, books on price evaluation and identification, landscaping, performing arts, sports, and amusements will be extensive.

ASTROLOGY AND THE OCCULT

Representative materials on astrology, the supernatural, and other occult matters are included in this collection.

AUDIOVISUAL MATERIALS

The staff will rely on reviews and also on the interests and requests made by the patrons of the Library. Ratings for audience suitability from the Motion Picture Association of America's system of ratings for feature films will be displayed on the jacket cover of each item.

BIOGRAPHIES AND AUTOBIOGRAPHIES

The collection of biographies and autobiographies will be extensive. Current ones promoted as best sellers will be purchased on the basis of merit and local interest.

BUSINESS

Basic materials will be collected in the business field. These will include books and audio-visual materials on how to start and manage businesses and company information. Specific source materials to cover mutual funds, stocks and bonds, and information that would assist someone in becoming employed will be included.

CHILDREN AND YOUTH

The Library selects materials on subjects of interest to children and youth from pre-school through high school. Criteria for selection include literary and artistic qualities, age level vocabulary range, and illustration. Curricular demands are considered insofar as they do not obscure the library's general contribution to the community or attempt to substitute for the development and use of school library resources.

FICTION

The fiction collection provides books (primarily in English and Spanish) for the wide range of interests of the general reading public, including classics in the field, titles representing periods of writing, and those meeting the popular demand for recreational reading.

GENEALOGY

The library acquires very selective general reference genealogy and books on basic "hot to do it" searching in recognition of the role of the genealogical department at the Fayetteville Public Library.

GIFTS

Gifts may include all forms of print or non-print materials. They are accepted on a selective basis and are evaluated according to the selection policy of the collection in which they are to be housed. The library reserves the right to decide whether or not a gift should be added to the collection, disposed of through exchange, referred to other libraries, sold, or discarded.

HISTORY

The Library will maintain a strong collection in American, western, and Arkansas history. The remaining history collection will be basic with emphasis on individual histories of states and nations.

LANGUAGES

The collection will include both abridged and unabridged dictionaries of major languages whenever available. Copies will be placed in both the reference and circulating collections. Popular works on linguistics, grammar, etymology, learning foreign languages, and learning English as a second language will be purchased.

LARGE PRINT BOOKS

The Library will select and maintain a collection of materials published in large print for patrons with visually impaired handicaps.

LAW

The Library will purchase standard and popular materials which deal with the philosophy of law and particular types of law, such as real estate, taxes, marriage and divorce, and probate for the lay reader. The collection includes Arkansas law, Springdale ordinances and Washington County ordinances.

LITERATURE

The literature collection, which includes essays, poetry, plays, letters, humor, and criticism of these forms and of an author's works, will be basic. Literature in other languages will be bought in translation and in selected cases in the original.

MAGAZINES

Magazines are chosen and shelved in the appropriate collection depending upon subject matter. Criteria to be considered in selecting magazines will depend upon the following:

- (a) Accessibility through online databases.
- (b) Need in reference work.
- (c) Price.
- (d) Subject demand.

MEDICINE

Materials specifically written for the lay person are collected in the field of medicine. The collection will include the Physicians' Desk Reference, Merck Manual, and books dealing with healing through natural ways.

MULTIPLE COPIES

The general policy is to avoid duplication of materials. When funds permit, multiple copies may be acquired. Some duplication, however, is needed for separate collections in other locations in the Library.

NEWSPAPERS

Local area newspapers are acquired, as well as large circulating national newspapers.

SCIENCE AND TECHNOLOGY

The collection will be suitable for the demands made by students involved in science fairs, as well as meeting the needs of the general public.

SPRINGDALE

The collection will contain books and other materials pertaining to the past and present of Springdale and the state of Arkansas. Special emphasis is placed on collecting both fiction and nonfiction materials by Arkansas authors.

TAX FORMS (FEDERAL)

The Federal Internal Revenue Service has involved the public libraries in distribution of tax information and tax forms. The Library will continue to subscribe to this free service.

TEXTBOOKS

Textbooks are rarely purchased or added to the collection, except in special areas when those titles are the best in the subject field for reference and research.

TRAVEL AND GEOGRAPHY

The collection will include atlases, travel guides, literary travel writings, personal reminiscence travel books, and geographical descriptions, which may include technical descriptions of the agricultural and economic conditions of a region. Travel guides will be replaced on a staggered basis, each guide to be replaced at least every other year to keep the collection current.

Applicability

This policy is applicable in all situations where materials are added to the collection.

Responsibility

Responsibility is with the Library Director.

C. Appendices

The Library Bill of Rights - American Library Association

The Freedom to Read Statement – American Library Association

The Freedom to View Statement – American Library Association

Diversity in Collection Development: An Interpretation of the Library Bill of Rights