

**Latah County Library District
Administrative Policy
Approved January 18, 2005; Reviewed January 2006**

3.0 COLLECTION DEVELOPMENT

3.1 Materials selection and de-selection

3.1.1 PURPOSE

The purpose of this collection development policy is to ensure that library materials and access to information meet the information and learning needs of the county. The policy will assist in budgeting decisions and responsible use of funds, define the purposes for the collection; and establish limits and priorities on collection parameters.

A policy cannot replace the judgment of individual library professionals and paraprofessionals but only provides guidelines to assist them in choosing from the vast array of available materials. Professional judgment and expertise, based on understanding of user needs and knowledge of authors, publishers, trends, and information resources in all formats is an important element in collection development.

3.2 Basis for Policy

Latah County Library District's collection development policy is designed to guide collection building that will provide resources consistent with the District's Mission Statement. Out of necessity it is also driven by available funding.

The LCLD Strategic Plan provides the structure for all District operations including collection development.

The principles contained in ALA's Library Bill of Rights, Intellectual Freedom Statement, Freedom to View, and the Free Access to Libraries For Minors will be adhered to by the LCLD. These statements are appended to this policy.

3.3 Community Served

Our primary service population is Latah County residents.

Through resource sharing agreements and interlibrary loan the collection is available to a potentially very broad population.

Public libraries cannot in general support the needs of higher education and research.

3.4 Selection of Library Materials

3.4.1 RESPONSIBILITIES

The Board is responsible for approving the collection development policy. The Board delegates full responsibility for the selection of materials to the Latah County Library District Director. Under the authority of the Director, the Adult Services Manager and Youth Services Manager select and deselect library materials.

High priority is given to requests from patrons and staff.

3.4.2 SELECTION CRITERIA

Library material selection takes place within the framework of a rural library system. A set of criteria are identified below, against which all items, whether purchased or donated, are evaluated and which apply to all formats and collections.

The District's collection includes material on a wide range of subject areas written or produced for the general public. The District does not purchase curriculum materials to support the program of any area school or library unless those materials are of general interest. Textbooks are purchased only if this format is most suitable to the subject matter.

Materials are selected to meet the needs of a diverse clientele, whose interests, views, and informational needs are varied. Not all items in the library will be of interest to, or suitable for, all library patrons.

In selecting materials for the library collections, the following general criteria are used:

- Appropriateness to library's mission and service responses
- Relationship to existing collection and other titles available
- Availability elsewhere or more in keeping with other institutions' roles
- Availability to purchase or access
- Requests by patrons, advisory groups, and staff
- Suitability of format for user's need and subject
- Community interests and needs
- Relevance to the experiences and contributions of diverse populations
- Levels of funding and cost of item
- Anticipated use

- Physical quality of material
- Value of resource in relation to its cost
- Authority, accuracy and accessibility of presentation
- Currency of information
- Reputation of author, publisher or issuing body
- Attention and response of critics, reviewers and general public
- Subject matter and scope
- Historical significance
- Quality and style of writing
- Inclusion of work in bibliographies, recommendation lists, indexes
- CREW (Continuous Review Evaluation & Weeding) dates

3.5 Adult Collection

The Adult Services Manager has primary responsibility for the selection and maintenance of collections serving the adult population. This will include:

3.5.1 FICTION

The District will acquire fiction material in a wide range of genres. Material is purchased in a variety of formats. Emphasis is on mainstream and genre fiction by American and English authors. Multiple copies are purchased to meet patron demand.

3.5.2 NONFICTION

The nonfiction collection emphasizes timely, accurate and useful informational materials to support general community interests. It emphasizes materials that are current and in high demand. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the library collection. Material is purchased in a variety of formats.

Latah County Library District emphasizes non-scholarly materials.

3.5.3 REFERENCE

Reference materials are for in-house use. They provide quick, concise and up-to-date information. Included are indexes, encyclopedias, bibliographies, biographical resources, dictionaries, almanacs and directories. Some reference resources will be provided via electronic access only.

3.5.4 ELECTRONIC RESOURCES

Latah County Library District is part of the national information infrastructure providing people with access to global electronic resources and the opportunity to participate in the electronic arena. Electronic information and networking is a new and rapidly developing area of public and private activity. The Library recognizes that these developments pose new challenges as well as new opportunities for library users, board and staff.

These new methods of receiving information enhance the mission of Latah County Library District. Materials selection and electronic access to resources are both integral to fulfilling the mission, which is to provide equal access to information, materials and services in an environment that welcomes interaction and personal enrichment for all the people of our community.

Connection with electronic information services and networks provides access and information transfer rather than selecting and acquiring materials in the traditional sense.

3.6 Collections for Youth and their Families

The Youth Services Manager has primary responsibility for the selection and maintenance of collections for patrons from infancy through 12th grade, their parents, teachers and caregivers.

3.6.1 ADDITIONAL CRITERIA

- Age and interest, appropriate content, and presentation
- Emphasis on quality, critically acclaimed materials as demonstrated by awards, specialized bibliographies and/or reviews
- Quality and aesthetics of illustrations to stimulate the imagination
- Awareness of curriculum-based needs of public, private, and home school students, and secondarily, university students of Children's literature
- Information and stories, which represent a spectrum of family styles, values and interests
- Materials, which represent the richness and diversity of young people's local and world community
- Materials which meet the particular developmental needs of youth at different stages

3.7 Special Collections

Latah County Library District maintains a few special collections, for which the development and management differ somewhat from the general collections. Many of these special collections originated as gifts or grants. Acquisition of new materials is supported both by gift funds and general budget material funds, which are allocated when appropriate.

3.8 Northwest History

The library collects information and documents pertaining to Latah County; the collection is not comprehensive. Materials pertaining to Latah County are selectively collected; with awareness of, and in conjunction with, other local institutions having local history collections: the Latah County Historical Society, and U of I Special Collections. Whenever possible, access to the content of these richer collections is preferred over duplication of the materials themselves, except where they directly pertain to the history of Latah County.

Because of the focal work of these other entities Latah County Library District is not a preserver of rare documents nor does it maintain a comprehensive local history research collection.

3.9 Parent Resource Center (PRC)

Latah County Library District is a partner with the Young Children and Families Program (YCFP) in providing the PRC. The mission is to provide a secure environment for adults to access resources and engage in activities that promote positive parenting, and encouraging community agencies to collaboratively provide parenting resources. The collection was established in 2004 for parents and family members, care givers and teachers.

Resources for this collection are provided from the library's general budget materials fund and grants or donations from cooperating agencies of YCFP.

3.10 Professional Collection

A small collection of specialized materials pertaining to the management and development of public libraries is kept for use primarily by library staff.

3.11 Maintenance & De-Selection Guidelines

The CREW (Continuous Review Evaluation & Weeding) manual will provide guidelines for LCLD collection maintenance and de-selection.

- De-selection is an essential element of collection development that ensures the libraries' materials are useful and accessible.

3.12 Censorship and Reconsideration of Library Materials (see Administrative Policy 4.9)

3.13 Donated Library Materials

Donated materials are accepted by the Latah County Library District. If added to the collection they must meet the same criteria as outlined above. If not added to the collection they will be sold at Friends of the Libraries' Book Sales.

3.14 Internet Use (see Administrative Policy 2.7)

3.15 Recycling Possibilities

- Moscow Recycling Center 401 N. Jackson 208.882.0590
- Pullman Recycling Center 135 NW Harold Dr. 509.334.1914
- Goodwill

3.16 Appendices

- Library Bill of Rights
- Intellectual Freedom Statement
- Freedom to View
- Free Access to Libraries For Minors
- CREW Guidelines by Dewey Class