

COLLECTION DEVELOPMENT POLICY

Purpose of the Collection Development Policy

The collection development policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials, anticipating and meeting the needs and interests of the Chattahoochee Valley Libraries' (CVL) service area. It directly relates the collection to the Library's mission and vision, and defines the scope and standards of various collections.

Chattahoochee Valley Libraries selects, without bias or limitation on the right to know, a comprehensive collection of print, non-print, and electronically accessed materials to meet the informational, educational, recreational, and cultural needs of all residents of our service area. The Library responds to public demand for materials of contemporary significance and interest, while balancing it with the need to collect and preserve materials of permanent value.

Philosophy of Selection

The Library makes every effort to provide access to information in all fields and from all points of view. The Library, will collect and acquire publications and related materials representing the widest diversity of views.

Selection of materials for adults is not constrained by exposure to children or young adults. Responsibility for children's use of the Library's collections rests with their parents, guardians, or caregivers. The Library, the Library Board, and Library personnel will not, either directly or indirectly, ban or censor any material. The presence of an item in the Library does not indicate any endorsement of its content by the Library.

The Library subscribes to and has adopted the American Library Association's Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.

ALA's Bill of Rights:

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/LBORwithInterpretations.pdf>

Freedom to Read Statement:

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View Statement:

<http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>

Scope of the Collection

CVL places emphasis on the provision of information and supports an in-depth and more extensive collection including print, non-print, and internet-based resources. However, it is not meant to be a public research center and therefore does not provide comprehensive or special collections requiring special storage or preservation. Scholarly and highly technical or specialized materials are not acquired, but are made available from other libraries through our Interlibrary Loan department.

Responsibility for the Selection/De-selection of Materials

The authority and responsibility for the selection and de-selection of library materials rests ultimately with the Library Director, and is delegated to professional collection development library staff. All staff and the general public are encouraged to recommend materials for consideration. No single standard is applied in all cases. Some materials are judged primarily for artistic merit, or scholarship, while others are selected to satisfy the informational, recreational or education interests or our service area's diverse population.

The Library is committed to collecting material and offering access to a variety of media and resources. All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need

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not meet all of these standards in order to be added to the collection.

- Contribution to the diversity and scope of the collection attempting to meet the needs of all ages, backgrounds, and educational levels, by providing as many subject fields as possible, and by providing alternative perspectives as well as popular materials.
- The collection represents industry accepted equity, diversity, and inclusion topics
- Relevance to the needs and interests of the public in our service area
- Popular appeal for the author or producer, title or subject
- Positive professional reviews or awards recognition
- Available space
- Effectiveness and suitability of format in communicating the content
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes
- Value for the cost of the item (the library has a finite budget and cannot acquire all materials on every subject)

Materials generally excluded from selection include:

- Textbooks, workbooks, and curriculum-related work, unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources.
- Academic, scholarly, or technical materials that are traditionally carried by academic or special libraries.
- Self-published materials, unless they meet the selection criteria set out above.
- AI-generated materials, unless they meet the selection criteria set out above.

The Library will monitor and evaluate new formats and measure their practical use by customers.

The Library monitors and evaluates materials regularly to determine if the needs of customers are being met. An up-to-date, attractive and useful collection is maintained by renewing essential materials. Works that are damaged, worn, outdated, or little historical significance, or no longer in demand are removed from the collection on a systematic basis.Genealogy and Local History Collection

The purpose of the genealogy and local history collection is to provide the following:

- Basic reference on genealogical research and historical materials
- Historical materials, newspapers, and family histories that relate to the Chattahoochee Valley region
- Histories of Southeastern states and counties with an emphasis on Western Georgia
- Histories of the original thirteen colonies, as well as the Revolutionary War and Civil Wars
- Genealogical and historical societies' periodicals focused on Georgia and Muscogee County

Due to a lack of storage space and sufficient climate control, the genealogy and local history collection cannot serve as an archive. Photographs, films, memorabilia, or materials that need special care may be referred to the archives at Columbus State University Libraries.

Interlibrary Loans

Requests for materials not owned by the library may be submitted for Interlibrary Loan (ILL) consideration. Fulfillment, checkout length, and possibility of renewal varies on the policies of the loaning library, and are unlikely to match those of CVL.

Staff will consider purchasing a requested item when it is a good fit for the Library's collection. Most libraries do not loan recently published, high-demand, rare, fragile, or audiovisual materials.

Suggestions for Purchase

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The Library encourages input from the community regarding the collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. Suggestions for purchase are used to help CVL develop collections which serve the interests and needs of the community.

Gifts and Donations

Gifts of books and other material that are in good condition are handled by the Muscogee County Library Foundation. These donations are sold in their bookstore and at special book sales. Most proceeds are used to support CVL Branch programming. Unused gifts may be discarded.

The Library accepts monetary gifts intended for the purchase of library materials when donors' intentions for the gifts and the library's objectives are consistent.

Independently Published Material

The Library is often asked to include items in our libraries that are written and/or published independently. This can include materials that are self-published/produced/vanity press. CVL looks for material with regional connections and collection relevance that will appeal to a wide audience. The best way to bring an item to the Library's attention is by sending a preview copy to the Library. Preview copies will be treated as a donation And may be given to the Muscogee County Library Foundation if they do not meet the standards set above for selection of materials.

Requests for Reconsideration

CVL welcomes feedback about library resources. CVL also encourages parents and guardians to be actively engaged in their children's reading habits.

Residents of our service area wishing to recommend the removal or reclassification of a particular item in the CVL collection may submit a Request for Reconsiderations of Library Materials form. The Library will review the request following an established process, bearing in mind the Library's overall objectives, its Collection Development Policy, the Library Bill of Rights, and ALA guidelines on intellectual freedom. Please see our Reconsideration of Library Materials policy for more information.

*Approved by the CVL Regional Board on April 18, 2019
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