

## 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' 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, in collecting and acquiring publications and related materials representing the widest diversity of views, will include items that reflect controversial, unorthodox, or even unpopular ideas.

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**

The Columbus Public Library (CPL) serves as the system's central library and provides collections and services to branch libraries throughout the region. CPL 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 of Materials**

The authority and responsibility for the 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. Efforts are made to supplement and

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extend the local schools curriculum; however, the library does not typically purchase textbooks of any level, K-12 or higher.

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Contribution to the diversity and scope of the collection
- Reputation or significance
- Relevance to the needs and interests of the public
- Popular appeal
- Quality of production
- Receipt or nomination for awards
- Available space
- Accessibility of material
- Accuracy and timeliness
- Cost per use

It is the responsibility of CVL staff, acting under the authority and direction of the Library Director, to select and discard library materials. These decisions are made within the limitations of available space and funding. Materials will be selected based upon their value as a whole.

### **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 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 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 will be referred to the archive at Simon Schwob Library at Columbus State University.

### **Interlibrary Loans**

The Interlibrary Loan service allows the Library to borrow materials that we do not own from other libraries throughout the country. Requests will be filled based on availability. Please keep in mind that many libraries do not loan recently published, high-demand, rare, fragile, or audiovisual materials.

## **Suggestions for Purchase**

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**

The Library welcomes gifts of books and other materials that are in good condition. Gifts may be added to the collection or rejected at the Library's discretion. Gift materials not added to the collection are not returned to the donor. Unused gifts may be given to the Muscogee County Friends of Libraries for public sale, discarded, or disposed of in some other way.

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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.

### **Requests for Reconsideration**

Patrons 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 mind the Library's overall objectives, its Collection Development Policy, the Library Bill of Rights, and ALA guidelines on intellectual freedom.

### **Collection Maintenance**

Library collections should contain current materials that are in good condition and are in demand. Use is of paramount importance in deciding whether to retain a title. As demand declines, the library selectively removes multiple copies, making exceptions for areas of special importance to the overall collection. All collections will be evaluated on a continuing and scheduled basis. Regardless of use, materials will be removed if they:

- are damaged, worn, have pages missing, etc.
- contain dated or obsolete information, even if some of the information is useful
- are unused duplicates
- are replaced by a newer edition

### **Replacement Criteria**

While CVL attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements.

### **Media and Electronic Resources**

The Library is committed to collecting material and offering access to a variety of media and resources. Because people communicate and learn in different ways, the Library does not limit itself to the print medium.

The Library recognizes that the technologies of sound, image and information databases continue to evolve. It will monitor and evaluate new formats and measure their practical use by individuals and community organizations.