

# **Laurens County Public Library**

## **COLLECTION DEVELOPMENT POLICY**

### **Patron Needs and Services:**

It is the policy of the Laurens County Public Library to provide library materials that will meet the needs and interests of the people of Laurens County from an educational, informational, cultural and recreational standpoint, regardless of origin, age, background or views. Because of the volume of material available as well as the limitations of budget and space, the library must have a collection development policy with which to meet community needs and interests.

The Laurens County Public Library subscribes to the American Library Association's Library Bill of Rights, Intellectual Freedom Statement, the Freedom to Read Statement and to principles set forth in the South Carolina Intellectual Freedom Handbook of 1992.

Intellectual freedom embodies the right to express personal beliefs and ideas through any medium of communication; it also provides that every citizen has the right of access to all information and ideas in whatever form they have been communicated. Freedom of speech and press as ensured by the First Amendment have always been essential elements of our constitutional republic and are necessary for a free and informed electorate. Libraries are in a unique position to provide access to information and to give substance to the right of freedom to read. Libraries have a special obligation to ensure representative collections and to safeguard community access to library materials.

### **Description of Current Collection:**

It is the goal of the Laurens County Library to keep its collection of materials current and useful. With the exception of the South Carolina and Laurens County Historical Collections, it is not the purpose of this library to build scholarly or definitive collections in any subject areas. This library will attempt to add items that are deemed of quality and published by reputable publishers, but it is not the role of the library to discriminate against or pass judgment on the needs, views or interests of individual patrons.

Final approval of materials to be purchased by the library will be made by the Library Director, Assistant Director, Collection Development Librarian, Children's Librarian and/or the Bookmobile Coordinator. Recommendations and requests from individual citizens are encouraged. These requests will be reviewed as to whether the materials should actually be purchased for the library or whether the materials should be obtained for the patron through interlibrary loan.

The collection currently contains approximately 138,000 physical items including books, periodicals, audiobooks, and videos available to all of the residents of Laurens County.

The library makes concerted efforts to provide nonfiction titles of current interests as well as popular and high-quality fiction titles for all age groups. We also offer eBooks and eAudiobooks through our Jasmine Digital Library consortium. Additionally we provide access to the SC Virtual Library of DISCUS resources and databases as well as to Ancestry.com and HeritageQuest databases. Maps, microforms, pamphlets and some archival collections are available in the SC Room as well. Depending on current objectives of the institution and available funds, the library will not necessarily have all these various types of sources available.

The library adds approximately 9,000 new items per year. Obsolete materials are deaccessioned. Our goal is not to increase number of physical items as much as to update and improve the quality of physical holdings.

### **Priorities and Policies**

#### **Collection Priorities:**

Collection priorities include continuing to buy best sellers, popular authors, award winners and titles containing subjects of current interest as well as community-relevant nonfiction subject matter. Adult, children's and young adult fiction title purchases receive a high priority. We also subscribe to a variety of popular magazines and newspapers. Some rental collections may be chosen to assist in shorter-term needs for "high demand" materials. This leasing of materials helps in reducing purchase of duplicate copies of items not planned for the permanent collection. Some materials are available to use only through licensing or subscription, and therefore the Library does not permanently own these materials.

Due to our active senior reading clientele, we purchase a variety of large print titles and a significant number of audiobooks also relevant to our mobile community. We actively contribute to our digital library consortium for our community members who take advantage of eReaders and eformats via various devices. Our local history researchers and genealogists benefit from our subscriptions to Ancestry.com and HeritageQuest. We purchase feature films as well as documentaries in DVD formats regularly.

#### **Languages:**

The library collection is in English with the exception of a collection for speakers of Spanish, which is approaching 2% of the population of Laurens County. The library will continue to gather feedback regarding how to serve this population.

## **Funding:**

Funding for collections is available from the Laurens County budget, State Aid to South Carolina Libraries, the Friends of the Library, fees and fines associated with library business, and grants received from private or public foundations or agencies.

## **Selection:**

### **Who does the selecting:**

- Library Director—the ultimate responsibility for the selection of library materials rests with the Library Director who, although she may share this responsibility with other members of the library staff, has the authority to reject or select any item.
- Assistant Director
- Collection Development Librarian
- Children’s Librarian
- Bookmobile Coordinator

### **Selection Decisions:**

Decisions to select materials are based on evaluation and guidelines as per below:

- Review of professional journals including *Library Journal* and *Booklist* in addition to other standard media sources including best seller lists such as in *Publisher’s Weekly*, *Wall Street Journal* and *New York Times*; award book lists such as Newbery, Caldecott and the South Carolina Children’s Book Awards as well as the Internet Movie Database.
- Patron requests
- Staff recommendations
- Several standing order plans based on genre or author selections are utilized, too.
- Availability of materials, price, accessibility of materials elsewhere in the area, suitability of format to library purposes, provision of alternative viewpoints, relationship and importance to collection, local interest, reputation of author, artist, publisher or producer and timelines and/or popularity of subject or title.

The criteria for evaluation of materials include considerations such as authority, scope, reliability, treatment, readability, subject interest, format, and potential use. The selection of materials for the library will take into account the unique needs and interests of the people of Laurens County. To attempt to determine what these are, past circulation, patron requests and inter-library loan records of the library will be examined, the general educational level of the county will be considered and the kinds of clubs, interest groups, business and industry, religious groups, schools, classes and demographics of residents within the county will be weighed.

**Access:**

The Laurens County Public Library recognizes that full, confidential and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Library believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire cannot be restricted.

The library does not stand *in loco parentis*. Parents and guardians, not the library, have the responsibility of guiding and directing the reading, listening and viewing choices of their own minor children. Selection of adult collection materials will not be inhibited by the possibility that the items may be utilized by minors.

Labeling with “R” ratings stickers will be made for movies and TV series on DVD when so identified.

**Gift Policy:**

Laurens County Public Library encourages and welcomes gifts and donations to be used for the benefit of the library.

- The library accepts gifts of books, periodicals, audiobooks and DVDs with the understanding that they become the property of the library upon receipt and that the library reserves the right to decide if the materials will be added to the collection or not. Gift materials are subjected to the same criteria for addition to the collection as purchased materials. Upon request, a form of receipt will be issued for donated items, however, determination of dollar value will be left to the donor. Books and items donated to the library become public property and later cannot be removed from the library by the donor.
- Gift of money for materials: Persons making monetary donations may specify general types of item to purchase and which location to house the item. Requests will be honored as possible. Bookplates will be added for memorial or honorary gifts as requested.
- The library reserves the right to repair and rebind any book when needed or to discard any book when it is worn beyond repair or outdated.
- The library is not responsible for any books donated to the library that are later lost or damaged.

### **Collection Maintenance:**

An integral part of the book selection process is collection weeding. A systematic discarding of books and materials is necessary to keep the collection current and attractive. Criteria for weeding books include:

- Obsolete contents, theme or style.
- Worn, shabby or beyond repair books and materials.
- Duplicate copies of titles that are no longer in high demand.
- Accepted professional practices as described in the CREW Manual.

### **Materials Disposal:**

After books have been weeded from the Library's collection or for donated books not added to the collection, disposal of such books and items will be done as follows:

If a book is in bad condition, soiled, or is deemed to have no value in a used book sale, it will be discarded/recycled.

If a book is deemed to have value in a used book sale it will be donated to the Friends of the Laurens County Library to be placed in either their ongoing sale at the Library or sold online by the bookseller hired by the Friends of the Library. Books may also be donated to other county facilities.

All funds derived from the sale of weeded or gift books will be used to support the programs and services of the Laurens County Library.

No member of the Laurens County Library staff may purchase books being offered for sale until made available to the Friends of the Library sale shelves, giving other purchasers the same opportunity to buy books as staff members. Staff members are expected to pay the same price for such sale items as members of the public.

### **Complaints and Censorship:**

Laurens County Library will uphold the American Library Association's Library Bill of Rights.

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.

- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996

The Laurens County Public Library will follow this procedure if a patron has a complaint about library materials:

1. The concerned patron will be offered the opportunity to discuss his/her concern with the supervising staff person on duty in the public area. If the patron is still dissatisfied, he/she may fill out a "Request for Reconsideration of a Book" form and submit it to the library.
2. The Director will review the complaint and "Request for Reconsideration of a Book" and will respond in writing.
3. If the issue is still not resolved to the patron's satisfaction, the complaint will be taken to the Library Board, along with any supporting documentation from the patron and/or the Library Director.
4. The Board will review the materials and prepare a written response to the patron with the final decision.

Adopted by the Laurens County Public Library Board of Directors 4/24/13