



Collection Development Policy

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Introduction

Our Mission

To enrich the lives of everyone in Iredell County by supporting, empowering, and educating them to be the best they can be.

Our Vision

A vibrant hub of activity that celebrates the diverse community and culture of Iredell County, shares stories of the past and present, and promotes a prosperous future.

Our Values

We are creative.

We are inclusive.

We are kind.

We are learners.

Purpose of the Collection Development Policy

The Collection Development Policy is based on and reflects Iredell County Public Library's mission, vision, and values. In order to fulfill this mission, ICPL's collection must strive to provide a wide range of materials for users of all ages, all educational levels, and all socioeconomic backgrounds. This document is intended to foster public understanding of the purpose and nature of the library's collection and to provide guidance and direction to the library staff for the development and maintenance of the library's collection.

Collection Objective

The Library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining and providing access to a collection of materials and electronic resources that address the interests and needs of the members of a diverse and complex community.

Collection Philosophy

Library materials are selected and retained on the basis of their value for the interest, information, and enlightenment of all the people of the community in accordance with our mission. The library is an important resource to minority groups and, as a result, materials and resources may be selected or acquired that support their unique information needs.

Censorship/Intellectual Freedom

Iredell County Public Library supports principles of intellectual freedom in alignment with the American Library Association's Library Bill of Rights

(<http://www.ala.org/advocacy/intfreedom/librarybill>) and Freedom to Read Statement

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

The Iredell County Public Library does not promote particular beliefs or views. We serve as a resource for the various opinions that apply to important, complex, and controversial questions, including unpopular and unorthodox positions. Evaluation includes the entire work, not just individual parts of the work. Language, situations, or subjects which may be offensive to some community members do not disqualify materials, which, in their entirety, are judged to be of value. No library materials shall be excluded solely because of the author's race, nationality, political, religious, social views, or any other identities associated with protected classes. Not all materials will be suitable for all members of the community. The Library's intent is to provide a collection of materials that are diverse and representative of as many viewpoints as possible. Subjects and viewpoints will be

covered in sufficient depth and breadth to meet both the anticipated and expressed needs of the community. Selection of materials by the Library does not mean endorsement of the content or the views expressed in those materials.

The library believes that reading, listening to, and viewing library materials are individual, private matters. Each of our patrons is free to select or to reject materials for themselves. The library does not restrict the freedom of others to read, view, or inquire.

Parents, guardians, or other caregivers have the responsibility to guide and direct the reading and viewing of children in their care. Selection decisions are not based on the possibility that material may be accessible to a particular age group. Library staff are available to assist patrons with choosing the most appropriate materials for their needs but the library does not decide what patrons, including minors, should read, view, or borrow from the library.

The library collection is organized and maintained to facilitate access. There is no prejudicial labeling, sequestering, or alteration of materials except to protect valuable items from damage or theft.

Collection development decisions are made on the basis of judgment and expertise by members of the staff who are qualified by reason of education and training and in accordance with professionally accepted guidelines. The ultimate responsibility for selecting materials for the library rests with the Library Director who delegates selection responsibilities to appropriate staff members.

Criteria for Selection

- Supporting the library's mission and service roles
- Popular interest
- Informational and recreational needs of users, including patron requests which fall within the parameters of the collection development criteria
- Demand
- Current usefulness or interest
- Community needs surveys and assessments
- Authority and accuracy
- Importance as a record of the times
- Relevance to the existing collection
- High standards of quality in content and format
- Price and availability
- Format, durability, and ease of use
- Suitability of format for subject and user's needs
- Local emphasis

Additional Selection Criteria for Informational Works:

- Authority
- Comprehensiveness and depth of treatment
- Objectivity
- Clarity, accuracy, and logic of presentation
- Treatment of subject to age of intended audience

Selection tools such as review journals (including but not limited to *Library Journal*, *Publishers Weekly*, *New York Times Review of Books*, and *School Library Journal*), publishers' catalogs, and online resources are used to alert selectors to forthcoming titles and to those titles' suitability as part

of the library collection. Patron requests and recommendations are also taken into consideration [See: Requests for Purchase] as well as coverage in a particular subject area or author's works.

Scope of the Library Collections

Scope of Main Library Collection

The Main Library contains the core fiction, nonfiction, and juvenile collections for the Library system and includes material of an enduring nature as well as current-interest materials and new materials. The Main Library collections include information in multiple formats and represent the diverse viewpoints and interests of the community the Library serves. The Reference and Local History collections contain current and historical materials to support extensive and in-depth references services for the public.

Scope of Branch Library Collections

Branch libraries serve the needs of the communities in which they are located. Library staff regularly evaluate the collection to ensure its relevance. Collections of the branch libraries concentrate on materials of high interest and materials that support the Library's mission. Branch collections are shaped, in part, by customer use through the floating collection system, in which items move freely among library locations rather than being owned by a specific location.

ICPL maintains a floating collection of materials. Items can be returned to any of our three locations, regardless of where they were checked out, and may remain at the return location until requested by a patron or moved through staff evaluation. We do recognize the different communities around our branch locations and endeavor to tailor our collections to match patron demand.

Resource Sharing

ICPL recognizes that it is impossible for any library to provide every material that our patrons may need or want. Therefore, we participate in a consortium that gives our community access to libraries and materials in over 50 counties and municipal libraries across North Carolina.

Library Collections

Adult Fiction Materials

Works of contemporary fiction and classic works of enduring value are included in the collection. Fiction is selected according to popular demand, reputation of the author and publisher, and appropriateness to the library's patrons. Adult fiction encompasses many different formats, including but not limited to: print books, large print books, digital books, audiobooks, digital audiobooks, graphic novels, and comic books. Selectors determine in which formats to purchase materials using their expertise and acknowledging availability, prices, and accessibility.

Additional Selection Criteria for Works of Fiction:

- Vitality and originality
- Diverse representation
- Artistic presentation
- Sustained interest
- Effective characterization
- Representation of important movement, genre, or trend of culture

Adult Nonfiction Materials

The library acquires materials of both permanent and current interest in all subjects, based upon the merits of a work in relation to the needs, interests, and demands of the community. Adult nonfiction materials encompass many different formats, including but not limited to: print books, large print books, audiobooks, and digital books and audiobooks.

Reference Materials

Reference materials are those designed by the arrangement and treatment of their subject matter to be consulted for definite items of information rather than to be read in their entirety. In selecting for the reference collections, the primary criteria are the library patrons' informational needs and the format in which materials are available. Duplicate copies of reference materials may be purchased for the circulating collection if the price is not prohibitive.

Types of Reference Materials:

Electronic Databases

The Library uses its website to provide users with information about and access to library services. ICPL also provides links from the library website to subscription databases available only to library patrons as well as free resources available to all web users. The library is not responsible for the content of any of these sites. Online resources are selected using many of the same criteria used to select print and digital materials. The primary criteria for web resources are accuracy and ease of use. Price is also a crucial factor when selecting subscription databases. When evaluating resources for renewal, we look at cost per use over the previous year as well as duplication of the information in other resources.

Government Documents

The Library relies primarily on electronic means to provide government, including city, county, state and federal, resources to our patrons. Print-on-demand is available for a nominal per-page fee. Print materials may be ordered from the US Government Printing Office, Internal Revenue Service, and NC State Archives among other entities as required to meet the anticipated and expressed needs of its patrons. Print government materials are chosen only when they are the most current, accurate sources available.

Periodicals (Magazines, Newspapers, Journals)

Periodicals are publications issued and received on a regular basis in print, microfilm, or digital format. They include magazines, newspapers, and other serialized publications. Periodicals are selected according to cost, requests from library patrons, local or regional interest, and whether a subject area needs to be expanded to help balance the collection. Periodicals are considered Reference Materials and may not be removed from the Library.

Local History & Genealogical Materials

The library maintains a growing collection of Reference Materials in its Local History Department dealing with genealogy, Iredell County, and North Carolina history. Materials are selected based on their value to researchers in our geographic area and their relationship and relevance to Iredell County history. Donations are accepted based on the same criteria (see Appendix A for the Local History Donation Form). Gifts to the collection are readily accepted with the exception of restricted collections, hard copies of newspapers already available on microfilm, or books by local authors that are outside the scope of the collection development policy. Materials selected and purchased are normally in new condition, however, used and sometimes damaged materials will be acquired if they

are deemed rare and/or of particular value to our patrons. The collection consists of books, periodicals, journals, brochures, newspapers, microfilm, microfiche, CD-ROMs, DVDs, photos and loose-leaf vertical files. Vertical files may contain newspaper articles, photos, and both published and unpublished papers. Though the bulk of the collection is non-fiction some fiction items are collected and held when they have a direct relationship to Iredell County. The department strives to identify and preserve all rare materials and uses archival storage materials and handling procedures when possible.

Photograph Collection

The ICPL Local History Dept. collects photographs and negatives relating to the history of Iredell County. Photographs in this collection are intended for non-profit use only. Fees are charged for copies based on the size of the reproduction. Users are subject to and responsible for adhering to the U.S. Copyright Laws regarding Visual Arts.

Youth Services

Fiction

Works of contemporary fiction and classic works of enduring value are included in the collection. Youth fiction is selected according to popular demand, reputation of the author and publisher, and appropriateness to the library's patrons. Youth fiction encompasses many different formats, including but not limited to: board books, print books, digital books, audiobooks, digital audiobooks, graphic novels, manga, and comic books. Selectors determine in which formats to purchase materials using their expertise and acknowledging availability, prices, and accessibility.

Additional Selection Criteria for Works of Fiction:

- Vitality and originality
- Diverse representation
- Artistic presentation
- Sustained interest
- Effective characterization
- Representation of important movement, genre, or trend of culture

Nonfiction

The library acquires materials of both permanent and current interest in all subjects, based upon the merits of a work in relation to the needs, interests, and demands of the community. Youth nonfiction materials encompass many different formats, including but not limited to: print books, graphic novels, audiobooks, and digital books and audiobooks. This collection strives to provide inclusive and diverse information specifically for the youth of Iredell County. Selections are based on the value and merit of the material's entirety and its relationship to the nonfiction collection. The youth nonfiction collection also supports the local school curriculum and students whenever possible.

Battle of the Books

ICPL strives to support the curriculum and students of Iredell County. In order to encourage participation in the NC Battle of the Books program, the ICPL purchases 10 copies of each elementary school title, 10 copies of each middle school title, and 3 copies of each high school title. These books are acquired if the funds are available and the title can be purchased through our vendor.

Digital Collection

The digital collection contains formats, including but not limited to: digital books, digital audiobooks, streaming videos, and eMagazines. The availability of these books is subject to conditions such as: the publishers' restrictions, prices, inventory, models of use, author restrictions, contracts/subscriptions, and vendor/platform access. The materials in this collection are selected using similar criteria as the print materials, especially focusing on patrons' requests and cost per use.

Other Collection Factors

Formats

The library collects and makes available materials in formats, beyond print materials, which are compatible with current technologies popular with our patrons. These materials are meant to reflect the mission of ICPL. Materials are purchased in the most appropriate format for library use and include print, audio and video formats, digital formats, and historical archives. The most crucial criterion in selecting a format for library materials is that format's suitability for library use. New formats are considered for the library's collection when a significant portion of the community has the necessary technology to make use of the format, as indicated by industry reports, national survey results, and evidence from local requests. Not all new formats will be appropriate for the library collection. Availability of items in the format, the cost per item and per use, and the library's ability to acquire and handle the items are also factors in determining when a new format will be acquired. By these same standards, the library may determine that an older format needs to be removed from the collection. These other formats may have unique circulation periods that are decided upon by the selectors.

Vendors

As an office of Iredell County Government and the recipient of public funding, the library has fiscal responsibility to make the best use of its budget. Ordering materials through approved library vendors is the most cost-effective means currently available to the library to purchase materials. Library administration and selectors regularly evaluate vendor services comparing discount programs, shipping costs, and processing services. Only Iredell County authorized purchasing agents may place orders for library materials. Library purchasing agents may not purchase materials for individuals.

Vendors wishing to do business with Iredell County must provide specific documentation required by the Iredell County Finance Department before any orders can be placed. Vendors may be required to submit bids and/or price quotes before they are accepted as an Iredell County-authorized vendor. All contracts and license agreements will be reviewed by the Iredell County Finance Department before they are approved and signed.

Multiple Copies

While the Library does not have the budgetary resources to buy multiple copies of every title it owns, it does buy multiple copies of titles that have high patron demand. Titles with multiple reserves or titles with broad popular appeal are generally ordered in duplicate. For some titles in high demand, the circulation period may be reduced temporarily to limit patrons' wait time for holds.

Requests for Purchase

The Library is responsive to public requests for titles and subjects to be included in the collection. ICPL's patrons are encouraged to make suggestions for purchase and to alert us when we are

lacking in materials on a given subject. If you wish to submit a purchase request online or via staff, you may indicate whether or not you wish to be on hold if the title is then purchased.

Donations and Gifts

Gifts of materials may be accepted with the understanding that the same standards of selection are applied to donations as well as to materials acquired by purchase, and that any donations may be discarded at the library's discretion. Not all donations will be added to the library collection. The library reserves the right to decide the conditions of display, housing, access and withdrawal of the materials and retains unconditional ownership of the donation(s). The library will not appraise donated materials for tax purposes. Donations in the form of "memorials" or "honorariums" are also subject to the guidelines set forth in the Criteria for Selection. Accepted materials will be designated by a special bookplate with the appropriate inscription if desired. Donations not added to the collection may be given to the Iredell Friends of the Library for sale, recycled, or otherwise discarded. See Appendix B for the Donation Form.

Donors making a monetary gift to The Friends of the Library (Iredell, Troutman, or Harmony) may suggest items, subjects, or titles to be purchased with their donation but the library reserves the right of final decision.

Any materials left on the library premises are considered donations and leaving items indicates an acceptance from the donor of the previously specified conditions and terms.

Weeding

ICPL recognizes the need for ongoing evaluation of its collection to assure currency, accessibility, and visually inviting collections. This ongoing maintenance includes weeding, replacement, repair, restoration, and review of standing order agreements. The most cost-effective option is selected when making replacement vs. repair decisions. The library may withdraw from the collection any item which is damaged beyond our means to repair or for which mending time and labor would exceed the projected usefulness of the item in our collection. The circulating collection is not a depository of historical record. To ensure a vital collection of continuing value to the community, except in the area of local history, materials that are not well used or are no longer relevant may be withdrawn. Selectors employ the C.R.E.W. (Continuous Review, Evaluation, & Weeding) method explained in detail in a PDF accessible through this link:

<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf>

Withdrawal Guidelines

- Materials with obsolete content
- Materials that are infrequently used
- Materials that have no anticipated use
- Materials in poor or irreparable physical condition
- Older editions of encyclopedias, almanacs, directories, yearbooks, etc.
- Materials which are incomplete sets in which items missing seriously impair their usefulness
- Works containing information that has been superseded or presented in newer, more comprehensive or more accessible formats
- Materials containing offensive, racist, sexist, stereotypical, discriminatory content or content that targets protected groups

In order to maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interests of the residents of Iredell County, materials are withdrawn on a systematic and continuing basis. The library uses the Criteria for Selection when determining whether to purchase replacement copies. Withdrawn materials are recycled through Baker & Taylor's Sustainable Shelves program or are given to the Iredell Friends of the Library except in certain circumstances where the discarded materials can be used by another Iredell County agency, library, educational institution, or non-profit institution.

Reconsideration of Materials

The library recognizes the right of individuals to question materials in the collection. A library patron questioning materials in the collection is encouraged to talk with the collection selector and/or library administration concerning such materials. To formally state their opinion and receive a written response, a patron may submit a form provided for that purpose (see Appendix B). Material that has been questioned will remain in the active collection until the library has made a determination of its status. The library adopts and declares that it will adhere to and support the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View statements.

This policy is subject to change and ICPL retains the right to make revisions and additions as needed.

Appendix A: Local History Donation Form



Iredell County Public Library
Local History & Genealogy

Donor Agreement

I, _____, hereby donate the materials described below to the Local History & Genealogy Department of the Iredell County Public Library, to become its permanent property and to be administered in accordance with established Library policies. I assign and transfer all copyrights that I possess to the aforementioned organization. I agree that these materials may be made available for research, display, or demonstration.

Description of Materials (attach an inventory if applicable):

Items not retained by the Iredell County Public Library shall be:

- discarded
- returned to Donor
- redistributed to another institution or agency
- other (describe): _____

Donor has not received any consideration in exchange for this donation.

Signed: _____ Date: _____

Donor: _____ Address: _____

Library Employee: _____ Date: _____

Appendix B: Request for Reconsideration of Library Materials



REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Name of work: _____

Author or Illustrator: _____

Call Number (the numbers and letters on the spine of the items; ex: 317.5 SMI): _____

If the item is a book, please site the specific pages that contain material to which you wish to object.

If the item is a audiobook, please list the specific scenes or content to which you object:

Page(s)	Objectionable Matter:

Is there another book or audio that you believe presents an alternative viewpoint on the above matter? If yes, please provide the following information about the item:

Title: _____

Author: _____

Your Name: _____

Address: _____

City: _____ Zip: _____

Telephone Number: _____

Please sign here: _____ Date: _____