



# COLLECTION DEVELOPMENT POLICY

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*UPDATED JULY 10, 2008*

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PRINEVILLE, OR 97754

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## MISSION STATEMENT

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The mission of the Crook County Library is to provide timely access to information and ideas. The Library will promote the enjoyment and necessity of reading, the discovery of knowledge and culture, and the advantages and pleasures of learning.

## VISION STATEMENT

Crook County Library will be the recognized information and resource destination for citizens of all ages in the community. We will be the gateway to life-long learning through innovative programming, services, and materials. Our staff will reflect the diversity of our community and promote an accessible, friendly environment. We will fulfill the community's needs and exceed its expectations.

## INTRODUCTION

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The Crook County Library provides materials and services to support the informational, educational, and recreational needs of the citizens of Crook County. The library's primary objective as stated in the Mission Statement "*is to provide timely access to information and ideas.*" In order to accomplish this objective, the library must be engaged in an ongoing process of evaluation, selection, weeding, and organization of its collections. The purpose of this policy is to provide general guidance for the collection development planning process.

Selection and purchase of library materials rests with the library director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices and specified relevant collection development plans when making selection decisions.

## EVALUATION CRITERIA

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When evaluating any part of the library's collection, attention must be given to the following elements:

1. Quantitative Analysis of the Collection
  - a. Quantitative measures reveal size, age, use, costs and other numeric data. Examples of quantitative measures include inventory, or shelf list measures to determine actual title or volume counts, by segment or subject area. Median age or similar measures indicate the currency of the materials. Amount expended for acquisitions in a segment or subject area per year illustrates the ongoing commitment to develop that area. Percentage of titles owned by a library when compared to a standard list shows the breadth and depth of the collection. Use statistics (including internal library use and ILL) are both collection and client-centered.
2. Qualitative Analysis of the Collection
  - a. Qualitative measures are obtained through subjective evaluation and involve the professional judgment of the librarian, appraisal from subject experts, or the opinion of library staff and members. These techniques include impressions of the condition, character and appropriateness of a section of the collection. Another

qualitative technique is the judgment made by comparison of one subject in the collection to a similar subject in another library, or to a subject bibliography.

Analysis should be conducted annually and will form the basis for determining the selection and weeding priorities for the coming year. In setting collection development priorities, the librarian will establish the weeding and selection requirements as follows:

- Maintain/Maintain (weeding and selection of 5%),
- Maintain/Expand (weeding 5% and selection above 5%).
- Maintain/Reduce (weeding 5% and selection below 5%)
- Expand/Maintain (weeding below 5% and selection 5%),
- Expand/Expand (weeding below 5% and selection above 5%),
- Expand/Reduce (weeding below 5% and selection below 5%),
- Reduce/Maintain (weeding above 5% and selection 5%)
- Reduce/Expand (weeding above 5% and selection above 5%),
- Reduce/Reduce (weeding above 5% and selection below 5%)

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### SELECTION CRITERIA

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Materials are selected in accordance with one or more of the following guidelines:

- Artistic, literary, historic and/or scientific merit
- Availability of shelf space
- Price, in relation to total budget
- Authority and competence of author
- Availability of material
- Awareness of significant new trends in literature, technology and formats
- Clarity and accuracy of information
- Community requests and/or anticipated popular demand
- Favorable reviews
- Format and durability
- Practical usefulness
- Relationship to existing materials in collection
- Relative importance in comparison with other materials available on the subject

### BOOKS

Books are generally acquired in hardcover editions for durability. However, paperback editions may be acquired in cases where the hardcover edition is expensive, unavailable, or the title would be either used infrequently or is an item that would be weeded from the collection in a few years, for selected children's items or to provide multiple copies of requested titles to meet short-term demand.

### PERIODICALS (MAGAZINES & NEWSPAPERS)

The Library provides representative periodicals in a wide range of subjects of reference value and recreational interest. Specialized titles are considered in relation to subject needs. Crook County Library maintains current issues of statewide newspapers. Daily newspapers are retained for 1 month; periodicals, with a few exceptions, are retained for 1 year.

## **AUDIO COLLECTION**

Materials shall be selected using standard review tools and shall attempt to create a collection which emphasizes materials not otherwise available locally. These materials shall include: audiobooks, and music. Selection will focus on popular titles, but (due to budgetary limitations) the library will not be expected to keep a comprehensive popular interest collection. Audiobook selections will include titles for education as well as entertainment.

## **CHILDREN'S MATERIALS**

Materials for the children's area are selected to serve the specialized needs of members from birth through middle school. Selection will include titles of recreational and educational importance to child members. School textbooks and workbooks are generally excluded from the collection.

## **YOUNG ADULT**

Materials for the young adult area are selected to serve the specialized needs of members from middle school through high schools ages. Selection will include titles of recreational and informational importance to young adult members. School textbooks and workbooks are generally excluded from the collection.

## **VIDEO COLLECTION**

The library will develop and maintain a videotape/DVD collection of movies, documentaries, and visual information of recreational, educational and/or artistic merit. The library will only acquire single copies of video titles, so as not to compete with local retail operations.

1. Determination of Merit
  - a. Library staff will acquire materials based upon the sustained popularity of the title or the lasting merit of the title (as determined by recognized authorities in the entertainment industry or education field, such as the American Film Institute (AFI) and the National Education Association).
2. "R" Rated Videos
  - a. The library will purchase or accept donation of "R" rated movies only when the films have compelling artistic merit. This merit shall be determined by one or more of the following criteria:
    - i. Artistic merit as determined by professional consensus evidenced in such documents as reviews, journal endorsements, awards, peer recommendations, inclusion in recognized collections, anthologies, etc.
    - ii. Historic value.
    - iii. Insight into human or social conditions.
    - iv. Literary or education application.
    - v. Inclusion in the lifetime body of work of an acclaimed film professional.

(Note: "R" rated films will be kept in a locked case with checkout restrictions limited to adults.)

## **PAMPHLETS**

The library maintains a pamphlet file of current and historic materials, patterns and instructions, materials hard to locate in books, consumer materials of the "Extension Service" type, and information on current topics.

## **MAPS**

A small collection is maintained, with emphasis on the U.S. and western areas.

## **ELECTRONIC RESOURCES**

General collection development criteria will be applied to the acquisition of materials in digital format. Availability of items in new formats, cost per item and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be added to the collection. When a resource offers more timely availability, more extensive content, greater access and improved resource sharing, it will be added to the collection after verifying the following:

Authority: attributable to reliable sources

Currency: information is timely and up to date

Stability: loads quickly and is consistently present

Purpose: resource meets the needs of patrons and is accessible to them

## **GIFT AND MEMORIAL MATERIALS**

Gift and memorial items will be accepted and added to the existing collection according to the written selection policy. If such materials are not deemed of value to the collection, they will be discarded or donated to Friends of the Library for sale.

Tax receipts are given to those who request them, listing the number and type of item(s) given, but the library will not make any determination as to worth of donated materials.

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## **WEEDING CRITERIA**

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Weeding of materials is an important aspect of collection development. When library materials lose the value for which they were originally selected, they should be weeded. The purpose of a weeding is to ensure that the collection remains vital and useful by:

1. discarding and/or replacing items in poor physical condition
2. eliminating items with obsolete, misleading or superseded information
3. reducing the number of copies of titles whose relevance to the community has lessened

As with selection, weeding will be based upon annual quantitative and qualitative analysis of the collection.

## **RECONSIDERATION OF LIBRARY MATERIALS**

Whenever any patron objects to the presence or absence of any library material, the complaint will be given hearing. All complaints will be referred to the library director who will discuss the matter with the complainant. If the patron wishes, she or he will be supplied with the "Request for Reconsideration of Library Materials" form. If there is a request for withdrawal of material, the director will present the complaint to the Board of Trustees. The Trustees have final responsibility for deciding whether to add or withdraw the material in question, but may choose to defer to the discretion of the library director. The library director will be responsible for writing to the complainant giving the reasons for the decision. Materials subject to complaint shall not be removed from use pending final action.

This policy will be reviewed periodically.