

## **Laurel Public Library Collection Development Policy**

### **Reason for Adopting a Collection Development Policy**

*The Laurel Public Library Collection Development Policy outlines the basic criteria for selection and retention of resources in the library collection. A written collection management policy provides guidance for library personnel involved in selection and other collection management assignments. A written policy statement also informs the public about the principles which guide the development and management of the collection. It further defines the actions that will be taken to achieve the objectives outlined in the Library Mission Statement.*

### **Laurel Library Mission Statement**

*The Laurel Public Library supports patrons throughout our service community in the pursuit of information, life-long learning, and personal enrichment.*

### **Responsibilities**

*Ultimate responsibility for the content of the library collection rests with the Library Director acting within the framework of policies established by the Board of Commissioners. The Library Director may delegate responsibility for selection, maintenance and management of the collection to designated library staff.*

### **Selection Guidelines**

*To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.*

### **Criteria for Selection**

Present and potential relevance to community needs  
Suitability of physical form for library use  
Suitability of subject and style for intended audience  
Importance as a document of the times  
Relation to the existing collection  
Relation to other material on the subject  
Attention by critics and reviewers  
Potential user appeal  
Requests by the public

### **Priorities for Selection**

Authority  
Comprehensiveness  
Skill, Competence, and purpose of author  
Reputation and significance of the author  
Objectivity  
Consideration of the work as a whole  
Clarity  
Currency  
Technical quality  
Representation of diverse points of view  
Representation of important movements, genres, or trends  
Vitality and originality  
Artistic presentation and/or experimentation  
Sustained interest  
Relevance and use of the information  
Effective characterization  
Authenticity of history or social setting

### **Special considerations for electronic information sources:**

Ease of use of the product  
Availability of the information to multiple, concurrent user's  
Technical requirements to provide access to the information  
Technical support and training

## Adult Collection

### 1) Adult Collection: Policies

Materials shall be selected and retained for their value in providing information, interest and enlightenment to all people in the community.

Some of the factors which will be considered in adding or removing library materials shall include: physical condition, collection composition, interest, public demand, timeliness, audience, significance of subject, diversity of viewpoint, effectiveness of expression, and limitations of budget and facilities.

No library materials shall be excluded because of the race, nationality, and political, religious, or social views of the author. While not all materials will be suitable for all members of the community, the library will endeavor to maintain a collection that supports the interests of its service population, as put forth in the mission statement.

The Library will give consideration to all public suggestions of titles and subjects for inclusion in the collection. Gifts of materials may be accepted with the understanding that the same standards and selection principles are applied to gifts as to materials acquired by purchase. All donations become the property of the Library and final determination of their use is solely at the discretion of the Director or her designee. Items accepted for a loan period will be accepted on a case by case basis, with the Director assuming final responsibility for the terms of the loan agreement.

To ensure a vibrant collection of continuing value to the community, infrequently used materials used may be withdrawn. An exception to this policy is the local history collection, which will assess each item according to its merits within that collection.

The library collection shall be organized and maintained to facilitate ease of public access. There shall be no prejudicial labeling, sequestering, or alteration of materials in the adult collection. Standards of selection for minor patrons are outlined in the Youth Collection sections of this document.

Selection is vested in the Library Director and, under her direction, in staff qualified by education and training. Materials selected in accordance with this policy shall be deemed as selected by the Board of Commissioners, in whom rests the final responsibility for the collection.

Reading, listening, and viewing materials are private, individual activities. Patrons are free to select or reject materials for themselves. No patron, however, is permitted to restrict the freedom of another to read, view or inquire. Parents of minor children have the primary responsibility to guide and direct the reading and viewing of their own children. The Library in no way operates *in loco parentis*.

Patrons have the right to question material selections. The appropriate course of action in these instances is outlined in the section entitled "Challenged Materials". This applies only to materials physically retained by Laurel Public Library. Patron access to information obtained electronically from external databases available publicly on the Internet shall be governed by the Delaware Division of Libraries.

***Policies According to Material Format***

The Adult Collection consists primarily of hardcover and paperback books, magazines and newspapers in print, electronic and microfilm formats, DVD and VHS videocassettes, audio compact discs, and several online subscription databases provided by the Delaware Division of Libraries. Access to materials for the blind and visually handicapped is also provided by the Delaware Division of Libraries; library staff will accommodate patrons who require these services. Newer formats of information such as electronic books, playaways, etc. may be added as indicated by popular adoption and approved by the Director. Budget and staff limitations, minimal community demand, restrictive technical consideration and/or availability may be cause for rejection of particular formats.

**2) Adult Collection: Principles of Selection**

Adult materials are selected to accommodate the interests and needs of patrons 18 years of age or older, with a focus on the social, cultural, political, religious, and historical parameters of the area. Established, adopted national policies developed by professional library organizations such as the American Library Association will serve as guidelines. See the following items elsewhere in this document.

- ALA Library Bill of Rights
- ALA Freedom to Read Statement
- ALA Free Access to Libraries for Minors
- ALA Policy on Intellectual Freedom
- ALA Access to Electronic Information
- Delaware Division of Libraries Collaborative Collection Development Policy

## Young Adult Collection

The Laurel Public Library strives to provide a collection of print and non-print materials that support the educational, cultural and recreational needs of patrons ages twelve to eighteen while nurturing a love of reading. Additionally, the Young Adult collection provides resources for parents, teachers, daycare providers and other adults who are involved in the education of teens.

Collection development within the Young Adult collection follows the policies and principles of selection set forth in the Adult collection section of this policy statement. Additionally, the library has established certain additional criteria specific to the Young Adult collection.

An important factor in the selection of material for our teen patrons is the criterion of developmental appropriateness. The term "developmentally appropriate" is defined for our purposes as a synchrony between the emotional development, mental development and interests of youth at different ages, and the content and placement of materials in the Young Adult collection.

Resources used to develop a quality, developmentally-appropriate collection include:

- Professional reviews, such as those found in School Library Journal, Booklist, Horn Book and the Wilson Catalog, which also include recommendations regarding age.
- Publishers' recommendations which also include suggested age-appropriateness for their products.
- Recommendation of parents, youth and other community members.
- Professional judgment: Experience working with youth of all ages and in depth knowledge of teen literature provides the foundation for collection development as it fosters insight into the interests and abilities of teens at different ages and stages of development.

Materials purchased for the Young Adult collection are normally given careful individual consideration to determine appropriateness for the Young Adult collection. However, the Library does adhere to several guidelines concerning collections which are as follows:

- Manga with a rating of "M" for are not purchased for the Young Adult Graphic Novel collection.
- Music CDs with a Parental Advisory warning are not purchased for the Young Adult collection.
- Music CDs that are edited versions of CDs with Parental Advisory warnings are not purchased for the Young Adult collection.
- DVDs with a rating higher than PG are not purchased for the Young Adult collection.

Additionally, much care is given to provide alternate viewpoints of sensitive teen issues within the Young Adult collection.

## **Children's Collection**

The Laurel Public Library strives to provide a collection of print and non-print materials that support the educational, cultural and recreational needs of youth from birth to age twelve while nurturing a love of reading. Additionally, the Children's Collection provides resources for parents, teachers, daycare providers and other adults who are involved in the education of children.

Collection development within the Children's collection follows the policies and principles of selection set forth in the Adult collection section of this policy statement. Additionally, the library has established certain additional criteria specific to the Children's collection.

An important factor in the selection of material for our younger patrons is the criterion of developmental appropriateness. The term "developmentally appropriate" is defined for our purposes as a synchrony between the emotional development, mental development and interests of youth at different ages, and the content and placement of materials in the Youth Services collection.

Resources used to develop a quality, developmentally-appropriate collection include:

- Professional reviews, such as those found in School Library Journal, Booklist, Horn Book and the Wilson Catalog, which also include recommendations regarding age.
- Publishers' recommendations which also include suggested age-appropriateness for their products.
- Recommendation of parents, youth and other community members.
- Professional judgment: Experience working with youth of all ages and in-depth knowledge of children's literature provides the foundation for collection development as it fosters insight into the interests and abilities of youth at different ages and stages of development.

Materials purchased for the Children's collection are normally given careful individual consideration to determine proper placement within specific categories of the Youth Services collection. However, the Library does adhere to two specific guidelines concerning collection development which are as follows:

- Only Manga (Japanese comics) which are rated with an "A" for All Audiences are included in the Juvenile Graphic Novel collection.
- DVDs with a rating higher than PG are not purchased for the Children's collection.

**Approved by Laurel Public Library Board of Commissioners May 2019**