

Collection Development

November 13, 2008

Supersedes policy dated July 27, 1981; August 14, 1994; August 2, 2004; September 6, 2008,

The Board of Trustees of the Kershaw County Library has adopted the following Collection Development Policy to guide librarians and to inform the public about the principles upon which library collections are developed and maintained.

Mission:

The Kershaw County Library, as a member of SCLENDS, acquires and makes available materials that inform, educate, entertain and enrich residents of Kershaw County.

Collection Development Objectives

Kershaw County Library employs a policy of selectivity in acquisitions. The primary consideration in exercising this selectivity will be the informational, educational, and recreational needs of Kershaw County residents.

To this end, the following objectives will be considered in developing and maintaining the collection. The library will endeavor to:

- provide a collection that represents the wide range of ages, ethnic backgrounds, educational levels and interests of County residents. To this end, the Board of Trustees of the Kershaw County Library has adopted the American Library Association's Library Bill of Rights, The Freedom to Read Statement and Freedom to View Statement.
- provide materials and programming to preschool and grade school children to encourage and promote continued use of the Library.
- provide a broadly based and diverse collection that can support the roles of the Library as a popular materials center, a reference center and an independent learning center.
- purchase current materials proportionate to levels of demand and use, taking care to anticipate and respond to indications of significant new needs.
- weed the collection in an ongoing basis using output measures, reports from the automated library system and other data for continuous collection evaluation.
- keep abreast of technological changes which affect the development of the collection.
- be aware of the resources available in surrounding libraries and ensuring wide coverage of subjects.
- provide materials in a timely manner

Library Roles

After considering library and materials use, current and past strengths of the library, local demographic trends, citizen expectations, other library resources in the area and current resources of the Library, the Kershaw County Library has selected the following roles to emphasize:

CURRENT TOPICS AND TITLES

The library will help to fulfill our public's appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

ELECTRONIC RESOURCES

Electronic materials include online resources and e-books. Titles and/or services are intended to supplement and, in some cases, replace print materials. Selection of electronic products and services is based on the same criteria as other library resources as well as ease of use and accessibility.

DUPLICATION

The library will purchase two or more copies of a title only when the author is especially popular with our library users.

EXCLUSIONS

The library's collection will not include collector items or rare books. The library does not have the resources or staff necessary for the development, maintenance, and display of this kind of a collection.

Due to the proximity of the Camden Archives, a limited amount of printed genealogy and local history materials are collected.

Criteria

Selection of library materials involves the following factors and considerations, which apply equally to purchased and donated materials, including books, periodicals, and audiovisuals.

- applicability to community needs and interests
- consideration of the Library's existing collection and materials budget
- preservation of a balanced viewpoint within the collection
- holdings and availability of other area library resources
- reviews in professional journals and popular periodicals (Please note that the lack of a review or an unfavorable review is not sufficient reason to reject a title for which there is demand.)
- opinions of other authorities
- qualification of the author in the subject field
- popularity of the author
- literary merit
- scope and authority of the subject matter
- appeal to the general-interest reader
- date of publication

- physical format (binding, typography, design, etc.)

Collection Maintenance

The Library will engage in ongoing assessment of its collection in consideration of the objectives of the collection development policy. The following objectives will be exercised in this effort:

The library will add and/or replace historically significant and enduringly popular titles to its collection on a regular basis.

The electronic resources and the periodical collections, which are maintained through subscriptions and licenses, will be evaluated on an annual basis.

Patron input and community surveys will be used in evaluating the collection.

Collections will be reviewed regularly, with a particular emphasis on subject areas that are quickly outdated (e.g. health, law, technology, and science), very popular, or when needed because of spacing.

Materials may be removed, i.e. weeded, if:

- newer statistical or factual material is available in the collection.
- the information is no longer timely
- the book no longer circulates regularly or is used in-house, excluding works of enduring value
- material is aged (yellow and brittle) or damaged (Aged and damaged material of enduring value or popularity will be considered for replacement.)
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Library material which is withdrawn may be disposed or routed to the Friends of the Library book sale.

Donations

Donations of material will be evaluated based on the same criteria as purchased material. Material not selected for inclusion in the library collection will be disposed or routed to the annual Friends of the Library book sale. Donors are responsible for recording donations and estimating the value of the materials.

Monetary gifts will be placed in the Library Donation Account. The donor may specify the types of material he wishes the library to obtain.

Memorials and honorariums are materials or funds donated in the name of an individual that will be placed in the Library Donation Account for future purchases of library materials. If a specific title is donated or requested, the inclusion of the specific item must meet the selection criteria. Once a donation has been received, a thank you card will be sent to the appropriate parties.

Reconsideration of Library Material

Comments from members of the community about the collection will be governed by the Collection Development Policy in making additions to or deleting items from the collection.

The Kershaw County Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsements of the viewpoint of the author.

Patrons who request the reconsideration of library material will be asked to put their requests in writing by completing and signing a form, appended to this policy, entitled "Request for Reconsideration of Library Material."

Upon receipt of a formal written request, the Director will explore all pertinent information regarding the request. The Director will study the information provided by the Library staff and respond, in writing, to the person who initiated the request for reconsideration. The Director will keep the Board of Library Trustees informed of all requests for reconsideration of Library material and disposition of their requests.

In the event that the person(s) who initiated the request is not satisfied with the decision of the Director, he/she may request a meeting before the Board of Library Trustees. Based on the information presented, the Board may vote to uphold or override the decision of the Director.

Library material will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from theft or damage.

Policy Review

This collection development policy will be reviewed annually by the library staff and bi-annually by the Library board.