

Introduction

Purpose

One purpose of the Collection Development Policy of the Lewes Public Library (the Library) is to present documentation of selection staff's knowledge of what, how, and why materials are selected the way that they are, and, accordingly, to act as an information resource for selection librarians, public services staff and others interested in the collection. The Library has a commitment to a collection that attempts to meet the needs of the public it serves. Identifying the customer's needs and expectations and finding the means to meet or exceed them is a fundamental principle of public library service.

This Collection Development Policy presents the policies that determine the selection of materials and the maintenance of the collection. The Collection Development Policy presents materials selection policies and maintenance procedures as they are currently being implemented, but collection management policies and procedures are constantly evolving and will undergo change as priorities are re-evaluated and re-assigned.

Policies

Mission Statement

The Lewes Public Library provides all members of the community access to a broad range of materials and services designed to fulfill their educational, informational and recreational needs. Special emphasis is placed on providing current, high-demand, high interest materials in a variety of formats to persons of all ages and on stimulating young children's interest and appreciation for reading and learning. Continuing efforts are made to respond to changing needs of the community and to evolving technological means of providing resources and services. The library will endeavor to engender a community spirit by providing a center through which all may derive enlightenment and enjoyment.

Materials Selection Policy

The Materials Selection Policy has been reviewed by the Board of Trustees of the Lewes Public Library (the Library) to guide library staff and to inform the public about the principles upon which selections are made. Copies of the American Library Association (ALA) Statements are included in this Collection Policy.

- Books and other library materials are selected on the basis of library, educational, informational, and recreational value. Responsibility for the selection of materials lies with the Director, who, in turn may delegate this responsibility to various staff members and members of the Book Selection

Committee. Ultimate responsibility for the selection rests with the Board of Trustees.

- No title is excluded on the basis of moral, racial, religious or political prejudice. Titles are selected, within the limitations of the budget, on the basis of critical consensus among recognized subject authorities *and widely held community standards*. Suggestions from patrons are encouraged and will be given due consideration.
- The Board of Trustees will review written complaints concerning specific titles as it deems necessary, and retention or deletion will be determined by the Library's standards of selection.
- The Library endorses the American Library Association's Freedom to Read statement, The Library Bill of Rights, and the statements on Labeling Library Materials, Access to Electronic Information Services, and Networks, and Free Access to Libraries for Minors.

Approved ----

Library Bill of Rights
Statement on Labeling
The Freedom to Read
The Freedom to View
Access to Electronic Information, Services, and Networks

The Selection Process

Responsibility for Selection

Ultimate responsibility for materials selection rests with the Director who operates within the framework of policies determined by the Board of Trustees. The Director delegates to various staff members and the Book Selection Committee who are responsible for collection development. All professional staff members may participate in the selection of library materials.

The authority and responsibility of the Director consists of the following:

- Authority to approve or disapprove selection recommendations from other staff and the public.

- Authority to make final decisions on the withdrawal of circulating materials, the rebinding of books, repackaging of audiovisual materials, replacement orders, and the addition of gifts to the cataloged circulating collection.
- Authority to review various collections in the library, evaluate the contents and submit written reports to the County Librarian and Board of Trustees.
- Authority to initiate any weeding projects as a result of collection evaluations.

Selection Guidelines

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, awareness of the bibliographies of the subject, and recognition of the needs of the community.

Selection of materials for the Adult Fiction and Nonfiction collections is primarily the responsibility of the Book Selection Committee. The Book Selection Committee is comprised of volunteers who are familiar with the collection, review standard sources and meet monthly to discuss titles and make recommendations for purchase.

Criteria

Literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; timeliness; popular demand; cost; scarcity of material on the subject and availability elsewhere; quality and suitability of the format; other considerations may be applicable in specific subject areas. Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions and which will meet patrons' needs.

Tools

Professional journals, trade journals; subject bibliographies; publishers' catalogs and promotional materials; reviews from reputable sources; lists of recommended titles, and sales representatives for specific materials. Purchase suggestions from patrons are also an important source.

Standard review sources include the following: Booklist, Library Journal, Publishers Weekly, Forecast, Kirkus and Prime.

More specialized review sources may be mentioned in their respective collection development profiles.

Goals

Materials are selected to meet the objectives of public library service. The Lewes Library has selected the following service responses in their Strategic Plans:

Current Topics and Titles

Lifelong Learning

Scope

The scope of the Library collections refers to the formats offered, the treatment, and the level of difficulty. Materials selected for the Library collections are intended to meet the cultural, information, educational, and recreational needs of the residents of Sussex County and specifically the residents of the Lewes Library service area. Special attention is given to the lifelong learning interests of the community, such as courses offered by the Southern Delaware Academy of Lifelong Learning or Rehoboth Art League. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that most individual library needs can be met and service given to individuals of all ages, within current budget parameters and constraints. The Library encourages the use of interlibrary cooperation to better serve the needs of this clientele by expanding available resources. The collection is not archival, and is reviewed and revised on an on-going basis to meet contemporary needs.

Format

Materials are purchased in the most appropriate format for Library use. Books are generally purchased in hardcover editions because of their durability. However, paperback editions may be purchased, and are preferred in cases where the hardcover is extremely expensive and the title would either be used infrequently or is of an ephemeral nature.

Formats include print and non-print materials. The Library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community it serves. The Library monitors the development of new formats and within budgetary and technical limitations, adds these to the collection.

Treatment

Treatment most frequently describes the style and, indirectly, the intended audience of a work: popular, scholarly, and humorous are some of the adjectives used with it. Treatment may be appropriate or inappropriate for the subject and the intended audience, but it is something that is judged on a title-by-title basis. A variety of treatments is desirable for many subjects.

Level of Difficulty

The range of difficulty starts with picture books and easy nonfiction, and progresses through graded readers to college level and beyond. Materials intended for professionals in a field are purchased when a need exists.

Archival

Archival refers to the holding policies for part or all of the collection. Current usefulness is the determining factor in how long material is kept. There is no attempt to be complete in terms of historical coverage. Old editions are withdrawn when new ones are received or when the contents are incorrect or out of date. The amount of use that an item receives in the present outweighs the possibility that someone may use it some day. No extraordinary effort is made to preserve or protect the last copy of any title in the collection. Local History materials will be retained in the collection, but even this collection may undergo periodic evaluation and reassessment. Local history materials that are selected for removal from the Library collection may be offered to other interested organizations, such as other Libraries or the Lewes Historical Society.

Gift Books

Gifts to the collection can be in the form of money or actual materials. Gift plates and letters of acknowledgment are appropriate stipulations by a donor, but other requirements should be evaluated carefully before the gift is accepted. All gifts become part of the general collection and should not require special circulation procedures. Gifts of books and other library materials are gratefully accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Materials Selection Policy. The libraries reserve the right to sell or otherwise dispose of gift materials not added to the collection.

When a patron offers to give books, magazines, or non-print materials to the library, the following guidelines apply. If there is a question about these guidelines, or a special situation, the patron should be referred to the Director.

The library will accept hardcover and/or paperback books and audiovisual materials if they are in good condition. Local history materials are welcome, as are foreign language materials. Many donations consist of boxes or bags of materials, which are accepted for the sake of public relations. Staff or volunteers inspect these gifts for odor, water damage, wear, and age. Appropriate material may be added to the collection, put in the book sale, or, if not in acceptable condition, discarded.

The donor will receive a written acknowledgment of the gift upon request. The donor should leave name and address and number of books donated. Library staff will not appraise the books or indicate a value in the acknowledgment letter.

Interlibrary Loan

Interlibrary Loan (ILL) refers to requesting materials from Libraries outside of the local system. ILL is not a substitute for collection development, but is meant to expand the range of materials available to library users without needlessly duplicating the resources of other libraries.

All ILL requests for recent material are considered for purchase. In addition, all titles that have been requested through ILL at least three times in a year are given high selection priority. Extra consideration is given to requests for titles published within the last six months, because it is unlikely that these will be available from other libraries.

Titles that have been requested by patrons and considered for purchase, but which do not fit the scope of the collection, are too old, out-of-date, or out-of-print, are submitted to ILL.

ILL may not be used for any title that is on order or owned by the library unless the copy is determined to be missing.

Multiple Copies

While the Library does not have the budgetary resources to buy multiple copies of every title owned, multiple copies of titles that have high patron demand are purchased. For titles with many holds, an attempt is made, on a System-wide

basis, to purchase one book for every four patron holds. The Library gives due consideration to the use of annual leasing agreements to provide access to multiple copies of high-demand titles at a manageable cost. In some subject areas where patron demand is extremely high, the Library prefers to buy one copy of several different titles instead of buying numerous copies of one title. More variety and depth in the collection can be achieved through this approach.

Standing Orders

Titles on standing order have two characteristics in common: they are seldom reviewed in the professional reviewing journals, and/or they are important enough to the collection that receiving them automatically without evaluating individual volumes is better than missing them. The majority of these are reference materials, but travel books, college guides, test review books and other annual series are also put on continuation for the circulating collection. Some popular authors may be included on vendor lists for pre-publication order to eliminate the possibility of missing an item which would be in popular demand.

The standing order and automatic continuation titles are re-evaluated annually by the Director; titles may be canceled, new titles added, or the number of copies adjusted to accommodate patron interest and demand.

Repair/Replacement

When a book is returned damaged or in poor condition, circulation staff will place it on the “Repair” shelves. Technical Services staff will review the titles needing repair regularly and decide which books should be repaired, replaced, or withdrawn from the collection.

Weeding

In order to maintain an up-to-date collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees are desirable in various areas of the collection. The Collection Development Policy serves as a guide for weeding and maintaining the collection as well as for the selection of materials.

Titles are withdrawn from the Library’s collection through systematic weeding by selectors or because of loss or physical damage. Materials which are withdrawn because of loss or damage are reported to appropriate Library staff who decide whether the item should be replaced using the same criteria as for selection. Other factors applicable when deciding on replacements include the number of copies of a title available in the library or in the County, the

availability of newer materials on the subject, the importance of the work in its subject area, its listing in standard bibliographies, and its cost.

Systematic evaluation and weeding of the collection is required in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. For this reason, subject areas should be reassessed for relevancy and currency every two years, at a minimum, although certain areas may require more frequent review.

Weeding identifies damaged items, ephemeral materials which are no longer used, out-of-date materials, extra copies which are not being used, and materials which are inappropriate for the collection. Weeding also helps the Director evaluate the collection by identifying areas or titles where additional materials are needed; older editions which need to be updated; and subjects, titles, or authors that are no longer of interest to the community. Titles can be checked against standard bibliographies in the subject to see if the items have historical or literary value. Holdings that are readily accessible in other libraries may also be considered when making weeding decisions. Withdrawn materials that are in good condition will be put in the book sale. Materials withdrawn from the Reference collection that retain informational value may be transferred to the circulating collection or offered to other libraries through Reference Exchange Lists.

Reconsideration of Library Materials

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials 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 damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expressions of opinion by patrons, but will be governed by this Materials Selection Policy in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form entitled "Request for Reconsideration of Library Material." See Page 10.

Upon receipt of a formal, written request, the Director will notify the County Librarian, and the Board of Trustees. The Director will appoint an ad hoc committee composed of the Library Director, Assistant Director, a representative from the Library Staff and representatives from the Book Selection Committee. The committee will make a written recommendation to the Director who in consultation with the Board of Trustees will then make a decision regarding the disposition of the material. The Director will communicate this decision and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Director will inform the Board of Trustees and the County Librarian of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision, he/she may appeal for a hearing before the Board of Trustees by making a written request to the Chair of the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Library. On the basis of this determination, the Board of Trustees may vote to uphold or override the decision.

**Lewes Public Library
Request for Reconsideration of Library Materials**

Title: _____

Author: _____

Publisher: _____

This is a: ___ book ___ magazine ___ recording ___ video/dvd ___ other

Request initiated by (your name):

Address:

City: _____ State: _____ Zip: _____

Phone: _____

Do you represent:

_____ yourself

_____ an organization (name) _____

_____ other group (name): _____

1. To what in the work do you object (please be specific; cite page numbers):

2. Did you read/view/listen to the entire work? ___ yes ___ no

If not, which parts have you read/viewed/listened to?

3. What do you feel might be the result of reading/viewing/listening to this work?

4. For what age group would you recommend this work? _____

5. What do you believe is the theme of this work?

6. Are you aware of judgments of this work by literary critics? ___ yes ___ no
If yes, please cite.

7. What would you like the library to do about this work?

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature _____

Date _____