

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Revision to the Sumter County Library Services Collection Development Policy
(Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting **DATE OF MEETING:** 9/22/2020

CONTRACT: N/A Vendor/Entity: _____
Effective Date: Termination Date: _____
Managing Division / Dept: **Library Services**

BUDGET IMPACT: _____
FUNDING SOURCE: _____
Type: N/A **EXPENDITURE ACCOUNT:** _____

HISTORY/FACTS/ISSUES:

The revision of this Collection Development Policy is to update the terminology and processes. The revisions add clarification to current selection processes that are reflective of the long-range plan. It also outlines the library process for donations made in honor or memory of an individual with the placement of a bookplate.

Prepared by: Leslie Smith **Grammarly Check**

APPROVED

September 22, 2020

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
SUMTER COUNTY LIBRARY SYSTEM
COLLECTION DEVELOPMENT POLICY

Revised: September 2020

COLLECTION DEVELOPMENT POLICY

I. PURPOSE

The purpose of this policy is to provide all area residents ready access on a fair and equitable basis to a broad collection of materials in a variety of media; to offer guidance and encouragement in the use of these materials, and to provide the community with access to reliable and easily available sources of information and reference. Materials include but are not exclusive to books, audiobooks, DVDs, and periodicals in various formats.

The volume of publishing, as well as budgetary considerations, necessitate the adoption of a collection development policy if the Sumter County Library System (Library) is to fulfill its objective of meeting community needs and interests. This collection development policy is used by Sumter County and its authorized agent in the selection of materials and also serves to acquaint the general public with the principles of selection.

II. RESPONSIBILITY FOR MATERIALS SELECTION

The ultimate responsibility for the selection of materials, as for all library activities, rests with the designated administrative head, who operates within the framework of policies adopted by the Sumter County Board of County Commissioners (SCBOCC).

Because it is desirable that all authorized staff participate in the selection of materials, the administrative head may delegate the selection functions. However, since the administrative head must be able to answer to the County Administrator for actual selections made by the County and its authorized agent, the administrative head has the authority to reject or select any item contrary to the recommendations of authorized staff.

The general public is encouraged to suggest and recommend materials and will be considered in accordance with this collection development policy.

III. SELECTION AS MEANS OF CARRYING OUT LIBRARY OBJECTIVES

Collection development is influenced by the nature of the community the Library serves, the nature of existing collections, and the roles/service responses the Library has selected for itself in the community. The roles/service responses that the Library has chosen to emphasize in serving the community are those of Current Topics and Titles, General Information, and Florida Books.

IV. CRITERIA FOR MATERIALS SELECTION

Materials are judged on the basis of the total work and not on any individual portion of the whole taken out of context.

General Criteria:

- Suitability of subject for the intended audience
- Appeal to the general-interest reader
- Relationship to the existing collection and other materials on the subject
- Cost and availability
- Scope and authority of subject matter
- Present or potential relevance to community needs
- Date of publication
- Widespread demand or Bestsellers
- Suitability of the format for library use
- Availability in other formats

Criteria for Other Materials:

- Periodicals: Selection is based on appeal, demand, and availability.
- Florida Fiction and Non-Fiction: The Library maintains a collection of Florida materials and actively solicits materials for this collection. Any publications relating to local history shall be a priority for purchase consideration.

Additional Criteria for Materials - Specific Audiences:

- Children: In selecting books for children, the Library's objective is to make available a collection that satisfies the informational, recreational, and cultural reading needs and potentials of children of preschool age through elementary school. Books are selected which meet the general demands of the majority of children. An additional consideration in selection is that the vocabulary level of an item is appropriate for the age of the intended audience.
- Young Adults: Young adults (grades 6-12) will be served by materials in the general collection but will also be provided with materials specially selected to meet the informational, recreational, and emotional concerns of this age group. The Young Adult collection will be fluid, current, and attractive. Priority will be given to materials that are in demand, broaden their viewpoints and knowledge of the world, stimulate their curiosity, and expand both their reading ability and their reading enjoyment. Emphasis will be on popular browsing materials (particularly paperbacks). Selection criteria for young adult materials will follow the general guidelines laid out in this policy for books and other print materials.

- Large Print Books: The Library maintains a collection of large print fiction and non-fiction titles. In addition, patrons in need of large print materials will be actively encouraged to request titles or complete the online Recommended to Order form.

V. WEEDING OF THE LIBRARY COLLECTION

Weeding is a vital aspect of collection maintenance and a valuable tool in maintaining a vital, useful, and up-to-date collection. Materials that are no longer useful in light of stated library objectives will be systematically weeded from the collection in accordance with accepted professional practices.

Materials in the following categories shall be considered candidates for weeding:

- Materials that are badly damaged or worn-out from use
- Materials that are no longer factual or accurate
- Materials that have not circulated within three years
- Materials that are duplicates of titles no longer in demand

Library materials that have been weeded from the collection, which are judged by the administrative head and authorized staff to have possible resale value, shall be kept for that purpose. Materials unsuitable for sale shall be recycled or discarded. The Friends of the Library will receive library space and weeded library materials with possible resale value on the following conditions: 1. All proceeds from these materials will be allocated solely towards library programs or events 2. The Friends of the Library remain within the designated spaces on library premises as determined in writing by the County Administrator.

VI. GIFTS AND DONATION

The Library follows the Board of Sumter County Commissioners Donation Policy.

Due to the extensive and regular volume of donated materials, all donated books, audio, and visual materials will be directed to the Friends of the Library.

Customers may make a monetary donation to the Library in memory of or in honor of someone by contacting the administrative head. Checks are made out to the Sumter County BOCC. Customers propose a topic or area of interest for donated materials. The administrative head and authorized staff will select materials with respect to the suitability of the collection and availability with book vendors. A bookplate will be affixed on the books denoting the donation, and a donation letter may be requested.

VII. CONTROVERSIAL ISSUES

The Library recognizes that many materials are controversial and that any given item may be offensive to some customers. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the selection principles set forth in this policy.

In no case will materials be excluded from the collection because of the race, nationality, social, political, or religious views of the author.

The Library has a responsibility to keep on its shelves a representative selection of materials of controversial issues. Variety and balance of opinion are sought wherever available. There may not be an equal number of representative copies in the Library due to demand and availability.

Library materials will not be marked or identified to show approval or disapproval of their contents.

Library materials shall not be considered for exclusion from the collection based solely on single words or passages taken out of context.

Responsibility for the reading, listening, and viewing materials selected by children and young adults, as well as for their use of the Library, rests with their parents or legal guardians. The selection of library materials will not be inhibited by the possibility that items may come into the possession of children or young adults.

VIII. WITHDRAWAL REQUESTS

Patrons requesting that materials be withdrawn from the collection may register a complaint with the administrative head. The administrative head will consider the complaint in light of this Collection Development Policy.

The administrative head's decision on the matter shall be final.

No materials that are the subject of complaint will be removed from the collection without the action of the administrative head. During the review of the complaint, the materials in question shall remain on the shelf.