

EUREKA PUBLIC LIBRARY DISTRICT

COLLECTION DEVELOPMENT POLICY

Purpose

The purpose of this policy is to provide staff with the necessary guidelines to assist them in the development of collections to meet library goals and to inform the public about the principles by which materials are selected for inclusion in the library collections.

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs and interests of the Eureka Public Library District (EPLD) community. It directly relates the collection to the library's mission statement and defines the scope and standards of the various collections.

As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Vision

Free access to information and ideas is a democratic right of every citizen. Public libraries ensure this right by providing the public with opportunities to participate fully in a changing society through access to a wide range of humanity's thoughts, ideas, information, and expressions of the creative imagination. The EPLD has adopted The American Library Association's Library Bill of Rights, which indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Collection Development Statement

The public library exists to open a window on the world, reflecting international, national, and local trends, interests, and events. Collections are developed to meet the needs and interests of the communities which the library serves.

To determine community needs and interests, the library periodically undertakes a study of its communities. The library regularly assesses the use made of its collections as well as the depth and breadth of their coverage. The library attempts to make available the widest diversity of views and expressions, including those which may be regarded as unorthodox or unpopular with the majority. To accomplish this, the library will purchase controversial materials in order to ensure public access to all sides of an issue. Materials are acquired to foster interest and to anticipate demand as well as to sustain demonstrated interest and demand. The purposes and resources of other libraries are recognized and through cooperative agreements, the resources of these libraries may be available to EPLD patrons.

Scope of the Collection

The primary responsibility of the EPLD is to serve its citizens by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. Materials are selected to aid individuals, groups, and organizations in attaining practical solutions to daily problems, and to enrich the quality of life for all community members.

Budget and space limitations, as well as local needs, preclude the library from duplicating the specialized and comprehensive collections that exist elsewhere in our greater area. Access to those collections is provided through cooperative networking, interlibrary loan, and direct referral. The EPLD is designed to provide access on an equal basis with an emphasis placed on shared access.

A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, languages, and interests of users of all ages.

Philosophy of Collection Development

The public library is a primary resource for life-long learning, offering a window on the wider world by providing a wide range of relevant and timely materials. The library provides free access to all materials by all patrons regardless of age, race, gender, religion, familial belief, sexual orientation, or political affiliation. Some library materials may be controversial or offensive to some people.

To ensure ease of access for patrons across the library system, multiple copies of popular or useful titles and items dealing with sensitive topics are routinely included in the library collections. While the library supports self-directed learning, it does not collect materials that support solely the specific curriculum needs of formal educational classes.

The discretion in the choice of materials by adults rests with the individual; guide in the choice of materials for children rests with their parent or guardian solely.

Criteria for Selection

Librarians judge impartially and evaluate critically. Selection is made by use of authoritative book reviews, knowledge of the reputation and reliability of the author, selection aids such as authoritative discussions of the literature of the subject, pertinent bibliographical publications, publishers' advertising media and requests of library patrons. At times, the librarians may consult with subject area specialists outside the institution to obtain advice about certain fields.

Materials are selected according to the needs and interests of the community, access to other library resources, the present library collection and the budget. The overall value of the material is the chief criterion of selection. Material is judged on the basis of the work as a whole not by a part taken out of context. No criteria are absolute and totally satisfactory and during the selection procedure, rarely is every specific principle applied. Therefore, an item need not meet all the criteria in order to be acceptable.

Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under his/her direction, selection is delegated to the professional library staff. All staff members and the general public are encouraged to recommend materials for consideration.

General Criteria for Selection

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Opportunity to widen horizons, stimulate imagination and reflection, and enlarge experiences
- Meets the international, national, and local needs and interests of the community in a timely manner
- Local emphasis
- Critical assessments in a variety of journals
- Subject, style, and formats suitable for intended audience and use
- Competency and reputation of the author and/or publisher
- Enduring value as a classic
- Popular demand, both existing and anticipated
- Presentation of all sides of controversial issues, where possible
- Balancing special group interests with general demand
- Represent challenging, though extreme or minority, points of view in order to provide insight into human and social conditions
- Relationship to materials in other area libraries
- Relevance to existing collections
- Within space and budgetary limitations

The Collection

Adult Fiction

The library's collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. The library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users.

Adult Non-Fiction

The library aims at acquiring materials which provide a core of basic knowledge. In addition, the library selects, makes accessible, and promotes the use of materials which:

- Address contemporary issues
- Provide self-help information

- Facilitate continuing education
- Enhance job-related knowledge and skills
- Increase knowledge of affairs of the community, the country, and the world
- Support undergraduate course work
- Support business, cultural, recreational, and civic interests in the community
- Nourish intellectual, aesthetic, creative, and spiritual growth
- Present different viewpoints on issues

Children's Collection

To encourage life-long reading habits, the Children's Collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children in the area from infancy through middle school. The materials are selected with special efforts to provide representation, education, stages for child growth and development, and social emotional learning. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature.

Electronic Databases (Commercial)

Online computerized databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the library staff to enhance and supplement reference service. Many of the databases contain specialized information beyond the scope of the library's print collections; others have information that does not exist in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to library users. Databases supplied by commercial vendors are accessed by the library staff at their discretion.

World Language Materials

The library's collection includes a limited selection of materials which aid in learning a second language. These resources include books such as grammar and dictionaries, audio CDs, and online classes for learning the languages most frequently studied in the community. Most of these materials circulate.

The library is committed to maintaining world language collections which meet the needs of a changing population. World language needs are assessed through such tools as patron registration data, language needs assessments, patron requests, circulation statistics, and community awareness. The information gathered is used to determine the size and scope of the collection. Availability of materials may impact the development of the collections.

Genealogy Collection

The genealogy collection is a self-service reference collection, aimed at users in the initial stages of researching family history. More extensive collections are available

through subscription databases available for in-library and home access. The library purchases basic how-to-do-it resources, standard reference items and indices, and handbooks on family research for various ethnic groups. Other materials, such as family histories and regional guides, are acquired as gifts.

Government Documents

The library provides through online and interlibrary loan resources federal and state government publications to make information published by the government accessible to citizens.

Large Print

The large print book collection meets the needs of an increasing number of visually impaired patrons. The major thrust of the collection is popular fiction, including mysteries and westerns, along with high interest non-fiction such as biographies, technology, and health-related materials. Since the Library's outreach program is directly involved with the community, new titles in large print are considered and added to the collection regularly (monthly) for patrons who cannot drive due to vision impairment.

New Media

The library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training. It is essential for staff to monitor technological developments so that wise and cost-effective collection decisions are made for the EPLD community.

Periodical Collection

The library's newspaper and magazine collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community. The collection also contains periodicals that serve the professional reading needs of the library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject that is usually found in books. The periodical collection consists of a diversity of publications in fields which are of interest to the community. It includes basic and popular reading magazines. Journals which are highly technical or scholarly are generally not included in the collection. In addition to magazines, the collection includes newspapers published locally as well as from major geographical areas of interest to the community. Back issues of magazines are kept for a short period of time and also circulate. Newspapers and periodicals are also available online to local card holders.

Reference Collection

The library maintains a small reference collection which is used to answer questions and to serve the informational needs of library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. While some materials remain in the library to be readily available to all citizens, most are available for checkout. Selection criteria of particular importance for reference sources are: accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing.

Reference sources are consulted for specific items of information rather than to be read consecutively and include: indexes, directories, dictionaries, catalogs, yearbooks and annuals, statistical compendia, atlases and gazetteers, biographical dictionaries, and almanacs. Reference sources which describe, condense, and summarize information include encyclopedias, histories, handbooks, abstracts, and special reports with difficult-to-find information may be in the collection as well. The reference collection contains a core of basic ready reference materials supplemented by specific subject area resources of interest to the community.

Sound Recordings

Music recordings (CD) are no longer being purchased. In the place of the CD collection, online databases, offering downloadable and streaming music has been made available to patrons. The spoken recording collection contains sound recordings of fiction and nonfiction books (both complete and abridged). The collections of spoken recordings, like books, emphasize popular high-demand items and concentrate on current fiction.

Textbooks

Recognizing the responsibility of the schools and the colleges to provide access to required textbooks for their students, the EPLD does not acquire textbooks required for school curricula. It does acquire some textbooks when needed to provide broad or introductory coverage in various subject areas.

Toys

A very limited collection of educational toys, intended for use by children, is available at the library. It provides this age group with a way of learning about their world through play and builds a foundation for reading through the development of motor and cognitive skills. The collection consists of items such as blocks, puzzles, and interactive development toys. Many of these items reside in the children's library, and are available for all to enjoy while at the library. Puzzles for all ages are available for checkout. The foundation for reading is also strengthened by attendance at preschool storytimes.

Young Adult Collection

A young adult collection has been established to satisfy the library needs of patrons from the approximate age of 12 to 18 years. It is a transitional collection for the reader

moving from the children's collection to the adult collection. The type of materials selected differs significantly from the junior high level because of the social, emotional, and intellectual maturity required to read them. As this is primarily a browsing collection, fiction and paperbacks are emphasized with a selection of topical non-fiction and hardback books. While materials of overall "good literary quality" are included in this collection, popular titles and themes of contemporary interest to the target age groups are stressed.

Internet (Public Access)

In conjunction with its mission statement, the EPLD provides access to a vast array of information available through electronic media. Electronic information, services, and networks provided directly or indirectly by the library will be readily, equally, and equitably accessible to all library users. The EPLD does not monitor and has no control over the information accessed and cannot be held responsible for the content, accuracy, or quality of the information retrieved. Providing access to electronic information, services, and networks differs from selecting and purchasing material for the library's collection, offering unprecedented opportunities to expand the scope of information available to all users.

Website Collection Development

Through its website, the EPLD directs users to informational resources on the Internet that complement, enhance, and in some cases, parallel resources housed in the library collection. As new resources become available via the Internet, similar reference resources in the library's print reference collection will be evaluated for retention, taking into consideration access, cost, ease-of-use, and other selection criteria.

Scope and Breadth

Links are made to Internet sites based on informational needs of the Eureka community, areas of emphasis in the collection, and local areas of interest. The EPLD website leads to other fully developed and specialized subject sites that aim at comprehensive topical coverage, and does not attempt to parallel them in breadth. Although a particular emphasis is made on selecting sites created by governmental, educational, and non-profit entities, links are also made to sites created by for-profit organizations when they meet selection criteria and informational needs.

Selection Criteria

Criteria for selecting sites include authority, coverage, accuracy, relevance, quality of information, organizations, currency, and relation to informational requests from library users. Links to sites will be deleted or removed when they are outdated or superseded by newly identified sites.

Collection Maintenance

Discarding Library Materials

Library materials are discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

When appropriate, last copies of important titles will be retained. The Eureka Public Library District recognizes its responsibility in cooperating with other libraries in the region. The last copy of a work in the Resource Sharing Alliance system is evaluated in terms of its value to the community, with consideration to the following:

- Local interest
- Reputation of author, publisher, producer, and/or illustrator
- Significance as identified in standard bibliographies
- Quality of graphic
- Uniqueness of information for research

Replacements

Withdrawn or missing materials are not automatically replaced. In general, replacements are purchased following the general collections criteria. Several additional factors are, however, considered:

- Importance of title to collection
- Extent of the present library collection on the subject
- Availability of new titles on the subject
- Historical value of the material
- Cost and availability
- Public interest in the subject

Weeding

Weeding is the continuous systematic withdrawal of materials to maintain the integrity of the library's collection. Professional staff determines when unused items, unnecessary duplicates, outdated, worn, or damaged materials are to be discarded using the same criteria that are applied to acquisitions.

Weeding is done to:

- Have a collection which reflects the current and anticipated needs and interests of the community
- Ensure that the collection is attractively and appealingly displayed
- Utilize in the most economical way the available space in the library
- Remove outdated materials from the collection

Book Sales and Recycling of Discarded Items

In general, discarded materials and donated materials not added to the collection are sold in a book sale, donated to another institution or organization or, if unsuitable for sale or donation, sent to be recycled. Materials that remain unsold after a public book sale may be sold to a dealer. Profits from the sale of these materials are used to supplement the Library's collection budget.

In the public interest, certain materials will not be sold in a library sponsored book sale. These materials include such items as out of date drug information, superseded legal materials, and inaccurate or superseded children's non-fiction materials. Discards are only made available to the public and staff through book sales. Staff may purchase discarded materials for personal use only. Purchase may not be made with intent for direct resale.

Reconsideration

While professional staff is always willing to discuss the make-up of the collection, the Library Board subscribes to the ALA Library Bill of Rights and manages the collection with regard to all people in the EPLD community.

Discretion in the choice of material to be borrowed or used will be left to the adult patron; guidance in the choice of materials for children is the sole responsibility of the child's parent or guardian.

Persons from the EPLD community wishing to recommend the removal of a particular item in the library collection may submit a Request for Reconsideration of Library Materials form, which will be reviewed by the Library Director and the staff in relation to the library's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and the staff, a response will be made by the Library Director within 30 days of receiving the formal objection.

Donations

The library is pleased to accept gifts of print and non-print materials which can be integrated into existing collections and which fit collection development policies. Classifications, shelving, access, location, and disposal will be determined by the library. The library reserves the right to dispose of gifts not added to its collection. The library does not evaluate materials for tax receipt purposes.

EPLD accepts gifts (including publisher's gift copies) for the library's collection that fall within needed subject categories, as determined by the Library Director and the staff. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The library retains unconditional ownership of the gift
- The library makes the final decision on the use or other disposition of the gift

- The library reserves the right to decide the conditions of display, housing, and access to the materials

The Eureka Public Library District encourages gifts of money and bequests to the library. These contributions will be used for library materials, programming, or equipment.

Monetary gifts to the collection may be designated as memorials. If the donor wishes to specify the use to which money is to be put, a special agreement with the library is necessary at the time that the donation is made.

- Donations of money designated for the periodicals and newspapers collection are accepted in lieu of actual subscriptions. These contributions offset the high cost of periodical subscriptions and maintain the continuity of subscriptions from year to year.
- Donors of the funds may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision.

Suggestions for Purchase

The public are encouraged to suggest titles for addition to the library collection. These suggestions will be considered in light of established collections development criteria.

Persons making suggestions are asked to complete the Item Request Card, available at the circulation desk. Staff will respond to all suggestions. Patrons requesting materials not added to the collection may be referred to other local libraries or the materials may be requested on interlibrary loan.

Revision of Policy

This collection development policy will periodically be evaluated and revised as times and circumstances require.

Updated, approved at regular meeting of trustees, March 27, 2017

Updated, approved at regular meeting of trustees, April 22, 2019

Reviewed, approved by Board of Trustees, April 26, 2021

Updated, approved by Board of Trustees, November 27, 2023