

## **HARVIN CLARENDON COUNTY LIBRARY MATERIALS COLLECTION DEVELOPMENT POLICY**

### **LIBRARY MISSION STATEMENT (Clarendon County Library System, Long Range Plan, 2005-2007)**

- Provide for lifelong learning for library users, continuously improving collections for all ages through books, periodicals, audio and videocassettes, electronic databases and related formats.
- Enhance public support for the library through improving public relations, publicizing collections and services for maximum benefit to the public, as well as communicating with the County Council, and pursuing increased fund-raising for special needs.
- Provide professional staff and provide continuing training for all staff.
- Promote cooperative relationships and programs with libraries, schools and other organizations.
- Provide facilities flexible for future needs.

### **PURPOSE OF POLICY**

The intent of this document is to set forth the collection development policies of the Harvin Clarendon County Library so as to guide the library staff in collection development and maintenance and to outline for the public the nature of the library collection.

### **GENERAL PRINCIPLES**

Certain principles shape the nature and use of the collection. These include:

- The principle that the collection contains original, critical and abstract ideas necessary for the functioning of a democratic society, and that therefore public opinion is not the sole guide for the selection of material. It is the library's position that society is at a greater risk through the suppression of information and ideas, than from their free and open discussion.
- The principle of free and open use for all. Individual choice is paramount and protected. Materials are arranged in a way to facilitate access to the information. They are not marked to show approval or disapproval of contents. No restriction is placed on their use except for the purpose of protecting them from injury or theft.
- The principle that the collection covers the interest and views of all ages. Selection material for adults is not restricted by the possibility that children and adolescents may obtain materials some consider inappropriate. Responsibility for the reading materials of children rests with their parents or guardians. The Library will not label materials to indicate appropriateness or acceptability of contents. The Library will retain labeling provided by the publisher or manufacturer. The labels include the ratings of the Motion Picture Association of America and the advisory labels music publishers place on musical recordings.

The Harvin Clarendon County Library System supports the American Library Association's Bill of Rights (see appendix), which reaffirms these principles.

### **SPECIFIC PRINCIPLES**

The following principles should guide selection:

- Contemporary significance and/or permanent value
- Accuracy and reliability
- Authority of the author, editor, illustrator, filmmaker or source
- Relationship of the work to the existing collection
- Price
- Ease of use
- Availability of the materials elsewhere in the community or at the South Carolina State Library
- Popular demand
- Suitability of physical format for library use
- Reviews and standard lists

Special considerations regarding electronic resources or format:

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of physical space needed to house and store information or equipment
- Conformance with the Library's Internet Use policy.

### **COLLECTION MANAGEMENT OVERVIEW**

Collection management is the ongoing process of evaluating materials available for purchase or licensing and making decisions when to add, delete and retain materials in the collections of the Library System. Selection refers to the act of identifying and evaluating specific items for addition to the Library's collection or the decision to provide access electronically. It is based upon awareness of the diverse needs and interests of the individuals in the county, balanced against evaluation of materials and knowledge of the collection's strengths and weaknesses. In making their decision, selectors will also consider factors including, but not limited to, demand, cost, accessibility of alternate information sources, and housing requirements.

The collections of the main library are designed to serve the residents of the Greater Manning area within its primary roles as reference library and popular materials library. These collections also serve as the backbone of the entire system, providing a generally high level of subject strength that supports the broad scope of user interests. The collections can be used by individuals directly or through the branch libraries and mobile library.

Branch libraries will serve their immediate areas with roles and materials that are appropriate for the residents. Some reference and popular materials may be collected for the branch or possibly just electronic resources.

The Mobile Library serves citizens of the county who have difficulty with access to library facilities for any reason. The Mobile Library has a small core collection of fiction and non-fiction for adults and juvenile and it has a lease plan for current popular fiction and non-fiction for adults and children. The collection also contains video and spoken word recordings. Patrons may request specific titles and subjects from other locations be brought to them at their stop.

### **RESPONSIBILITY FOR SELECTION**

The ultimate responsibility for the selection rests with the Director of the library who operates within the framework of policies determined by the Library Board of Trustees. The staff consults a variety of review sources and responds to the demand of their users. Recommendations for acquiring materials are welcome from all members of the Library's community.

Patrons also have the right to request that material in the Library's collection be reconsidered. The Library provides procedure for handling these requests and outlines the steps to be followed (see Appendix).

Materials donated to the Library are accepted only with the understanding that they are subject to the same selection, evaluation, and disposal criteria as material acquired for purchase. Unused donated material may be recycled or given to the Friends of the Library. Honor and Memorial books will be assessed on a case-by-case basis and must meet selection criteria set forth herein. Upon request, the library will supply a receipt to be used for tax purposes, stating a donor's name and the number of items donated. The Library is not qualified to put a value on the items donated.

### **TEXTBOOKS**

Providing textbooks and curriculum materials is generally held to be the responsibility of the schools. Textbooks should be selected when only the best, or only, source of information on the subject is available in a textbook. Accelerated Reading and other K-12 school reading titles will not be collected for that purpose but only within the scope of this policy.

### **ADULT COLLECTION**

The adult collection is aimed at serving patrons aged thirteen and above. The Library purchases a wide range of material reflecting the diverse interests of a public that varies greatly in education, taste, and reading ability. While supplying resources for entertainment and information for the general public, the Library also makes an effort to support the basic needs of the local student population. Highly specialized and esoteric materials are not normally acquired.

## **LARGE PRINT COLLECTION**

Large print books are made available to serve the segment of the community that cannot read normal size print. Patron's interest and the availability of titles dictate the composition of the collection. The majority of the large print books are titles already found in the Library in regular print. The most important factor in the selection of large print books are: popularity of author and genre, size of print, size of volume, quality of paper and binding, and cost.

## **REFERENCE**

Reference materials are those designed to be consulted for specific items of information rather than to be read consecutively. Reference works typically include encyclopedias, dictionaries, almanacs, atlases, indexes, directories, bibliographies and similar informational resources. These resources are used frequently by the public and the Library staff and are designated for use only within the Library. Virtually any item in the collection may be designated for the reference collection if staff determines that is desirable to have it consistently available.

The collection is intended to yield information useful for basic research in most fields of knowledge, and vary in depth from an introductory level to a beginning research level. Highly specialized and esoteric materials are not normally acquired.

## **JUVENILE COLLECTION**

Material for children is selected to provide a balanced collection that encourages love of reading and provides information in all areas of knowledge. Material may be selected in a wide range of formats. Selection criteria include suitability and durability of a particular format to the age of the target audience. The observance of any restriction desired by parents and/or legal guardians on the use, by their own children, of material will be the parents and/or legal guardian's responsibility.

The Juvenile Collection's target audience is infancy through twelve years, although variations in reading levels of children, best available source of usable information, and expanded target audience of a particular work may call for the inclusion of material whose primary audience is the young adult or adult.

## **YOUNG ADULT COLLECTION**

The Young Adult collection consists of material considered of particular interest to adolescents age 13 through 18 or eighth through twelfth grade. Because of the wide range of maturity and reading levels among individual teens, the suitability of any particular item for a teen must be determined on an individual basis by the parent/legal guardian of that teen.

## **PAPERBACK MATERIAL**

Paperback books, though not of as lasting quality as hardback books, will be purchased if the situation dictates. Paperback books may be collected in the adult, juvenile and young adult collections if they fall within the type of material to be collected. Donated

paperbacks will be evaluated for the collection using the same principles as donated items.

## **NON-BOOK MATERIAL**

Selection of non-book material should be governed by the same principles and criteria applied to book selection.

### *Audiovisual Materials*

The Library provides materials in a variety of audiovisual formats for all ages. In addition to the selection criteria used for print materials, the Library also considers quality of production, reputation of performer, and the ability of the public to access the format.

### *Video Recordings*

The Library selects, acquires and maintains a diversified collection of video recordings. The collection consists of informational, how-to, and popular entertainment video recordings. The collection includes feature length movies intended for home use and other private showings not constituting public performances. Review and selection decisions are based primarily on popular demand and published reviews. The Library purchases a broad selection of popular feature films, but places most of its effort in collecting instructional and other video recordings not readily available at rental outlets. Video recordings produced specifically for instructional use in the classroom are not purchased.

### *Spoken Word Recordings*

The Library selects, acquires and maintains a collection of spoken word recordings. This collection primarily contains popular fiction and non-fiction titles in abridged or unabridged versions. If a choice is required between abridged and unabridged recordings, the unabridged will be chosen if the budget allows. Selection decisions are made based on durability, demand, quality of recording and production, cost, shelving space and durability of materials.

## **ELECTRONIC RESOURCES**

### *Online Databases*

The library provides free access to subscription-based electronic databases of information that have been subject to formal publication or editorial procedures/criteria to ensure accuracy and timeliness. Some databases are available only from within a Library location; others are also available via remote access.

### *Internet*

The Internet is a medium for the distribution of and/or access to information. The Internet provides access to ungoverned and unregulated sources of information. The Library's Internet Access policy is intended to augment the Library's Collection Development Policy, determining the content offered via the Internet.

## **SOUTH CAROLINA/LOCAL HISTORY AND GENEALOGY**

The areas of collection will primarily focus on South Carolina, Clarendon County, and surrounding county information. Specific genealogy materials will not be collected; however, general titles on how to do genealogy and titles on where to find specific information will be collected. Every effort will be made not to duplicate the collection of the Clarendon County Archives except for some local titles. Circulating material, updated with newer titles and authors as available, will include non-fiction and fiction titles. Criteria for inclusion includes authors born in South Carolina, authors living in South Carolina at the time the title was written, or the setting takes place in South Carolina (a real place or fictional).

## **INTERLIBRARY LOAN**

Patrons may request that items not included in the Library System's collection be borrowed from the South Carolina State Library other libraries through the Interlibrary Loan service.

## **WITHDRAWAL OF MATERIALS**

The process of removing items from the collection is an integral part of collection management. Materials are withdrawn from the collection in order to maintain usefulness, currency, and relevance. Materials may be moved from one location to another.

Criteria for removal of material are:

- not consistent with the principles and criteria of this policy
- out of date and/or no longer accurate
- are badly worn or mutilated
- duplicates of materials no longer in heavy demand

Materials discarded from the collection are offered to the Friends of the Library for their book sale, given to other libraries or government agencies, or otherwise disposed of in accordance with the "Library Materials Disposal Procedures." Materials – including magazines and newspapers – may not be given or sold to the public except through the Friends of the Library book sale. Items damaged beyond repair and paid for by the patron will be disposed of in accordance to the Library Materials Disposal Procedures."

It is emphasized that no item is withdrawn solely because it contains controversial or unpopular opinions.

## **LIBRARY MATERIALS DISPOSAL PROCEDURES**

Items are stamped "Withdrawn" at the time of the removal from the collection. Disposal of withdrawn material is handled, at the discretion of the library's staff, in one of the following manners:

- Offered to other libraries through gift and exchange programs in which this Library participates.
- Donated to other county agencies or other non-profit organizations.

- Offered for sale, either through donations to the Friends of the Library for handling in conjunction with their book sale of gift materials, or through sealed bid directly to the public.
- Recycled as waste.
- Destroyed, if condition and/or outdated contents make material no longer useful and recycling cannot be arranged.

**Approved by the Board of Trustees:**

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