

Collection Development Policy

Purpose of Collection Development Policy

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 Auburn community. It directly relates the collection to the Library's mission statement.

As the community changes, Auburn Public Library reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

APL Mission

Auburn Public Library brings people, resources and ideas together to engage, enlighten and enrich community.

Auburn Public Library Goals

1. Help customers of all generations learn, grow and have fun.
2. Prepare children to start school ready to learn.
3. Foster an organizational and community culture of innovation.
4. Promote community workforce and economic development.
5. Broaden and strengthen community connections.
6. Maintain facilities, resources and systems.
7. Ensure stable and dependable funding.

Philosophy of selection

In support of its mission "to engage, enlighten and enrich," APL fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Selection

Final responsibility for the selection of materials rests with the Library Director. The Director delegates to professional librarians the responsibility of collection development

and maintenance of the materials collection. Selection presumes liberty of thought and intellectual freedom within the bounds of reason and law.

Scope of collection

A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels and interests of users of all ages. The interests and needs of the actual and potential users are continually evaluated so that the library has a collection reflecting the community that it serves. The collection is designed to serve the current high interest needs of library customers.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interest, lead to recognition and appreciation of literature and reflect the diversity of the community and our world.

Parents and legal guardians assume the responsibility for the reading, listening, and viewing of library materials by their children and young adults. Selection of materials for the Library's collection will not be inhibited by the possibility that adult materials may come into the possession of minors.

Criteria for collection

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.

- Relevance to interests and needs of the community.
- Popular appeal, extent of publicity, critical review and current or anticipated demand.
- Reputation and qualifications of one of the creators of the work, with preference generally given to titles vetted in the editing and publishing industry.
- Current or historical significance of the author or subject
- Accuracy and timeliness
- Suitability of format to library circulation and use
- Published evaluations or reviews
- Items of local interest
- Contribution to diversity or breadth of collections
- Receipt of or nomination for major awards or prizes

- Quality of production
- Price, availability and Library materials budget

Suggestions for purchase

Recommendations or requests for additions to the collection from staff and the public are encouraged and given serious consideration. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help APL in developing collections which serve the interests and needs of the community.

Requests for Reconsideration

Persons from the community wishing to recommend the removal or reclassification of a particular item in the APL collection may submit a Statement of Concern about Library Materials Form. The request will be reviewed by the Library Director and staff, bearing in mind the Library's mission statement and the selection criteria of the collection development policy. After evaluating journal reviews and other materials submitted by the customer and the staff, the Library Director, or the Collection Development Manager as the Director's designee, will respond within 30 days of receiving the formal request. The item in question will not be removed from the shelf during the reconsideration process.

If a satisfactory resolution cannot be reached between the individual and the library director, an appeal may be filed with the library's Board of Trustees, which will have the ultimate authority to resolve the matter.

Collection Maintenance

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Library staff systematically reviews the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates

the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

Criteria for weeding and withdrawal

- Damage or poor condition
- No longer relevant to the needs and interest of the community
- Infrequent use and lack of demand
- No longer accurate
- Availability elsewhere including other libraries and online
- Available space

Gifts

The Library welcomes gifts of books and other materials that meet the item donation criteria. Library staff and/or designated volunteers make all decisions as to the use, housing, and final disposition of donations. The library reserves the right to refuse any donations of materials. Donations not added to the collection may be sold at an ongoing book sale or discarded. The Library does not evaluate or appraise gift materials for tax purposes. (See Appendix A: Donations of Books and other Physical Materials)

Independently published material

APL is often asked to include items in the library that are written and/or published independently. This can include materials that are self-published/produced or items published through a vanity press company. APL looks for material with regional connections and collection relevance that will appeal to a wide audience. The best way to bring an item to the Library's attention is through reviews. A positive review in one or more of the library review journals, or the local paper will give an independently published book an improved chance for selection by APL.

Duplication of material

Multiple copies of materials are purchased in response to user demand as evidenced by number of reserves, anticipated popularity, repeated requests and monitoring of the collection. For popular fiction and non-fiction titles, APL maintains a holds ratio (i.e. for every 4 holds on a title, another copy is purchased) as allowed by budget constraints.

Appendix A: Donations of Books and other Physical Materials

The Auburn Public Library is happy to accept donations of new books and used books in good condition, as well as donations of other material such as DVDs, and CDs. Once items are donated to the Library they become Library property and may be used in whatever manner the Library deems appropriate. Items not added to the library collections may be sold, given away or discarded.

Please use the following guidelines when donating material to the library.

Condition: Books must be free of mildew, mold, excessive dust and dirt. In addition, books should not have more than minimal water damage, or excessive spine damage, any missing pages or missing covers.

We do not accept:

- Encyclopedias
- Cassettes, VHS tapes or computer software
- Reader's Digest Condensed Books
- Textbooks more than 10 years old
- Media (DVD, CD etc) without original artwork
- Magazines