



## Collection Development Policy

### **Mission Statement**

The mission of the Grand Forks Public Library is to connect the community, enrich the mind, and inspire the imagination.

### **Introduction**

Collection development at the Grand Forks Public Library is founded on the principles of intellectual freedom, diversity and equal access for all. The library provides a collection that strives to balance viewpoints across a broad spectrum of opinions and subjects in formats suitable to a variety of learning and recreational interests and skills. Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains collection for the general public while recognizing the needs of special population groups.

### **Purpose**

This policy is a statement of principles set forth by the Grand Forks Public Library Board. It serves as a guide for the library staff in developing the collection of print, audio, technological and other materials intended to meet the community's information, entertainment, and interpersonal wants and needs. The policy provides a basis for collection development, weeding, and public objection to materials. Budget limitations necessitate the selection of materials relevant to these needs.

### **Responsibility for Selection**

Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Library Director, under the authority of the Grand Forks Public Library Board. The Director may delegate library collection development responsibilities to specific library staff members who more closely manage the wide range of services related to particular areas of the collection. All aspects of collection development are directed toward fulfilling the mission of the Grand Forks Public Library.

The community has a role in shaping the library collection by participating in the collection development process through suggestions and feedback. Suggestions from members of the community concerning materials selection are welcome and each suggestion will be considered within the framework of this policy. Appropriate forms are available at the Reference and Children's desks.

Materials selected for the library collection are intended to meet the current and future educational, informational, recreational, and cultural needs of the residents of the library's service area. The emphasis will be on acquiring materials of wide-ranging interest to the general public within budgetary limitations.

## Criteria for Selection of Print and Digital Materials

Materials are evaluated according to one or more of the following criteria; however an item need not meet all of these criteria in order to be included in the Library's collection:

- Current and anticipated needs and interests of the community.
- Permanence or timeliness of the work.
- Authoritativeness and/or standing and reputation of the author/artist/composer/producer, etc.
- Group and individual social significance.
- Format.
- Price and/or availability of funds.
- Importance of subject matter.
- Contemporary significance: i.e. attention of critics, reviewers and the public.
- Date of publication.
- Relationship to existing collection.
- Availability elsewhere in the community, area, or region.

The Library will endeavor to balance special group interests with general demand and to present both sides of controversial subjects. The Library Board recognizes the duty of the Library to furnish materials outside the "mainstream of popular output" and to provide in its collection a substantial representation of the critical, provocative and experimental ideas as well as more traditional materials. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered.

The Library recognizes that many materials are controversial and that any given item may offend some. It is the responsibility of each individual library user to determine which materials are most appropriate for their needs and consistent with their personal or family values. Although library users are free to reject for themselves materials of which they do not approve, they may not restrict the freedom of others to read what they choose.

The Library encourages individual and parental oversight in the choice of materials, databases or internet usage. Adult responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers, and will not be restricted by the possibility that children or young adults may obtain materials which their parents or legal guardian consider inappropriate. The Library adopts the policy statement of the American Library Association, the Library Bill of Rights and Freedom to Read statement.

Consideration is given to adequate availability of materials for those who cannot read regular print or who have other disabilities.

The purchase of expensive books, trade directories and financial services is determined by the cost of the materials, their availability in other local libraries and their relative importance in the collection. Internet databases, DVD and electronic reference materials will be added when the information provided is judged to be an important reference resource and when the Library can provide access to these formats in a cost effective manner.

Materials unavailable at this Library but available through cooperative library networks will be borrowed upon request of the user. (Fees may apply)

## **Selection Policy for Specific Materials**

**Audio Recordings** - Audio recordings follow the same guidelines as print. Certain works are purchased because they are performed by a particular musical artist, conductor or literary personage. In musical selections, several different formats of a particular work may be purchased in order to have different interpretations.

**Children's Materials** - The Children's Department maintains a collection for parents, guardians, teachers, homeschoolers, and children through grade six. Children's materials follow the same guidelines as print.

**Digital Resources** - The library maintains an online collection of eBooks and eAudiobooks. The library also subscribes to a variety of online databases. Digital resources follow the same guidelines as print.

**Foreign Language Material** - Foreign language materials will follow the same guidelines as print.

**Government Documents** - The Library collects and preserves documents primarily of local importance, with emphasis upon those published by the City and County of Grand Forks, and non-governmental agencies of local interest. The Library selectively purchases state and federal government publications that are important as reference materials or for popular reading and study.

**Local History** - Whenever possible the Library obtains and retains a copy of all printed, video and digital material for the Grand Forks Room which contributes to the knowledge of Grand Forks and the surrounding area, past and present. This material will not circulate and the room will be locked unless occupied.

**Maps** - The Library maintains a representative collection of maps of counties in our service area, in atlas form. Criteria for selection are accuracy, completeness and timeliness. Historical maps of Grand Forks and the surrounding area are placed in the Grand Forks Room.

**Newspapers** - Newspapers are selected to meet reference needs, to provide current information and to satisfy casual interest in current events. Local and national newspapers are chosen according to the area represented, geographical location, national significance, demand and funds available.

**Periodicals** - Magazines are selected to supplement the book collection, to keep the library collection up-to-date on current issues, to provide materials not yet in book form, to fill in those areas where book resources are weak or non-existent and to satisfy general reading interests.

**Reference** - In reference books, subject value is stressed. Practical books, as well as scientific, are included in the collection. The interests and needs of the community, anticipated when possible, are the basis for much of the selection.

**Textbooks** - As a general rule, textbooks used in the local schools and colleges are not purchased. Textbooks are added to provide information on subjects where there is little or no material available in any other form and it is considered useful to the general reader.

**Visual Media** - The purchase of this collection is to provide the community with a selection of video materials for home use only. The selection process will be based on current library selection policy.

New formats shall be considered for the collection when, by industry report, national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the library's ability to acquire and handle the items will also be factors in determining the decision to add or delete a format from the Library's collections.

## **Reconsideration of Library Materials**

Library users occasionally object to titles that have been selected for the collection. The Grand Forks Public Library Board recognizes the importance of providing a method whereby opinions from the public regarding library materials can be voiced. Individuals may request reconsideration of a selection decision by completing a Request for Reconsideration form, available at the Circulation desk, the Reference desk, and the Children's Department desk. Upon completion, the form may be mailed or delivered to the Library Director.

The Request will be reviewed by the Library Director, who will respond in writing within four weeks of receipt of the request. The Director shall provide the complainant with a copy of this policy and inform the individual of the availability of a Grand Forks Public Library Board hearing.

Should the complainant feel that the decision of the Director is not supported by the Library's Collection Development policy, the complainant may request a Library Board hearing by notifying the Director who will make the necessary arrangements. Following the hearing, the decision of the Grand Forks Public Library Board will be final.

No works in question will be added to or removed from the collection or from the shelves and no changes in service or policy will be made while the above process is underway.

## **Materials Withdrawal**

Materials withdrawal is an important aspect of collection development. When library items lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal may be based on the following guidelines:

- Physically worn out or damaged volumes will be removed from the library collection.
- Worn or missing standard items will be replaced periodically if relevant.
- Materials infrequently used or not of lasting value will be withdrawn on an ongoing basis.
- Obsolete materials including outdated books, superseded editions, superfluous materials, duplicates and worn-out items, will be removed from the collection and disposed of by sale, swap or recycling.

## **Gifts and Donations**

Unconditional gifts, donations, and contributions to the library are encouraged and may be accepted by the Library Director on behalf of the Grand Forks Public Library Board. Inclusion in the collection will be based on the following criteria:

- All such items must meet the same criteria as purchased items.
- Conditions of the donor as to use, location or disposition of the donation may be considered.
- Unrestricted gifts of money, lands, or property will be gratefully accepted by the Grand Forks Public Library Board. Restricted gifts or bequests will be reviewed by the Library Board before acceptance or rejection.
- Funds may be designated for the purchase of materials by general subject area.
- All gifts, when accepted, become the property of the library and may not be reclaimed by the donor.
- Unneeded donations will not be retained.
- The receipt of specific items will be acknowledged when requested, but no statement of financial value for tax or other purpose will be made.
- All gifts should be left at or mailed to the library.
- All unsolicited material left or mailed to the library shall be considered a donation.