

Collection Development Policy

Purpose

The library aims to provide all individuals in the community with carefully selected books and other materials to aid in the pursuit of education, information, research, and entertainment.

Material Selection

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. This policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection. The collection development policy ensures that, over time, the library's collection will reflect the needs and interests of the community.

Inherent in this Collection Development Policy is an appreciation for each patron of the library. The library provides materials to support each patron's individual pursuits and does not place a value on one customer's needs or preferences over another's. The library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

The main points considered in the selection of materials are:

- Relevance to interests and needs of the community
- Extent of publicity, critical review, and current or anticipated demand
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Suitability of format to library circulation and use
- Date of publication
- Price, availability, and library materials budget

Reviews are a major source of information about new materials. The primary sources of reviews for **adult print materials** are:

- Ingram's *Advance* catalog
- *Kirkus Reviews*
- *Library Journal*
- *The New York Times* best seller lists
- *Booklist*

The primary sources of reviews for **children's/YA materials** are:

- Ingram's *Advance* catalog
- *The Horn Book*
- *School Library Journal*
- *Booklist*
- *Kirkus Reviews*
- Ingram best seller lists
- Various lists produced by reputable professional organizations, such as the American Library Association and its member divisions, including YALSA

The primary sources of reviews for **audiovisual and electronic materials** are:

- *Library Journal*
- *AudioFile Magazine*
- *Bookmarks Magazine*
- *Booklist*
- *Midwest Tape*

The primary sources of reviews for **databases** are:

- *Library Journal*
- The American Library Association website

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration will be given to requests from library patrons and books discussed on public media. The acquisition of such materials is left to the discretion of collection development staff, who will consider factors such as publication thresholds and volume of patron requests.

Interlibrary Loan

Because of limited budget and space, the library cannot provide all requested materials. Therefore, interlibrary loan will be used to obtain adult print materials from other libraries that are beyond the scope of this library's collection. In return for using loaned materials to satisfy

the needs of our patrons, the library lends its adult nonfiction print materials to other libraries through the same interlibrary loan network. For more information about policies governing interlibrary loans, see the Lending Policy.

Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, collection development staff will either donate the materials to the Friends of the Library Book Shop, redistribute the materials to needy organizations within the community, or discard of the materials as staff members see fit. For more information about material donations, including memorials, see the Donations Policy.

Special Collections

The Arkansas and Genealogy Collections are made up of printed materials, microfilm, electronic resources, and online databases. Space and funding for these collections are limited.

Arkansas Collection

One copy of all titles deemed to be pertaining to Arkansas history, culture, and/or government will be purchased and placed in the Arkansas History and Genealogy Collection. This includes, but is not limited to: cemetery, deed, marriage, court records, and family histories. Acquisition of titles written by state and local authors will be determined based on book reviews, popularity of writers, or relevance to the special collection.

Genealogy Collection

The primary level of collecting non-Arkansas titles (in no particular order of importance) shall follow the pattern of U.S. migration westward through Arkansas, this being: Tennessee, Kentucky, Missouri, North, and South Carolina and Virginia.

The secondary level of collecting non-Arkansas titles (in no particular order of importance) shall be: Mississippi, Alabama, Georgia, Louisiana, Texas, New Jersey, Pennsylvania, Ohio, Indiana, Illinois and Maryland.

Any states not covered in the previous levels should be considered only if other levels have been exhausted or special circumstances present themselves.

The library will also purchase genealogy handbooks, indexes, supplements and source books which are not specific to any state.

The Genealogy Advisory Committee, made up of members of the local genealogy society, historical society, lineage organizations, and library staff, will review vendor catalogs for materials to purchase. Materials will include, but not be limited to, specific events or activities, specific ethnic heritages, immigration records, Revolutionary and/or Civil War Pension Records, etc.

Timeline: Digital Photos Project

The purpose of Timeline is to showcase the photographic history of Jonesboro and Craighead County through an online database. In the future, the scope of this project will broaden to include additional communities, cities, and counties in our region.

Residents, organizations, societies, and businesses are encouraged to share their historic photographs with the library. Pictures are scanned and saved online; participants are interviewed to provide description data for each database entry. Original photographs are given back to the owner unless donated to the library.

Weeding Policy

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of library materials is dependent upon current demand, usefulness, and availability of newer editions. This ongoing process of weeding is the responsibility of collection development staff members. In a similar fashion to donated materials, withdrawn materials will be discarded, redistributed, or donated to the Friends of the Library Book Shop as the collection development staff sees fit.

The Craighead County Jonesboro Public Library relies on the CREW (**C**ontinuous **R**eview, **E**valuation, and **W**eeding) Method when weeding the collection. This methodology evaluates specific criteria, including usage, age, and relevancy of materials to decide which materials to keep in the collection and which materials to withdraw or relocate.

Reconsideration Policy for Challenged Materials

The Craighead County Jonesboro Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Although materials are carefully selected, there may arise differences of opinion regarding suitable materials. Patrons requesting that materials be withdrawn from or restricted within the collection should follow the steps outlined in the Material Reconsideration Policy.

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