



COLLECTION DEVELOPMENT POLICY

Mission

We will serve our community by providing fun and educational experiences through our customer-focused staff and technology.

Purpose

The Collection Development Policy provides guidance – within the budgetary and space limitations – for the selection and evaluation of materials, in a variety of formats, which meet the current and future needs of the residents of Licking County. It directly connects all Library materials and the community to the Library's mission statement by defining the scope and standards of each collection.

As the community changes, the Library will regularly reassess its collections to reflect new and differing areas of interest and informational formats. The Collection Development Policy will be periodically reevaluated and revised, as necessary, to remain relevant to the informational, educational, and recreational needs of the residents of Licking County.

The Community

Licking County is immediately adjacent to the rapidly sprawling city of Columbus and other communities in Franklin County. Licking County is home to over 160,000 people with varying economic and educational backgrounds – blue-collar manufacturing workers, white-collared professionals, artisans, and farmers create a diverse and growing population base. With its close proximity to the state capital and easy vehicular access to the metropolitan Columbus area, it makes the county a prime location for commuters, especially families wishing to live in a smaller town, middle America atmosphere. Understanding the ever changing needs of the community enables the Library to better serve its customers by developing collections that reflect these changing interests and needs of the residents of Licking County.

Philosophy of Selection

To support the Library's mission, the Library will select and acquire materials, in a variety of formats, which promote the mission and vision of the Library. By acquiring, organizing and preserving these materials, the Library seeks to provide access to a broad and balanced view of society, its culture, history and diversity of beliefs. The Library encourages the free expression of ideas, philosophies, viewpoints, and opinions. The Library provides access to materials even though their content may be controversial, unorthodox, or unacceptable to others. Materials in the Library's collection must represent a diversity of viewpoints enabling our residents to make informed choices. No one title in the Library's collection is likely to be acceptable to all residents of the county which is a keystone for the building of any public library collection.

The Library will not knowingly select or keep materials which have been deemed not to meet the community's standards by a court of local jurisdiction.

Responsibility for Selection

The Board of Trustees of the Licking County Library approves the policy or policies necessary to develop the collection of the Licking County Library. The implementation of which rests with the Library's director and his or her designees who are qualified for this activity by reason of their professional credentials including education, experience, and training.

Selection Criteria

All materials added to the collection of the Licking County Library – whether purchased or donated – shall be evaluated on the following criteria which are listed in no particular order:

- Relevance to the mission, vision and service responses of the Library
- Popular interest
- Contemporary significance, timeliness, or permanent value
- Currency of information
- Accuracy
- Local emphasis or interest
- Readability or ability to sustain interest
- Suitability of subject for intended audience
- Competence and reputation of author, producer, director, illustrator, creator, and publisher
- Creative, literary or technical quality
- Literary awards and recognition
- Use of professional resources including publications, journals or reviews as a guide for inclusion of material
- Format and ease of use
- Circulation or use, as determined by appropriate systems and/or staff
- Cost and availability
- Relationship to existing materials in Library's collection
- Relationship to materials in other area libraries

An item need not meet all of these criteria in order to be added to the collection and all works are judged in their entirety and not on one portion of its content. The Library's collection should be representative of a variety of viewpoints on controversial subjects, but need not necessarily be balanced in numbers of items on each viewpoint.

Additionally, the Library will not purchase nor accept as a donation scholarly, highly technical, specialized or rare (excluding local history) materials as they will have little if any interest to a significant number of our customers.

Scope of Collection

The primary purpose of the Licking County Library's collection is to serve the residents of Licking County with access to a broad and balanced view of society, its culture, history and diversity of beliefs. Materials are selected to assist individuals, groups and organizations attain practical solutions to daily problems and to enrich the quality of life for all.

Budget and space can be limiting factors when determining the size and scope of the collection. These determinations will be made by the Director and his or her qualified designees.

Efforts will be made by the Library to borrow more esoteric titles through appropriate inter-library loan channels when a specific title does not meet our selection criteria.

Additionally, recognizing the responsibility of schools and universities to provide access to required textbooks, the Licking County Library does not purchase textbooks required for school curricula. The Library does acquire some materials when needed to provide introductory coverage in various subject areas.

Scope of the Main Library – collection

The Main Library serves as the central location of the Licking County Library and, therefore, serves as a resource for the remaining five branches and the bookmobile. The Main Library is a medium-size public library therefore its collection should be more current, popular, and contemporary in nature. In addition many special collections exist in the Main Library catering to the needs of special users. These include the local history collection, the Grant Resource Center, and the Licking County Genealogical Society.

Scope of the branch library's - collection

The Licking County Library consists of five branch libraries and a bookmobile to serve specific neighborhoods of Newark and the surrounding communities in Licking County. The interests and needs of the customers of each branch are continually evaluated so that each branch has a collection reflecting the demographic distinctions of its specific neighborhood or community. While they will serve the very basic reference needs of their neighborhood or community, they cannot duplicate the materials and resources available at the Main Library. Budget and space limitations require that the branch collections emphasize current resources of high interest including best-selling and high demand material for all ages.

Library Material - Purchase Request

The Library encourages input from our customers concerning the collection. A request for purchase procedure allows Licking County residents to ask that a specific title be purchased by the Library. All requests for purchase must meet the same selection criteria as outlined earlier in this document and will not simply be added to the collection because a request has been placed. It is the intent of the Library that requests for purchase be used to assist the Library in building its collection to better serve the interests and needs of the residents of Licking County.

Request for Reconsideration of Library Material

Residents of Licking County may request reconsideration of a selection decision of library material by submitting a written Request for Reconsideration of Library Material form. This form will be reviewed by the Director and his or her appropriate and qualified designees. After a review of the title in question against the selection criteria found earlier in this document, a review of appropriate reviewing sources, and a review of customer use of the title in question, a final determination will be rendered and communicated to the resident requesting the withdrawal. If the resident is not satisfied with this determination, a final appeal may be made to the Library's Board of Trustees by filling out the appropriate form. The final responsibility for material removal resides with the Board of Trustees.

Gifts

Gifts to the Library 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 gift

Monetary:

Monetary gifts/contributions to the Library are welcome and may be designated as memorials.

- Donations of money designated for periodicals and/or newspapers are accepted in lieu of actual subscriptions. These monetary gifts/contributions offset the high cost of periodical subscriptions and maintain the continuity of subscriptions from year to year
- Donors of monetary gifts may suggest subjects or titles to be purchased with their gift, but the Library reserves the right of final selection
 - A recognition plate will be placed inside the item purchased. A typical plate reads as follows:
In Memory of John Doe
From Mr. & Mrs. Bob Jones
- Donations of monetary gifts will be acknowledged by the Director, recognized at Board meetings and recorded in the minutes

Material:

The Library will accept for evaluation books and other tangible material and reserves the right to handle, accept, reject or dispose of these items in a manner consistent with the best interest of the Library. Materials to be added to the collection must meet the Library's selection criteria and will further the development of the collection.

- Donors should be informed that if the Library cannot use the materials, they may be sold in future book sales. Proceeds from the book sales will be used to support the Library
- Donors who wish verification of their donation for tax purposes will be issued a receipt at the time of delivery of their gift of library materials acknowledging the gift, but assigning no monetary amount of the gift. Additionally, a thank-you will be sent from the Business Office

Duplication of Material

Multiple copies of materials are purchased in response to customer demand as demonstrated by the number of holds, anticipated popularity and repeated requests.

The Collection – Adult Fiction

The Library's collection includes a wide variety of significant authors and general fiction category's representing all genres. The general fiction category includes contemporary literary fiction, international works of fiction, classic literature, popular authors, inspirational

fiction, romance, gay and lesbian fiction, spy and thriller fiction and historical fiction. The Library makes every effort to acquire titles, which is representative of the cultural and ethnic populations we serve, and to satisfy the diversity of interests and recreational reading needs of our customers. Customer interest and demand is given a high priority in both the selection and weeding of this collection.

The Collection – Large Print

Large print materials are purchased by the Library using the same selection criteria found earlier in this document. These materials are purchased in response to the increasing number of customers who have visual impairments or simply find a large print book easier to read. The major focus of this collection is popular fiction including mysteries, Christian fiction and westerns.

The Collection – Biographies

The Library's collection includes biographies, autobiographies and biographical works. It is the Library's role to provide diverse coverage from a variety of perspectives. The collection will contain famous, notable figures, present and past, and regular or "unknown" people. It will also satisfy customer demand for popular material while maintaining a reasonable level of research material. Biographies will be selected in both regular and large print editions.

The Collection – Adult Non-Fiction

The Library's collection contains material that provides a broad selection of works of current interest, as well as those giving a historical overview. Depth and scope of the collection may vary with new developments in the field and changing public demand. The collection will cover all Dewey call number classification areas.

The Collection – Local History

The Library places a high priority on acquiring comprehensive information and resources about Newark and Licking County – both past and present. The Library collects reference and circulating materials that reflect the historical and cultural development of both the city and the county. The collection covers all Dewey call number classification areas and contains maps, photographs, and unique publications in hard-copy format and digitized format.

The Collection – Adult Reference

The Library maintains a reference collection as a resource to answer questions and to serve the informational needs of our customers. Reference resources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. Materials in this collection are non-circulating to insure that information is available for customers. Selection criteria are somewhat different than all other Library materials and include: accuracy, arrangement, ease of use, uniqueness of content, authority, documentation, and indexing.

Reference sources are consulted for specific items of information rather than to be read consecutively and completely and include: bibliographies, indexes, directories, dictionaries, catalogs, yearbooks and annuals, statistical abstracts, atlases, encyclopedias, and almanacs.

The Collection – Databases/Digital Content

The Library maintains electronic databases, indexes and products for inclusion on our webpage. Subscription-based resources are investigated and evaluated regularly. The online database collection provides timely access to information in a digital format. In addition, the Library selects, makes accessible, and promotes the use of databases similar to those of the non-fiction collection.

Digital resources are carefully evaluated for retention with consideration to accuracy, cost, demand by users, and ease of access by Library customers – both in-house or through the Library's web-site.

The Collection – Internet Access

In support of our mission – “...*providing fun and educational experiences through our customer-focused staff and technology.*” The Library provides free access to the Internet through public workstations; due to the demand for this free service, use is limited to 2 hours a day. Wi-Fi is available at all Library facilities during Library hours.

The Library uses filtering software on all public computers with internet access. The Library has no control over the information accessed by the customer and cannot be held responsible for the content, accuracy or quality of the information retrieved.

The Collection – Magazines and Newspapers

The magazines and newspapers to which the Library subscribes serves as a resource for timely, current and retrospective information to meet the research and recreational needs of our customers. The Library will also subscribe to appropriate professional publications needed by the staff in performing their duties.

The collection consists of a wide variety of subjects in areas of interest to our community. It includes basic and popular reading magazines along with a selection of business, consumer and local publications. To provide the best access to the information contained in these publications the Library has a responsibility to offer alternative formats according to technology changes and will select dominant formats as determined by significant customer demand. Journals which are highly technical, specialized, or scholarly will generally not be included in the collection.

The periodical collections in the branches are general collections for browsing and entertainment with a few special interest titles for local concerns. Additionally, the collection will include newspapers of local interest to the residents of Licking County as well as significant newspapers from major metropolitan areas in Ohio and the Nation.

The Collection – Audiobooks

The Library provides audiobooks to supplement the book collection and offer alternatives to the book format. The Library has a responsibility to offer alternative formats according to technology changes and will select dominant formats as determined by significant customer demand. Current guidelines for fiction and non-fiction book selection for all ages apply to this format. Preference will be given to the unabridged format.

Read-a-longs (book with CD) are also included in this collection with a focus on picture book level material for children.

The Collection – eBooks

The selection criteria for eBooks are similar to what is selected in print and offers an alternative to the book format. Customer interest and demand is given a high priority. Licking County Library is a member of the SEO (Serving Every Ohioan) Library Center consortium and hence selection is done among the membership.

The Collection – Sound Recordings

The Library provides music to assist in meeting the recreational and informational needs of our customers. The Library has a responsibility to offer alternative formats according to technology changes and will select dominant formats as determined by significant customer demand. The primary focus of this collection is demand driven according to customer requests. An emphasis will be placed on acquiring a range of all types of music categories.

The Collection – Video Recordings

The Library provides videos to assist in meeting the recreational, informational, and educational needs of our customers. The Library has a responsibility to offer alternative formats according to technology changes and will select dominant formats as determined by significant customer demand. The primary focus of this collection is recreational in nature and contains feature length movie releases along with popular TV series. Non-fiction videos will also be included in the collection. The Library reserves the right to discontinue formats as use decreases or the industry discontinues production.

The Collection – Video Games

The Library provides video games to assist in meeting the recreational needs of our customers. The Library has a responsibility to offer alternative formats according to technology changes and will select dominant formats as determined by significant customer demand. The Library reserves the right to discontinue formats as use decreases or the industry discontinues production.

The Collection – Children's

The Children's collection serves the needs of individuals from infancy through the 5th grade. To encourage and foster life-long reading habits, the children's collection provides materials in a variety of formats and sizes to satisfy and stimulate the informational, educational, and recreational needs of the children. The materials are selected with respect to the stages of emotional and intellectual maturity of children in this age group as well as the presence of a child protagonist and a child centered plot or theme.

The collection also provides adults with materials that relate to the well being of children, enrich pre-school, home-school, and elementary school curriculums, and aid in the study of children's literature. Popular titles and books which are awarded prizes for excellence in children's literature are stressed.

The Collection – Teens

The Teen collection serves the needs of individuals from 6th through the 12th grade. To continue to encourage and develop life-long reading habits, the teen collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, and recreational needs of teen users. The materials are selected with respect to the stages of

emotional and intellectual maturity of individuals in this age group as well as the presence of a teen protagonist and teen point of view. Teen issues and current popular culture is desirable. Because it reflects popular culture and the different issues that teens sometimes face in today's society, literature in this area may contain controversial or mature subject matter. Popular titles and themes of contemporary interest for this age group are stressed.

Collection Maintenance

Maintenance of the Library's collection through regular reevaluation by qualified staff members is necessary to keep it current and relevant to the residents of Licking County. This evaluation depends heavily upon the staff's professional expertise in matching the needs of the community with the content of the collection. Those Library materials that have been found to no longer be of value or importance are withdrawn from the collection.

Discarding/Weeding Library Materials

Library materials are discarded/weeded/withdrawn from the collection for one or more of the following reasons.

- Obsolescence: subject matter or content is no longer timely, accurate or relevant
- Superseded by other materials in collection or a newer edition
- Condition
- Space limitations
- Insufficient use
- An esoteric title with no lasting literary, historical, or research value
- Overall size, breadth, and scope of appropriate subject area

The last copy of a work in the Licking County Library will be evaluated in terms of its value to the community and its importance to the collection. The decision to retain an item will be considered if it is a classic, perennially popular title, provides balance or is important to the collection.

Replacement of Discarded/Weeded Library Materials

Replacement of discarded/weeded/withdrawn materials from the collection is not automatic. The decision to replace an item will be considered if it is a classic, perennially popular title, provides balance or is important to the collection. Hard cover is the first choice but replacements will be purchased in paperback, if there is no alternative.

Binding

The decision to re-bind materials is made with consideration to the same factors involved in replacement. Worn copies that cannot be replaced and determined to be important to the collection will be judiciously rebound if fiscally applicable.

Revision of Policy

From time-to-time, this *Collection Development Policy* will be reevaluated and revised as time and circumstances require.