

Collection Policy

I. Collection Development

- DEV-1 Selection Objectives
- DEV-2 Selection Responsibilities, Purchasing and Ordering
- DEV-3 Selection Criteria
- DEV-4 Donated Materials
- DEV-5 Specific Types of Collections
- DEV-6 Access to Materials
- DEV-7 Request for Reconsideration

II. Collection Maintenance

- MTN-1 Weeding
- MTN-2 Replacement of Materials
- MTN-3 Mending
- MTN-4 Binding
- MTN-5 Collection Evaluation

Collection Policy

This Policy serves as a guide for library staff involved in collection development and as a tool to inform the public about the principles of selection at the Sequoyah Regional Library System.

I. Collection Development

DEV-1: Selection Objectives:

(Revised 10-25-2022)

The library strives to provide a multi-faceted collection which includes a wide range of topics and interest-levels to encourage lifelong learning, support recreational reading and meet the needs of a dynamic and growing community.

DEV-2: Selection Responsibilities, Purchasing, and Ordering:

(Revised 10-25-2022)

The responsibility of collection development and the selection of library materials lies with designated staff of the library under the direction of, and including, the Collection Services Director. Materials will be purchased from designated library vendors that provide the best service as determined by library administration.

DEV-3: Selection Criteria:

(Revised 10-25-2022)

The library will use professional selection techniques and resources to conduct collection

development. Patrons and library staff are encouraged to make suggestions for additions to the library's collection.

The library does not promote particular beliefs or viewpoints and the addition or deletion of an item to or within the library's collection in no way represents the endorsement of any idea, policy, or theory contained therein.

The following criteria will be considered when making selection decisions:

- Current and anticipated community needs & interests
- Popular and high-demand titles
- Critical reviews from reputable sources
- Reputation of the author, illustrator, editor, publisher, producer or performer
- Receipt or nomination for major awards or prizes
- Relationship to the existing collection
- Library's other holdings in subject area
- Quality of the physical format
- Availability of the material or information elsewhere
- Cost and availability of materials.

The library will not purchase, under normal circumstances:

- Textbooks
- Self-published works
- Rare materials
- Specialized materials (with the exception of genealogy materials for Georgia Room collections)
- Outdated nonfiction

DEV-4: Donated Materials:

(Revised 10-25-2022, 4-22-2025)

The library accepts donations of materials which meet the criteria established in the library's current donations acceptance procedures. Staff may reject donations of materials in poor condition or that do not meet current library needs. Donated materials become the property of the library.

Monetary donations may be designated by the donor for a particular collection; however, materials purchased with outside donations are subject to selection criteria established in DEV-3.

Items donated intended for circulation, but not a traditional book will adhere to the following:

- Items must be new and in their original packaging.
- The number of items donated will be approved and accepted by the Executive Director and Collection Services Director.
- Donors will be acknowledged in the Library standard format; however,

advertisements and/or promotional materials and literature cannot be included with the items. Exceptions

- The Library will determine which locations will circulate the items, a decision based on space allocation, circulation statistics, and predicted use.

Exceptions to this policy may be approved by the Executive Director.

DEV-5: Specific Types of Collections:

(Revised 10-25-2022)

Electronic Resources:

The library provides online access to GALILEO, or Georgia Library Learning Online. GALILEO is the virtual library of Georgia, and provides access to general interest periodicals, government documents, and research materials through an electronic format. Selection decisions for content within GALILEO are made at the state level.

The library may also subscribe to additional electronic databases beyond those in GALILEO. These resources shall be selected based upon public need and interest. The number of electronic resources provided may be limited based on cost and availability of materials.

The library will also provide access to materials in electronic formats and these resources shall be accessible on a variety of electronic devices.

Georgia Collections:

The Georgia Collections contain non-circulating reference materials with a primary subject scope of local history, Georgia history, and genealogy. Genealogical materials may be excluded from the collection due to limitations of space and scope if they do not pertain directly to Georgia.

Periodicals and Newspapers:

The library will provide a limited number of newspapers and periodicals to supplement the regular library collection. Newspapers and periodicals may be purchased in either print or electronic format, but not necessarily in both formats, based on cost and availability of materials.

Reference Collection:

The library provides a limited collection of non-circulating materials considered to be for public reference. These materials may be moved to a circulating status based upon patron needs. The library does not purchase large sets of reference works, including sets of print encyclopedias.

DEV-6: Access to Materials:

(Revised 10-25-2022)

The library does not restrict access to materials based upon patron age, and the responsibility falls upon parents or legal guardians to determine the appropriateness of materials for children.

DEV-7: Request for Reconsideration:

(Revised 8/23/2022) (Revised 10-25-2022)

The library's board of trustees recognizes the right of individuals to question the presence of materials in the collection.

- Requests for reconsideration are accepted from individuals who reside in the SRLS service area or who are SRLS library card holders.
- Requests for reconsideration forms are accepted from individuals. Forms submitted by, or on behalf of, a group, organization, or business are not accepted.
- Requests for reconsideration must be submitted using SRLS' Request for Reconsideration form, which is available to the public by contacting library staff.
- Only one title per form is allowed; forms with multiple titles listed will not be accepted.
- The completed form must be mailed or returned in person to a SRLS location. Electronic or emailed submissions shall not be accepted.
- An individual is permitted to have one active Request for Reconsideration at a time.
- If a title has been the subject of a previous Request for Reconsideration, a period of 365 days must pass before any additional requests for reconsideration are accepted for that particular title.

Upon receipt of a request for reconsideration form, a committee comprised of designated library staff following established procedures, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy. The Executive Director will mail the individual the committee's decision.

The individual may appeal the library's decision to the Sequoyah Regional Library Board at a regularly scheduled board meeting. The Library Board will determine whether or not library policies have been followed in the reconsideration process and in the acquisition of the material in question. The Library Board will make a decision on whether to retain, relocate, or withdraw the material in question.

Library materials that are subject to a complaint or complaints shall not be removed from the collection and may be used and circulated pending final action. If a court with jurisdiction over the library decides that material in the collection is unprotected by the United States Constitution, such material will be removed at once. Materials under court consideration will remain available to patrons until a final ruling is made.

II. Collection Maintenance

MTN-1: Weeding:

Weeding is the process of selection for removal of materials from the library's collection. Weeding is an important part of library collection maintenance and is necessary in order to maintain an attractive, current, and viable collection.

Materials that are damaged, out of date, inaccurate, or have a low usage may be weeded from the collection. Materials may be weeded as they are replaced by electronic versions. Materials that have been donated, including those that possess donor bookplates, are subject to the same standards for weeding as other materials.

Weeding is an ongoing process within the library system. Regular and concerted efforts at weeding the collection will take place under the supervision of the Collection Services Director. However, all library personnel will be involved in some aspect of weeding activities on an ongoing basis.

MTN-2: Replacement of Materials:

(Revised 10-25-2022)

Materials that are lost or damaged beyond repair may be evaluated for replacement. Materials will be replaced based on availability and patron demand.

MTN-3: Mending:

(Revised 10-25-2022)

The library performs basic mending and repair procedures on a limited basis. Any item that is considered to be a candidate for mending must first be considered a candidate for weeding.

MTN-4: Binding:

The library does not, as practice, bind books. However, a small number of materials that have significant historical or local value may be sent to a professional bindery.

MTN-5: Collection Evaluation:

The library's collection is evaluated on a continual basis in order to meet the library's mission and policies. Materials in the collection will be examined for physical condition and frequency of use. Using ongoing quantitative and qualitative methods, library staff will monitor the collection to ensure that the collection is serving the public.

Revised 1-25-2017

Revised 8-23-2022

Revised 10-25-2022
Revised 4-22-2025