

Collection Policy

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Collection Policy

The purpose of this document is to serve as a guide in the selection of materials for the Sequoyah Regional Library System and to inform the public about the principles and objectives of material selection.

I. Collection Development

DEV-1: Selection Objectives:

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

The Sequoyah Regional Library subscribes to the *Library Bill of Rights*. 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.

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

The responsibility for the selection of library materials lies with designated staff of the library under the direction of, and including, the Collection Services Director. Patrons and library staff are encouraged to make suggestions for additions to the library's collection.

Materials will be purchased from designated library vendors that provide the best service as determined by library administration.

DEV-3: Selection Criteria:

Each library branch in the system will have a well-rounded core collection of adult and juvenile fiction and nonfiction. These materials will be in a variety of formats, mediums, and education levels to serve the needs of a diverse community.

The library will not purchase, under normal circumstances, textbooks, self-published works, rare or specialized items, or dated materials.

DEV-4: Selection Parameters and Priorities:

The interests, needs, and demands of the community the library serves are the primary guides for selecting and purchasing materials. The duplication of materials in each branch of the library may be unnecessary. Budget constraints are also a factor in materials selection.

DEV-5: Donated Materials:

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

DEV-6: Limited or No Collection:

The library will keep a limited collection of materials on subjects such that become quickly outdated, such as health and medicine, technology, and legal materials.

The library does not as a practice purchase materials that are self-published. These are materials published outside known mainstream or academic publishers or are published through a monetary payment by the author to a book publishing company.

The library does not purchase current textbooks or classroom materials assigned by local educational institutions.

DEV-7: Specific Types of Collections:**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 is 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 upon budgetary constraints and may change from year to year.

The library will also provide access to electronic books and electronic audio books. These resources shall be accessible on a variety of electronic devices and shall be used to supplement the regular collection.

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 newspapers and periodicals to supplement the regular library collection. Back issues of these materials may be kept for a limited time and based upon storage availability. These materials shall be selected based upon patron interest and providing information related to the local community.

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 traditional sets of print encyclopedias.

DEV-8: Controversial Materials:

The library does not promote particular beliefs or viewpoints. The library subscribes to the *Library Bill of Rights* with regard to the selection of materials. 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-9: Request for Reconsideration:

The library's board of trustees recognizes the right of individuals to question the presence of materials in the collection. A request for reconsideration form is available to the public by contacting library staff. Upon receipt of a request for reconsideration form, a committee of certified library staff will follow established reconsideration procedures to determine if the material is appropriate for the library's collection.

The patron 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: Retention and Replacement of Materials:

Retention:

The library will retain materials with high patron interest and usage. The authoritative works in various genres and fields will be retained. Works of local history and primary sources of a related nature will be retained.

Replacement:

Books and materials that are lost or damaged beyond repair may be evaluated for replacement. Materials will be replaced if there is a patron demand and if budgetary constraints allow.

MTN-3: Mending:

Materials are selected for mending based upon the same rules used to discard materials or to select materials for the collection. 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.

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