

Policy Title: Collection Development Policy**Effective Date: October 9, 2017****Library Vision/Mission Statement:****Vision Statement:**

Flagler County Public Library is an integral part of the community that serves as a gateway to an ever changing world of knowledge. The library is committed to providing public education for all.

Mission Statement:

Flagler County Public Library provides a curriculum that encourages self-directed education; research assistance; and instructive and enlightening experiences. Our mission statement is anchored by the following assumptions:

- Free and equal access to education
- Quality customer service
- Responsiveness to the diverse interests of the community
- Welcoming environment
- Collaborative partnerships
- Commitment to intellectual freedom for all

Roles of the Flagler County Public Library include the following:**Independent Education Center**

Customers can pursue self-determined and self-paced study on various subjects through use of library collections, resources and services. The library supports an educated, self-reliant and productive citizenry.

Formal Education Support Center

The Library research and instruction staff assists all users in meeting educational objectives through a varied curriculum of services, resources, classes and workshops.

Stimulate Imagination

Library collections, resources and classes provide a curriculum to excite the imagination featuring high demand, high interest materials for all ages.

Engaging and Enlightening Experiences

Through use of cultural and community center concepts, events and partnerships the library will provide a comfortable place to visit, enlightening experiences to participate in and an engaging and skilled staff to assist and instruct.

Policy Objective

The Collection Development Policy is intended for use by library staff as a guide, and for use by customers as information, on the selection and deselection of materials offered by the Flagler County Public Library. This policy is guided by the vision and mission statements and the roles of the library system to show that the library is dedicated to providing materials that reflect the needs and demographics of the community it serves. In addition, the Library shall strive to maintain a collection that reflects the “Outcomes and Standards for Florida Public Libraries, 2015” set forth by the Florida Library Association.

Budget and Acquisitions Statement

The library materials budget is evaluated on an annual basis and revisions are made using the circulation statistics. The budget does not allocate specific amounts to the individual subject areas, but instead allocates based on the major departments within the library. Approximately 55% of the materials budget is spent on Adult items including e-books, with 13% being spent on Juvenile items, 7% spent on Young Adult items, 5% on CD Audiobooks, 6% on DVD's and 17% on online resources. A majority of library materials are purchased from an approved library vendor for reasons of economy, consistency and expediency. As needed an item may be purchased direct from the publisher.

Responsibility for Material Selection

The Library Director, who works within the policies and guidelines set forth by the Library Board of Trustees and the Flagler County Board of County Commissioners will oversee materials selection for the Flagler County Public Library. The Library Director will delegate this responsibility to qualified library staff who, because of their education, training, or experience have the knowledge to select items and will act in accordance with library policy.

The selection of items for inclusion in the library collection is an informed and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with materials in the collection, awareness of the bibliographies of the subject, and recognition of the needs of the community.

Tools used in selection include professional journals, trade journals, subject bibliographies, publisher's catalogs and promotional materials, reviews from reputable sources, lists of recommended titles, and sales representatives for specific materials. Purchase suggestions from customers are also an important source and are given consideration.

Customer Recommendations/Requests

Library customers may request that the library purchase items for the collection by submitting a Materials Suggestion for Purchase form, located at the Customer Service and Research Desks. This form is not a commitment for purchase by the library. Consideration for purchase will be based on library industry standards of evaluating information, publication date, availability, cost, demand for the item, its capacity to fulfill a need within the library collection and any budget limitations. If an item is selected for purchase, the requesting customer will be notified when the item becomes available.

If the library is unable to fulfill a material suggestion request, the customer will be notified and given the option to request the item through Interlibrary Loan. Interlibrary loans allows the library to request an item that we do not own from another library that also participates in the program. There is a processing fee of \$2.00 per item requested. Although the Library has an almost 95% fill rate there is no guarantee and the fee is non-refundable. Depending on the nature of the item requested, some limitations may apply. Please see the Research Desk for details or to request a form.

Donations/Gifts

The library is happy to accept material donations. For convenience, two donation bins are available at all times on the west side driveway. Large donations requiring assistance or donors requesting a receipt may *only* deliver to the west side entrance on Thursdays between the hours of 9:00 a.m. and 2:00 p.m. (hours are subject to change without notice). We are unable to accept items in poor condition, textbooks, encyclopedias, and unauthorized copies of DVD's and VHS tapes. Once an item is donated it becomes property of Flagler County and will be used as deemed appropriate. Donated items may be added to the collection, sold in the library bookstore and book sales, or discarded. Customers who wish to make a monetary donation to the library may do so by completing the Monetary Donation Form and designate how they would like those funds used. All monetary donations for the Friends of the Library may be submitted to a library staff member or mailed to the Friends of the Library, P.O. Box 353344, Palm Coast, FL 32135-3344.

**Library staff is not qualified to appraise items and set a value. Please see the Internal Revenue Service (IRS) Publication 561 "Determining the Value of Donated Property" for guidance.*

Censorship Policy

The Flagler County Public Library and the Library Board of Trustees act in accordance with the statements on material selection as expressed in the American Library Association's Library Bill of Rights and on Intellectual Freedom. The library recognizes that library materials may be offensive or controversial to some customers. The library expects each user to determine the appropriateness of the materials they select for personal use. Parents and legal guardians have the ultimate responsibility for

what materials their children check out. Library staff, volunteers, and constituents will not act in loco parentis.

If a customer would like to challenge an item that is available at the library, they may do so by completing a *Citizen's Request for Reconsideration of Library Material* form, available at the Research Desk. All inquiries are taken seriously and will be carefully reviewed. For more information, please refer to the *Materials Complaint Process for Customers Policy*, located on the library website or by inquiring at the Research Desk.

Weeding, Repair and Discarding Materials

The public library's role is to provide our community with the best quality and most current collections. This means that annually some of our collections must be withdrawn or discarded. The professionally accepted rule of thumb is to weed out 5% of the collection annually. This allows turnover of the collection every twenty years. Our library staff makes decisions as good stewards of the tax payer dollar using methods consistent with library industry standards to ensure that our collection will remain relevant, clean and up to date. Materials that no longer meet the stated objectives of the library (including items that have become damaged or obsolete) will be systematically withdrawn according to the accepted professional practices as described in the publication, "**CREW: A Weeding Manual for Modern Libraries**" (**Continuous, Review, Evaluation and Weeding**). This method has been professionally accepted for more than 30 years as the guidelines for evaluating and weeding any public library's collection.

In keeping with this method the physical and electronic materials in the Flagler County Public Library collection may be weeded using specific criteria including but not limited to the following:

1. **Misleading**
2. **Ugly or Physical condition**
3. **Superseded or outdated**
4. **Trivial**
5. **Irrelevant**
6. **Elsewhere**
7. **Suitability to the community**
8. **Quality of content/accuracy**
9. **Multiple copies no longer needed**
10. **Space constraints**
11. **Change in technology or format**
12. **Publisher restrictions**
13. **Usage statistics**

Exceptions to the weeding criteria may be made for material of local/historical significance, materials with gift plates, or standard titles that are out of print or for other reasons cannot be replaced. Physical

materials removed from the collection will either be repaired, replaced or discarded after careful review by designated library staff.

Repair: The library does not have a budget to use a commercial bindery for repair nor do we have staff or supplies to handle major bindery functions. As a result of these limitations, the library uses volunteers to do simple repairs to the binding of books that have become unglued or worn and uses a special disc repair machine for compact discs or DVDs with minor scratches that prevent the disc from playing.

Replace: Withdrawn items are not automatically replaced. Replacement is considered in relation to adequate coverage in a specific subject area, availability of a more current or quality content title, suitability according to selection criteria and demand for the title. If it is determined a title should be replaced either with the same title, a newer edition, or an equivalent title from the same subject area the information will be given to a library staff member for inclusion in a future order for purchase as budget allows.

Discarded: Physical material that has been removed from the collection and is not eligible for repair, meets the above criteria, and has been reviewed by a designated library staff member will be discarded according to the Flagler County Purchasing Department rules and regulations which may include any of the following:

1. Sell
2. Donate
3. Recycle
4. Destroy

The method of disposal of the material will depend on condition, accuracy, quality of content and popularity.

Collection Development Guidelines

Criteria for Material Selection

Materials are considered for acquisition using the library industry standard criteria including but not limited to the following.

1. Literary, historic, artistic or authoritative value
2. Current interest or permanent value to the community
3. Popular appeal or public demand
4. Relevance of subject, format, and reading level for the intended audience
5. Competence of the author and accuracy of content
6. Reviews from reputable professional resources and mainstream media sources
7. Availability of material through other resources
8. Annual budgeted amount for the collection category
9. Availability from standard publishers and vendors
10. Format, changing technology
11. Number of pending hold requests

Material Types and Selection Procedures:

Newspapers and Periodicals

The newspaper collection is developed to provide an assortment of local, national, and financial news that will best meet the needs of our customers. These newspapers are selected based on authoritative content, quality of news presented, and popularity within the library's service area. Current editions of national newspapers are kept at the research desk until the next edition is received. Customers can access these materials by presenting their library card or ID to a staff member at the research desk. Newspapers **may not** be removed from library property.

The library provides print and online access to a general selection of magazines that are popular, in demand or meet the informational or recreational needs of the community. Subscriptions and usage statistics are reviewed annually by the library director and department heads.

Reference Materials

A limited selection of reference materials are provided for all ages. These include a broad overview of all subject areas such as encyclopedias, dictionaries, atlases, directories, handbooks, indexes, almanacs and community information and referral resources. All reference resources are for in-library use only.

Other items considered part of the reference collection and do not circulate include local history and genealogy materials. A majority of the local history and genealogy materials are received through donations and are then reviewed by a professional library staff member for inclusion into the collection based on but not limited to the following criteria:

1. Physical condition
2. Merit or authoritative value
3. Importance of the subject matter to the demographics
4. Reputation and qualifications of the creators, producer, publisher and/or author

Electronic Resources

The library provides access to electronic resources in order to supplement the print collections, to provide k-12 homework support and to meet the informational needs of the general public.

1. The Internet (see Internet and Computer Use Policy)
2. Library computer use of word processing, spreadsheet and related software
3. Technologies for saving, printing, scanning and faxing data
4. State funded Florida Electronic Library
5. Flagler County Public Library subscription databases

Foreign Language Selection

The Foreign Language collection is developed to reflect the diverse community that the Flagler County Public Library System serves. The library's collection currently houses materials written in Russian, Spanish, Polish, Italian, Portuguese, and German. Due to budget constraints, and low demand, a limited selection of foreign language materials may be purchased annually.

Audiovisual Material

The library purchases and maintains current AV technologies in use by the general public. The purpose of this collection is to provide customers of the library with access to DVDs that are culturally relevant, entertaining and educational and meet the informational needs of the community.

Collection coverage may include but is not limited to:

1. Major American and foreign award-winning feature films
2. Selected non-fiction documentary films
3. Popular new releases
4. General films with appeal to the community
5. Non-fiction subjects such as exercise, travel, home improvement and cooking
6. Customer requests that satisfy a general appeal criteria
7. Highly rated TV or cable series programs
8. Professional training and continuing education resources

Fiction

All fiction materials, including adult, young adult, and children's materials, are selected for the collection based on popularity, demand, and appropriateness for the collection. Titles from bestselling authors are on standing order through an Automatically Yours program, which ships new titles to the library as they become available. Library staff determines which authors will be acquired through this system.

Items are also chosen using professional book reviews including Publishers Weekly, BookPage, and the Library Journal. Other sources include the New York Times bestsellers list, Amazon's top 100 bestsellers list, and customer submitted requests. Youth and Young Adult materials are purchased in a variety of formats and for appropriate grade levels. Preference is given to award winning titles including, but not limited to, Caldecott and Newbery award winners and materials that appear on the reading lists of area schools. The library does its best, within budget constraints, to accommodate requests for school reading materials, however, the Flagler County Public Library is not responsible for purchasing all titles that are considered required school reading.

Non-fiction

The non-fiction collection is developed to provide quality, factual resources in all fields of knowledge to meet the informational and cultural interests and leisure needs for all ages. Materials are chosen based on accuracy and authenticity of factual material presented; currency and timeliness of the material; quality of writing; diversity of viewpoints and opinions; award winning and bestselling titles; current circulation of materials in the various subject areas; quality of illustrations; and quantity owned in a subject area. The library's non-fiction collection provides, but is not limited to the following:

1. Current medical, health, legal, test preparation, travel, business, and technology
2. Popular biographies, American and world history, music, architecture and the arts
3. General self-help books in psychology, parenting, cooking and crafts
4. Florida related materials (gardening, travel, history, etc.)
5. Local government documents

Large Print

Many of our fiction and non-fiction titles are offered in Large Print. Depending on availability, Large Print selection is largely based on what titles are currently popular in regular print. The Automatically Yours program is also utilized to acquire bestselling titles in Large Print.

Audio Books

The library purchases audio books on compact disc or downloadable format for all ages. Items on compact disc are chosen based on popularity, customer requests, and to provide audio books in a variety of genres to best fulfill the needs of the community. Due to demand, most titles purchased are fiction,

however, popular non-fiction items are also considered. As new technologies and formats become available the library will consider purchases based on ease of use by public, licensing restrictions, remote or in-library access, cost, and space constraints.

We have two downloadable audio collections that may be accessed through the library website. The Overdrive collection is purchased through our library consortium in order to pool funds and increase purchasing power with all collection decisions being made on a cooperative basis by area library representatives. The Axis 360 Collection is owned by Flagler County Public Library so all collection decisions are based on local criteria including but not limited to popularity, customer requests, price, demand and availability.

E-Books

The library currently provides two downloadable eBook collections including Overdrive and Axis 360. Overdrive is part of our consortium based collection and as such selection of books is done cooperatively by area library representatives. Our Axis 360 eBook collection is owned locally with all materials selection made by designated library staff and based on local criteria including but not limited to popularity, customer requests, price, demand and availability.

Browsing Paperbacks

The library utilizes paperback book donations to provide browsing paperbacks. These are paperback novels that do not require a library card for borrowing. Customers are required to inform circulation personnel of how many items they have selected, and although no time limit is specified, they are requested to bring them back when they are finished. Browsing paperbacks are shelved separately from the main collection on display racks, and are identified by circular stickers on the spine of the item. This collection is sustained by donated materials. The library budget is not used to purchase browsing paperbacks.

Law Collection

The County's law collection is housed at the Bunnell Library of the Flagler County Public Library System. A majority of law materials are now available through a legal database. The Flagler County Public Library annually subscribes to one of these legal databases to provide the most up to date and current legal information. All print law materials are considered reference items and may not be removed from library property. Collection development is determined based on the needs of the legal community and average layperson. Continuous publications are kept current as updates become available and the collection is reviewed annually.

Self-Published Books

The Library receives numerous requests from local authors to add their books which they have self-published or published at their own expense. Often these books do not meet the requirements as outlined in the criteria for material selection and have not been reviewed by any professional or peer reviewed source. Although the library wishes to support local authors while maintaining a standard needed for the collection, but due to the volume of self-published and print-on-demand titles available, and budget constraints, the library does not purchase self-published books for the collection. However a local author may donate a copy for consideration

Items excluded from the collection

Certain items and item formats are excluded from the library collection but may be added at the discretion of the Library Director. These materials include rare books, textbooks, slides, 16mm films, filmstrips, records, artwork, sculpture, highly technical and specialized materials, audiocassettes, VHS, and any other format that will not hold up to repeated use by the public. Although we do not purchase Microfilm or Microform products we do own a small collection located in the Research Department. This collection is for in-library use only.

Please note: The Bunnell Library is a small facility and due to space constraints, not all of the above collections are available at that location. Please contact the Bunnell Library for more information at 386-437-7390