

James L. Hamner Public Library Policy: Collection Development

Collection Development Policy

This policy section is to guide and inform about the principles upon which the selection of library materials is made.

Guiding Principles

Library Mission Statement

The mission of the James L. Hamner Public Library is to facilitate connections that provide free learning opportunities to Amelia County.

Intellectual Freedom

The James L. Hamner Public Library endorses the American Library Association (ALA)'s Library Bill of Rights, Freedom to Read, and Freedom to View policy statements. Please visit <https://www.ala.org/advocacy/intfreedom> for the ALA's full explanations and statements on concepts and issues surrounding intellectual freedom, including censorship, access, filters, and more.

The library endeavors as far as budget, space, and availability allow to provide free access to print, audio, and video materials for the public, representing a range of interests and perspectives. Library staff select materials that are requested by or are deemed of interest to the library's constituents with objectivity. Items are not included or excluded as a result of personal bias, and they are not labelled in any way to indicate approval or disapproval.

Selection Responsibility

The responsibility for material selection resides with the Technical Services Librarian, in regular consultation with the Library Director.

Guidelines for Selection and Use of Materials

Access to materials is not restricted to anyone. The responsibility for a minor's access to and use of library materials resides with the minor's legal guardian.

Materials are not hidden or kept "behind the counter" unless necessary to prevent vandalism or theft.

The library exists to serve all ages, educational backgrounds, and reading abilities. It will endeavor to select materials of varying complexity to meet the needs of every member of the community. The library will review the collection on a regular basis to identify areas of community interest that may need to be strengthened.

Library materials will be deselected from the collection only if shown to deviate from collection development policy guidelines. Requests for reconsideration of materials must follow the procedures outlined in the reconsideration section of this policy.

Requests for Purchase Consideration

Staff and patrons are encouraged to recommend items for purchase by the library. Staff and patron recommendations are purchased if they conform to Collection Development Policy criteria. Every effort is made to find materials through the library's vendors, but occasionally a request must be denied if the item(s) cannot be purchased in new or like-new condition.

Approved July 18, 2023

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Selection Criteria

All materials are judged by the following criteria. It is not necessary for an item to meet all criteria to be purchased.

- Accuracy and authenticity
- Relevance to community need and interest
- Authority and reputation of the author, editor, illustrator, publisher, etc.
- Demand, including use of the material locally as assigned reading, viewing, or listening (including book clubs)
- Format (hardcover and prebind books with more robust construction will be prioritized)
- Appropriateness to the subject and to the interest level and age of the intended audience
- Popularity & public demand, through requests or collection evaluation
- Price
- Relationship to other items in the collection
- Reviews by professional and trade publications or the popular press (review sources include Library Journal, Booklist, Goodreads, New York Times Book Review, Publishers Weekly, and Shelf Awareness)
- Scarcity of other information in the field

Local Authors

One function of the library is introducing the community to new authors, but materials purchased for the library still need to meet quality and review standards, as outlined in Selection Criteria. The library will only purchase items by local authors following the guidelines in Selection Criteria.

Donations of books by local authors may be accepted. These donations will be evaluated according to the Selection Criteria and are added only if they meet these criteria.

Self-Published and Hybrid-Published Books

The library will only purchase self-published and hybrid-published books that have been positively reviewed in trade and professional publications, by critics in the popular press, or are included in reputable bibliographies. Additionally, the Selection Criteria are to be followed.

The library may accept donations of self-published or hybrid-published books. These donations will be evaluated according to the Selection Criteria and are added only if they meet these criteria.

Other Print Formats

The reference collection is a non-circulating collection with minimal duplication.

The library collects large-print materials to serve the visually impaired. Large-print titles will be subject to the same selection criteria as other print materials with an emphasis on popular fiction and nonfiction titles.

The library collects periodicals and newspapers, but because of limited space does not store back issues for long periods of time. The James L. Hamner Public Library holds most copies of

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the Amelia Bulletin Monitor on microfilm, and stores these copies in a digital form under Digital Library — Local History Archives on the website.

Non-Print Materials

Besides books, the library collects various types of relevant media. The library may also collect other items deemed of benefit to the community. The most recent census data and anecdotal evidence indicate that Amelia Court House, VA, is an area with inconsistent access to stable internet connections, and as a result, streaming services are not always a viable option. Having materials that do not necessarily require a stable connection in the library's collection fulfills this community need.

Non-print materials will be judged by the following factors as well as the guidelines in Selection Criteria.

Audiobooks

- Reviews by professional and trade publications or the popular press
- Relevance of the technological format

Videos

- Reviews by professional and trade publications or the popular press
- "R," "NC-17," and "TV-MA" rated films and television shows are selected on a minimal basis, and are marked with a "Mature" sticker on the spine (This is a newer policy, so there may be some mature material without this denotation. Always check the case or ask staff before checking out audio-visual material if mature content is a concern).

Games

The library has recently revitalized its video game collection and added a board game collection to diversify its holdings, and are included with respect to:

- Reviews by professional and trade publications or the popular press
- Compatibility with the most up-to-date and widely used consoles

Limitations

The library does not collect 16-mm film, phonograph records, realia, charts, filmstrips, sheet music, archival materials, or music scores.

Materials from Non-Library Sources

The library does not accept permanent or temporary loan of materials from any source. Individuals or organizations who wish for materials to be available at the library may submit them for review. The policies, standards, and procedures for selection will apply.

Material Donations

The library does not currently accept material donations, but gently-used items can still be brought to the Friends of the Library's "The Friendly Bookshop," located at 9204 Virginia Street, Amelia Court House, Virginia 23002. The store is open Saturdays from 10:00 a.m. to 1:00 p.m.

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Reconsideration

Items will periodically need to be reconsidered (withdrawn or weeded) from the library's collection. The decision to withdraw library materials rests with the library director, but they may delegate this decision to a trained staff person.

The library uses reconsideration as a collection development tool in order to maintain a current, accessible, and appealing library collection of high-quality materials. Library staff will exercise professional judgment when deciding which items to weed and will be guided by ALA standards, including MUSTIE (**M**isleading, **U**gly, **S**uperseded, **T**rivial, **I**rrelevant, or obtained **E**lsewhere) or CREW (**C**ontinuous **R**eview, **E**valuation, and **W**eeding) methodologies. Visit <https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/weeding> to learn more.

Items that are dated, worn, or damaged beyond reasonable repair will be withdrawn. Additionally, items that are no longer of interest to the community may be withdrawn.

Items are withdrawn from the collection database when they are reported lost and paid, or when they are missing for at least one year.

Magazines and other periodicals will be withdrawn based on these guidelines:

- Titles published monthly will be retained for two years.
- Titles published weekly will be retained for one year.
- Daily newspapers will be retained for two weeks.
- Other newspapers will be retained for three months.

The following exceptions apply:

- The Amelia Bulletin Monitor will be kept in perpetuity, either in print, microfilm, or digital form.

If a community member has a concern with a specific item or items that is/are in the library collection, they may submit a *Request for Item Reconsideration Form* (found at the front circulation desk). Filling out this form entails answering simple questions such as specifying the exact concern with the item, demonstrating a knowledge of the item's content (including page numbers for examples), and suggesting alternative materials to replace the item if it is removed. The responsibility for selecting and evaluating materials lies with the library director, and as such they will make the final decision regarding the item in question.

Policy Revision

The James L. Hamner Public Library strives to serve the community of Amelia Court House, Virginia, and a part of that mission is staying up-to-date to have the best resources and services possible. To maintain such an institution, it is necessary to revise guiding policies when they become outdated. The library will update all policies, including the Collection Development Policy, when they no longer serve the purpose for which they were created.