



Collection Development Policy

Purpose of the Collection Development Policy

The Collection Development Policy is based on and reflects the mission, vision, and statements of culture of the Madison County Public Libraries.

This document is intended to foster public understanding of the purpose and nature of the library's collection and to provide guidance and direction to the library staff for the development and maintenance of the library's collection.

Madison County Public Libraries Mission

The Madison County Public Libraries are dynamic civic resources that promote free and open access to information, materials, and services to all members of the community to advance knowledge, foster creativity, encourage the exchange of ideas, build community, and enhance the quality of life.

Madison County Public Libraries Vision

We will be the welcoming heart of our community where everyone can come to learn, discover, create, and connect.

Madison County Public Libraries Culture Statements

1. We are proud of the library's role in our community and how each one of us contributes to it. Every position is important to the work we do here for the community. We draw on each staff person's individual strengths, thinking styles, passions, and experiences.
2. We work collaboratively because we do more and achieve more as a team than as individuals. We listen to ideas and input to make better decisions and share information because communication is essential.
3. We are ethical, honest, direct, and open-minded. We treat each other respectfully, even when we have differences of opinion. We know that is the only way to improve as individuals and work well as a team.
4. We strive for continual improvement in our personal and professional lives. We are always looking for ways to pitch in and make the library better.
5. We stay flexible, mindful, and dedicated whether contributing to innovations or continuing established practices. We set high standards and expect the best from ourselves and each other.
6. We support thoughtful experimentation and creative problem solving. When things don't turn out quite as expected, we learn from the experience. We respect one another and the decisions we make collaboratively, realizing that mistakes, failures, and changes are part of what makes us better.
7. We treat each other and those we serve with compassion, kindness, and empathy. We lift each other up and celebrate our successes together.
8. We are friendly, genuine, helpful, and fun, creating a positive environment that inspires deeper connections with each other and our community. We encourage each other to have work-life balance and enjoy life outside of the library.
9. We believe that diversity in all its forms leads to connections and community that we can only create together. We cultivate a space for good where everyone can be their authentic selves without judgment.
10. We act with integrity to protect intellectual freedom and the right to privacy. As we work with the public, we keep personal opinions to ourselves so that the library remains a neutral and respectful space for many differing views.
11. We are committed to helping community members achieve their own success, recognizing that personal growth may look different for each person.
12. We listen to our community. We are thoughtful, responsive, and ambitious when tackling goals and challenges. We develop and nurture partnerships to build a better community. Each one of us is a library ambassador.

Material Selection

Traditionally, a public library is an impartial repository for the accumulated knowledge and ideas of human thought. The selection of an item for the collection does not imply endorsement by the libraries, but rather is a reflection of the public library's role in society to offer divergent points of view. Numerous perspectives will be represented at the Madison County Public Libraries within the constraints of budget and space so that residents of this community may exercise critical judgements and make informed choices.

Evaluation includes the entire work, not just individual parts of the work. Language, situations, or subjects that may be offensive to some community members do not disqualify materials, which, in their entirety, are judged to be of value. No library materials will be excluded solely because of the author's race, nationality, political, religious, social views, or any other identities associated with protected classes. Not all materials will be suitable for all members of the community.

The library's intent is to provide a collection of materials that are diverse and representative of as many viewpoints as possible. Subjects and viewpoints will be covered in sufficient depth and breadth to meet both the anticipated and expressed needs of the community.

The library staff will be responsive to public demand for materials of contemporary significance and interest, while balancing this with the need to collect and preserve materials of permanent value.

The ultimate responsibility for selecting materials for the library rests with the Director who works within the framework of policies as established by the Board of Trustees. The Director, in turn, delegates selection to the appropriate staff members. All materials are reviewed by professional librarians, who are qualified for this work by reason of education or training, though patron input is valued as well.

Community Responsibility

The Library Board of Trustees believes that censorship is a purely individual matter and declares that while anyone is free to reject for themselves library materials that they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to information for others.

The Madison County Public Libraries support principles of intellectual freedom in alignment with the American Library Association's Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>), First Amendment and Censorship Statement (<https://www.ala.org/advocacy/intfreedom/censorship>), and Freedom to Read Statement (<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>) .

The Madison County Public Libraries do not promote particular beliefs or views. They serve as a resource for the various opinions that apply to important, complex, and controversial questions, including "unpopular" and "unorthodox" positions. The library realizes that some materials are controversial and that any given item may offend some patrons. Selection of materials by the library does not mean endorsement of the content or the views expressed in those materials.

The library staff believes that reading, listening to, and viewing library materials are individual, private matters. Each of our patrons is free to select or to reject materials for themselves. The

library does not restrict the freedom of others to read, view, or inquire. While library staff is available to assist individuals and groups in the selection of material, the ultimate responsibility for the choice of materials lies with the patron.

The Madison County Public Libraries provide access to its materials to all patrons. The library staff does not act *in loco parentis*. Decisions concerning a child's use of specific library materials and/or electronic resources are the responsibility of the child's parents or guardian.

Collection development decisions are not restricted by the possibility that children may obtain materials that their parents consider inappropriate. The library believes that individuals have the freedom to choose their own reading material and that it is the right and obligation of parents to develop, interpret, and maintain their own values in their family.

Selection Criteria

Criteria for a potential item will vary. Not every standard can be applied to each item. While selection of material is a discerning and interpretive process, it is based on principle rather than personal opinion.

Materials are evaluated as complete works and not on the basis of a particular passage or passages.

A work will not be excluded from the collection solely because it represents a particular aspect of life, because of frankness of expression, because it is controversial, or because of the ideas it contains. An item will be considered inappropriate for the library if it is patently offensive to the community as a whole.

All acquisitions, whether purchased or donated, are evaluated by the following standards regardless of format. An item need not meet all standards but must meet more than one.

- Supporting the library's mission and strategic areas of focus
- Positive review in standard professional library review sources or trade publications or positive critics' and/or staff members' reviews
- Awards and/or recommendations from professional associations and organizations
- Timeliness or importance as a record of the times
- Authentic reflection of diverse ideas, information, stories, and experiences
- Literary and/or artistic merit
- Authority and accuracy of content
- Popularity and library user demand, based on purchase requests, bestseller lists, and/or publisher print run
- Present and potential relevance to community needs
- Suitability of subject, style and reading level for the intended audience
- Reputation and/or significance of author, publisher, or producer
- Relationship to existing materials in the collection; relative importance in comparison with existing materials in the collection on the same subject
- Availability and accessibility of the same material in the local area and/or NC Cardinal consortium
- Cost of materials and space requirements

Selection Tools

To find material that meets the selection criteria, the library makes use of various resources. Since it is not possible for the professional library staff to personally read and review the large number of books published annually, certain sources are used to facilitate the selection process.

Standard reviewing tools such as professional journals are the primary source for authoritative information about current material. Primary review sources include, but are not limited to, *Booklist*, *Hornbook*, *Kirkus Reviews*, *Library Journal*, *New York Times Book Review*, *Publisher's Weekly*, *Bulletin of the Center for Children's Books*, *School Library Journal*, and *Video Librarian*, plus Baker & Taylor Forecast.

By keeping up to date on what is making news, the library attempts to anticipate demand for certain subjects. Making use of circulation statistics and customer requests help to determine the strengths and weaknesses of the collection.

Print Materials

The library collection is organized and maintained to facilitate access. There is no prejudicial labeling, sequestering, or alteration of materials except to protect valuable items from damage or theft.

Emphasis will be placed on selecting titles published within the last two years. Multiple copies will be purchased for titles in high demand.

FICTION

A popular collection of current titles that reflects the demographic for leisure reading and to provide older works with classic or historic appeal for leisure and study. Older titles may be purchased if they are considered classics, represent particular periods of writing or early development of currently popular authors, or are award winners. Self-published, print-on-demand, and works published through exclusive online platforms will be considered based on the number of patron requests, sales ranking, and relevance to Madison County.

NON-FICTION

An up-to-date, broad-based collection of standard works in common fields of knowledge, representing diverse viewpoints equally as well as items in current demand. Materials for entertainment and recreation as well as for information and research will be included. Non-fiction materials are evaluated for accuracy of information.

YOUNG ADULT COLLECTION

Created to address the recreational, developmental, and informational needs and interests of youth aged 12-18, these are current titles to meet the needs of the teen population for leisure and informational reading. An effort is made to select titles with relevance to current teen culture and materials that supplement school curriculum and projects. Materials in this collection include fiction and graphic novels, plus non-fiction, career books and college bound materials that are maintained in the main non-fiction collection.

CHILDREN'S COLLECTION

The children's fiction collection is designed to meet the developmental, educational, and recreational needs and interests of children under the age of 12 and to foster lifelong literacy and learning. Non-fiction materials provide children under the age of 12 with current and accurate materials to meet their educational, informational, and recreational needs.

Physical and Digital Media

The media collection, which may consist of both physical or digital (i.e., downloadable or streaming) DVDs, CDs, audiobooks, eBooks, or magazines, is developed to meet the community's needs for informational, educational, and recreational materials in a non-print format.

- The music collection will represent a variety of genres and eras, emphasizing locally popular music.
- Periodicals are selected based on pricing, availability, readership, and relevance.
- The audiobook and eBook collections will emphasize titles by well-recognized, contemporary authors, literary classics, and popular nonfiction titles.
- The video collection will be purchased with an emphasis on current and popular theatrical releases, television productions, informational films, plus domestic and foreign films in English/with English subtitles.
- Television series selections are based on price, recommendations from professional sources, space constraints, language, and the availability of series on broadcast channels.
- Series from streaming services may be purchased to meet library user demand when available on DVD.
- Donations will be accepted with the caveat that no effort may be made to purchase additions to a series.

Collections of physical and digital media for children and young adults are designed to meet the educational, recreational, and informational needs and interests of youth under age 12 and ages 12–18, respectively.

Titles in consortium collections, such as the NC Kids or E-INC Overdrive, are selected by consortium members and may or may not fit in the parameters of our selection policy. Where streaming and downloadable content is provided by third-party vendors, availability is subject to publisher and licensing restrictions on public library lending, and cost is the primary consideration in expanding streaming and downloadable content to library borrowers. Where possible, additional licenses or downloads are made available to meet patron demand based on requests. New electronic formats will be made available to the public when and if they meet the criteria for selection, access, and cost.

Reference Materials

ELECTRONIC DATABASES

The library uses its website to provide users with information about and access to library services. MCPL also provides links from the library website to subscription databases available only to library patrons as well as free resources available to all web users. The library is not

responsible for the content of any of these sites. Online resources are selected using many of the same criteria used to select print and digital materials. The primary criteria for web resources are accuracy and ease of use. Price is also a crucial factor when selecting subscription databases. When evaluating resources for renewal, the library looks at cost per use over the previous year as well as duplication of the information in other resources.

GOVERNMENT DOCUMENTS

The library relies primarily on electronic means to provide government, including city, county, state, and federal, resources to our patrons. Print-on-demand is available for a nominal per-page fee. Print materials may be ordered from the US Government Printing Office, Internal Revenue Service, and NC State Archives among other entities as required to meet the anticipated and expressed needs of its patrons. Print government materials are chosen only when they are the most current, accurate sources available.

Madison County History Room Collection

The history room collection focuses on Madison County publications, North Carolina and regional publications, and national or other regional materials that would interest researchers of family and local history.

Reference resources are selected based on the criteria set forth in Selection Criteria with these additional standards:

- Accessibility and arrangement of information of both electronic and print resources (i.e., ease of use, search capabilities, indexes, bibliographies, table of contents, network capabilities, etc.)
- Cost and, in some instances, the expense of ongoing maintenance and license agreements of electronic resources including hardware
- Content of both print and electronic resources (coverage, scope, accuracy, currency of information; the intended audience; relationship between the same resource in print and electronic format if one exists)

Gifts to the collection are readily accepted with the exception of restricted collections, hard copies of newspapers already available on microfilm, or books by local authors that are outside the scope of the collection development policy. Materials selected and purchased are normally in new condition; however, used and sometimes damaged materials will be acquired if they are deemed rare and/or of particular value to our patrons. The collection consists of books, periodicals, journals, brochures, newspapers, microfilm, microfiche, CD-ROMs, DVDs, photos, and loose-leaf vertical files. Vertical files may contain newspaper articles, photos, and both published and unpublished papers. The library strives to identify and preserve all rare materials and uses archival storage materials and handling procedures when possible.

Donations to the Collection

Many people feel that a gift to the library collection is a lasting legacy. Some gifts are made in the form of a monetary donation with instructions for a specific purchase or in the form of the item itself. While the library will endeavor to honor these requests, the selection criteria within this policy will be the sole guideline for the selection of all collection items. These items will also be maintained according to the collection maintenance guidelines provided below. The library will not appraise donated materials for tax purposes.

Donors making a monetary gift to the Friends of the Library may suggest items, subjects, or titles to be purchased with their donation, but the library reserves the right of final decision.

All gifts are subject to evaluation by the general criteria set forth in the Selection Criteria and specific criteria listed in the policy for relevant collections. Donors are informed that any gifts to the library may or may not be added to the collection. Any item that is not added may be donated to one of the Friends of the Library groups. Any materials not deemed suitable for either of these uses will be discarded at the discretion of the Director.

Collection Maintenance

MCPL recognizes the need for ongoing evaluation of its collection to assure currency, accessibility, and visually inviting collections. This ongoing maintenance includes weeding, replacement, repair, restoration, and review of standing order agreements. The most cost-effective option is selected when making replacement vs. repair decisions.

The circulating collection is not a depository of historical record. To ensure a vital collection of continuing value to the community, except in the area of local history, materials that are not well used or are no longer relevant may be withdrawn.

Withdrawal Guidelines

- Materials with obsolete content
- Materials that are infrequently used or duplicate copies no longer in demand
- Materials that have no anticipated use
- Materials in poor or irreparable physical condition
- Superseded editions unless they contain valuable illustrations, bibliographies, maps, etc. not found in later editions
- Materials that are incomplete sets in which items missing seriously impair their usefulness, and materials are not available through the NC Cardinal consortium
- Works containing information that has been superseded or presented in newer, more comprehensive, or more accessible formats
- Materials containing offensive, racist, sexist, stereotypical, discriminatory content, or content that targets protected groups

In order to maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interests of the residents of Madison County, materials are withdrawn on a systematic and continuing basis. The library uses the Selection Criteria when determining whether to purchase replacement copies.

Replacement of materials will be based on the following criteria:

- The item is still available, and there remains sufficient need to replace the item based on historic value or circulation figures.
- The item is necessary for the core collection.
- An updated or revised edition is available.
- Another title or format is a better replacement.

Adopted by the Library Board of Trustees: January 18, 2022