

Collection Development Policy for the Captain Copper Hobbes Public Library

Melanie Carroll

Wayne State University

I. Introduction**a. Mission Statement**

The Captain Copper Hobbes Public Library (CCHPL) provides the community with free, open, and equal access to general information on a broad array of topics; resources to promote personal growth and lifelong learning; popular materials to meet cultural and recreational needs; and the training needed to find, evaluate, and use information effectively (Bozeman Library).

b. Values

CCHPL follows and upholds the values stated by the ALA in their “Core Values of Librarianship.” The following values are taken directly from the ALA as CCHPL places emphasis on them and cannot word it better.

Access

All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users.

Diversity

We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve.

Intellectual Freedom

We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

Education and Lifelong Learning

CCHPL promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all.

The complete list can be viewed on the ALA’s website (<http://www.ala.org/advocacy/intfreedom/corevalues>).

c. Purpose

The purpose of the Captain Copper Hobbes Public Library Collection Development Policy is to provide guidance to staff in selecting and maintaining collections as well as providing transparency of collection practices for the community. This policy ensures that the collection development process will remain diverse and unbiased for the growth of the community

d. Community and Users

The community is a diverse population situated twenty miles north of a major city. Most of the population commutes into the city, with the remainder working remotely or in-town. In recent years, the community has become more diverse as people are retreating from the fast city life for a quieter location. This has increased the need for foreign language books as well as for more resources (books, dvds, magazines, etc.) for people of color. Additionally, CCHPL has seen an increase in attendance for children's programs.

II. Scope of Collection

The Captain Copper Hobbes Public Library collects materials that reflect the values of the library as well as meets the diverse needs of a growing community. The materials acquired will not discriminate against any ethnicity, gender, sexual preference (LGTBQ+), disability, or age.

Materials selected will include print, electronic, and audio-visual. The volume of print works will be significantly higher than electronic and audio-visual combined; however, as technology developments and demand for electronic resources increases, this could change if the budget allows for it. As such any collection increase will be in accordance with the annual budget. Interlibrary loan titles should be utilized as substitutes for less popular titles, research topics, or when availability becomes an issue.

a. Adults

The collections for adults will include fiction and non-fiction titles in print, electronic (when available), and audio-visual formats. Current popular titles, periodicals, educational resources, maps, book club titles, and DVDs will be maintained.

b. Foreign Language

Foreign Language collections will be developed based off of the community demographics and user requests. As the community grows, the need for expansion to include new language texts will be evaluated. Materials will consist of print books, audio/DVDs, electronic resources, and reference materials (dictionaries, etc.).

c. Children and Teens

Collections for children and teenagers are intended to educate, expand their worldview, support recreational reading, provide additional educational resources, increase reading skills, and stimulate analytical and philosophical reasoning. Materials will be segregated by age group with sensitive material shelved in its own genre. Ultimately, it will be the parents' responsibility to be aware of their children's reading activity.

III. Selection

The staff will use their experience, knowledge, and training to address the information needs of the community. Additionally, they will refer to user requests and surveys to ensure no gaps exist. They will consider several criteria when selecting material for the collections:

- Popularity/demand
- Relevance to community
- Significance of author/subject
- Suitability for the intended audience/ format
- Availability of title/ similar material in other libraries
- Suitability/relevance to existing collection
- Price, availability, format, and Library collection budget

a. Foreign Language

The following criteria should include:

- Current Language dictionaries
- Audio-visual material that promote language immersion
- Print and electronic resources
- Popular titles in print and electronic format
- Educational books

b. Children and Teens Criteria

The following criteria should include:

- Picture books
- Books suitable for reading aloud
- Books to promote and develop reading skills
- Educational material
- Encyclopedias, dictionaries, and other reference tools in print and electronic that are within the last five years.
- Current editions of standard works that enjoy continual popularity
- Titles on school reading lists
- Current films for children
- Educational toys and games
- Electronic and print resources that aid in completing required assignments.

IV. Policies

All materials will be organized utilizing the Library of Congress classification system. This allows for titles to be organized in greater detail.

a. Withdrawals

The following criteria will be followed in weeding and withdrawing a title from the collection:

- Damaged or poor condition
 - Torn pages, mold/mildew, ink/pencil markings, loose binding, etc.
- Number of copies in the collection
- Relevance and interest to the community
- Currency
- Accuracy
- Availability

Withdrawals can occur as needed for damaged titles. Annually, the collection will be reviewed to determine if there are any titles that fit the criteria for weeding.

b. Gifts

CCHPL accepts donations of books and other materials. The library can decide upon the acceptance or rejection of gifts following the various criteria for selection/withdrawals. All monetary gifts unless otherwise specified will be utilized in the general collection budget. No appraisals or evaluations of gift materials for tax purposes will occur.

c. Requests

Users and staff can request titles/resources be added to the collection. If the item meets the criteria and the budget allows for its addition, it can be added. The library will review the request within 30 days of its submission.

d. Complaints

CCHPL supports the right to free speech. Any user wishing to make a complaint against an idea, is asked to fill out a complaint form. The library will review the complaint and form a committee to determine whether the correct policies and criteria were followed. The library director will contact the complainant with any decision.

References

- American Library Association (ALA). (2019). Core Values of Librarianship. American Library Association. Retrieved from <http://www.ala.org/advocacy/intfreedom/corevalues>.
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- Denver Public Library. (2014). Collection Development Policy. Retrieved from https://www.denverlibrary.org/sites/dplorg/files/Collection_Development_Policy_2014.pdf.
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