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# COLLECTION DEVELOPMENT POLICY

Johnson Public Library: Established 2018

(Student Note: I am creating this library based upon a nearby town which has not had a public library in nearly 60 years. They are against building their own library because of its effects on taxes and the several nearby libraries which are of outstanding quality. I am simply pretending that those issues aren't issues in the creation of this policy)

# Johnson Public Library

## Collection Development Policy

### Mission

The Johnson Public Library seeks to develop a diverse collection that meets the varied needs of our city and give our patrons access to multiple forms of media to suit their varied information needs. The Johnson Public Library also wishes to preserve the collection which is currently in development as well as items related to the history of Johnson and the surrounding area. We strive to serve the people of Johnson as we develop a new collection based around their information needs.

### Values

The Johnson Public Library strives to enlighten and empower every person in the community. It has been the goal of the Johnson Public Library to serve the needs of every citizen of the City of Johnson since the groundbreaking at our facility in 2017. Our town has gone far to long without proper library facilities since the closure of the original Johnson Public Library in 1957. JPL's primary collection development goal is meeting patrons' everyday needs for information and recreational materials. The Library supports the individual's right to have access to information representing divergent points of view and support the right of individuals to privately read, view, and listen to the full range of published thought and idea.

### Purpose

The Purpose of the policy is to guide the staff in the selection of materials which best serve our patrons for the collection and to inform the public. The Collection Development Policy ensures the Johnson Public Library's collection will remain relevant and necessary. The collection will continue to reflect the needs of Johnson's community as well as create unique experiences for the individual customer far into the future. The population of Johnson has swelled from just over 5,000 citizens to nearly 20,000 in the last decade and it is the Johnson Public Library's duty to provide personal service to those citizens instead of obliging them to rely upon the services of other town's public libraries. Many of these new citizens are young families and recent immigrants to America and we seek to provide media which will serve them best. Ultimate responsibility for the selection of library materials rests with the library director. The director delegates the authority to interpret and apply the Collection Development Policy in developing the library collection to library staff. Suggestions from patrons are invited and given serious consideration.

## Collection

As we are a new library, our collections are not yet comprehensive. We strive to cultivate a diverse and well populated collection that will grow to meet the needs of our city's growing population. Much of our service now relies heavily on digital media and Interlibrary Loan. While the current collection of the Johnson Public Library is small, its scope reflects the spoken, intrinsic, and active needs of the citizens of Johnson. Patron requests can be gathered in person or through the form linked at the bottom of our webpage.

### **Print Media**

The library will collect and organize materials within the following fiction genres: romance, historical fiction, mystery, western, horror, science fiction, and fantasy. These genres will also be followed in the Young Adult section. Children's media will encompass both fiction and non-fiction. Children's fiction materials will be divided by reading level while the non-fiction materials will be organized by the Dewey Decimal System to introduce children to library assisted research. Adult non-fiction materials will be organized according to the Dewey Decimal system as well. These criteria apply to audiobooks, braille and large print texts, and other disability inclusive works which the library will purchase.

In order of importance, the following criteria will be used for the selection of print materials:

1. Patron Request
2. Popularity of the author
3. Appeal to the readers within the community
4. The author's reputation and place within the world of literature
5. Literary merit
6. Reputation of the publisher
7. Price
8. Historic Value

Evaluations will be based on reviews of materials sourced from but not limited to: Booklist, Children's Catalog, Library Journal, Publishers Weekly, School Library Journal, Junior High School Catalog, publisher's catalogs, New York Times Book Reviews, and Hornbook. Other journals and catalogs should be submitted to the library director for approval before use for evaluating acquisitions.

### **Non-Print Media**

Non-print media includes all physical media which is not in the form of a book or periodical. This can include but is not limited to CDs, DVDs, Computer or Video Games, streaming video, etc. Non-Print Media is included in special collections and to be organized at their discretion. The following criteria will be used for the selection of non-print media in all collections:

1. Patron Request
2. Authority and competency of the performer(s), composer(s), and/or artist(s)
3. the works of the best composers, artists, and performers within their genres
4. award-winning titles from emphasized genres or styles
5. Artistic merit

6. Technical quality
7. Cost
8. Historic Value

## **Digital Media**

The main goal of Johnson Public Library's digital collections is to preserve the cultural heritage of the city of Johnson and nearby townships as well as making the collection available to future generations through the "Johnson Digital Archive". The collection will contain digital copies of items contributed by local citizens, interested parties, and existing JPL holdings. Through partnership with the Fayetteville and Springdale public libraries, Johnson patrons who have a library card will have access to the digital media and databases provided by these libraries. Acquisitions of new digital media and digital media providers should be weighed in the same manner as any print acquisitions and rely mostly upon patron usage and requests in its selection. It is our secondary goal to make substantial contributions to this partnership within the next three years.

## **Policy**

### **Acquisitions**

Because no library can possibly acquire all materials, each library must employ a policy of discernment in acquisitions. The Library provides a general collection of reliable materials embracing broad areas of knowledge. Included are works of lasting value and timely materials on present issues. Within the framework of these wide-ranging objectives, selection is based on community needs, both those articulated and those inferred. The largest framework for both acquisitions and withdrawals should be ILL requests and patron usage. A bilingual librarian will oversee selections for the Spanish language sections. Acquisitions for Spanish language media will be at the discretion of this librarian. Most of these works will be duplications of English language works already popular within the collection. These acquisitions will be given priority over any English language duplicates of titles.

All collections are provided to:

- meet the individual's need for information
- help individual pursuit of lifelong learning and cultural growth
- provide the means for thoughtful, productive participation in community affairs
- support educational, cultural, economic, and recreational activities
- foster diversity within the city of Johnson
- accommodate the library needs of a dynamic community and its gradual changes

and all acquisitions should seek to satisfy as many of these criteria and those stated above as possible. All staff members will participate in the selection process, bringing their individual experience and expertise to the selection process in the hopes of fostering a diverse collection for JPL.

### **Purchases**

The library will attempt to select and order fiction at least once per month to keep current with popular publishing and lessen our town's reliance upon ILL for popular and new titles. Patron purchase requests

will be logged and seriously considered when making purchases. When purchasing new titles, new books should be purchased to guarantee their longevity. When seeking duplicates or replacements, well maintained used copies may be considered. When buying used copies, library withdrawals from other public libraries should be considered first as they will have similar standards of preservation and the copies are more likely to be in good condition.

## **Gifts and Donations**

Gifts and donations should be carefully considered by library management. As well as meeting several above listed criteria, gifts and donations should not duplicate existing works within the library collection unless the gifting patron is seeking preservation of rare photographs or documentation, early printings, or out-of-print material. All materials donated to the collection will be accompanied by a signed Permission to Use form granting Johnson Public Library permission to make materials available to the public. When applicable, this form should also include permission to digitize. Rare books and old documents or photographs will be stored in the library archives or displayed in the special collection room. Gifts and donations of new materials should be evaluated as new materials and pass the same requirements. Gifts or donations of multiple items shall be treated as above stated for each individual donation or gift. Monetary donations should be directed to the Johnson Library Foundation and Trust.

## **Collection Maintenance**

The collection should be weeded and examined regularly and constantly. The largest framework for both acquisitions and withdrawals should be ILL requests and patron usage. Weeding is a task requiring skill, care, time, and knowledge of the collection which systematically eliminates unnecessary items, outdated materials, infrequently used items, titles no longer of interest or in demand, unnecessary duplicates, and worn out items. While individual bias and interest must not be allowed to govern any material withdrawal, this is especially important regarding the non-fiction collection. The community should be able to find information in the library on all subject fields.

## **Complaints and Other Patron Issues**

If a complaint is received about the collection, the patron will be asked to fill out a Patron Complaint form. Complaints will be seriously considered by both the Director of Public Services and other Directors and managers. After consideration and examining the work(s) against the collection policy, the item will be withdrawn or remain on the shelf. With either outcome, the Director of Public Services will contact the patron with the results of their analysis.

## References:

[Fayetteville Public Library policies](#)

[Springdale Public Library policies](#)

[Detroit Public Libraries collection policy](#)

[Denver Public Libraries collection policy](#)