

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: September 16, 2015

SUBJECT: Library Materials Evaluation Project

PRESENTER: Trina Rushing, Library Director

ATTACHMENTS: Yes

1. Library Materials Selection Policy

SUMMARY OF REQUEST:

At the Board's September 8, 2015 meeting, there was brief discussion regarding the removal of titles from the Henderson County Library. Library staff has been in the process of evaluating all titles in the nonfiction collection, including biographies, at the Main Library. The last thorough evaluation of the County's collections occurred approximately 10 years ago. As a result, the shelves are getting tight with titles, some of which contain outdated information and/or are no longer being utilized by our community.

The process entails each title being pulled from the shelves, evaluated by professional staff, and then either returned to the shelves or discarded. When questions arise regarding the removal of specific titles, Library administration consults with members of the Board of Trustees who assist in making the final decision regarding those titles.

Library staff will be on hand to present information regarding the project, and answer questions from the Board.

BOARD ACTION REQUESTED:

The board is requested to discuss the Library's Materials Selection Process, and direct Staff accordingly.

Suggested Motion:

No motion suggested.

HENDERSON COUNTY PUBLIC LIBRARY MATERIALS SELECTION POLICY

The mission of the Henderson County Public Library is to provide informational, educational, cultural, and recreational library services to the residents of Henderson County. Because the citizens of Henderson County represent diverse religious, socio-economic, racial, cultural, and political viewpoints, it is essential that the library consider all these aspects when providing services. The Library staff will provide collections through which an individual may explore diverse points of view and issues of interest. 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.

GENERAL SELECTION POLICY AND PROCEDURES:

The ultimate responsibility for selecting materials for the Library rests with the Director. The Director, in turn, delegates selection to the appropriate staff members. All materials are selected by Professional Librarians holding Masters degrees in Library Science, though patron input is valued as well.

PROCEDURES FOR SELECTION.

- All materials are selected essentially following the guidelines stated by the American Library Association.
- 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.
- Titles in consortium collections, such as the North Carolina Digital Library, are selected by consortium members and may or may not fit in the parameters of our selection policy.
- New electronic formats will be made available to the public when and if they meet the criteria for selection, access, and cost.
- Periodicals are selected based on price, recommendations from professional sources, and whether the periodical is indexed in a major periodicals index or database.
- 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.
 - 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.
 - Positive review in one or more of the standard professional library review sources.
 - Positive critics' and/or staff members' reviews.
 - Awards and/or recommendations from professional associations and organizations.
 - Relationship to existing materials in the collection.
 - Literary and/or artistic merit.
 - Author or producer is already represented in the collection.
 - Accuracy of content.
 - Popularity and library user demand.

HENDERSON COUNTY PUBLIC LIBRARY
MATERIALS SELECTION POLICY

REFERENCE COLLECTION:

Using a variety of print and electronic resources, and application software, the reference collection offers members of the community concise answers to commonly asked, basic informational queries or refers them to sources of more comprehensive overviews of an issue or subject. Electronic reference resources, with a few exceptions, are available on the Internet to all HCPL cardholders and to non-cardholders inside all library locations.

The library's genealogy collection focuses on Henderson County publications, North Carolina and regional publications, and national or other regional materials that would interest researchers of family history.

Reference resources are selected based on the criteria set forth in Procedures for Selection 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).
- Application software is currently supported by Henderson County's Information Technology Department.

**HENDERSON COUNTY PUBLIC LIBRARY
MATERIALS SELECTION POLICY**

ADULT COLLECTION:

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.

Emphasis will be placed on selecting titles published within the last five years. Multiple copies shall be purchased for titles in high demand. Older titles shall be purchased if they are considered classics, represent particular periods of writing or early development of currently popular authors or are award-winners.

NON-FICTION:

An up-to-date, broad-based collection of standard works in all fields of knowledge, representing diverse viewpoints equally as well as items in current demand. There is no attempt made to provide materials necessary for formal academic courses although support shall be given on the secondary school level and to continuing education and adult literacy.

Emphasis will be placed on titles published within the last two years. Materials for entertainment and recreation as well as for information and research shall be included.

MEDIA COLLECTION:

The media collection, which consists of both physical and downloadable DVDs, CDs, and recorded books is built to meet the community's needs for informational, educational, and recreational materials in a non-print format.

- The music collection shall represent a variety of genres and eras emphasizing popular and classical music.
- The recorded book and electronic book collections shall emphasize titles by well-recognized, contemporary authors, literary classics and instructional titles.
- The film format collection shall be purchased with an emphasis on domestic and foreign feature films, focusing on current and popular theatrical releases, in order to meet recreational library user demand. The collection shall include a variety of documentary, performing arts, instructional, and television productions.
 - Television series selected are based on price, recommendations from professional sources, space constraints, and the availability of series on broadcast channels.
 - Gifts shall be accepted with the caveat that no effort shall be made to purchase additions to a series

HENDERSON COUNTY PUBLIC LIBRARY
MATERIALS SELECTION POLICY

YOUNG ADULT COLLECTION:

FICTION:

A popular collection of current titles to meet the needs of the teen population for leisure reading and to provide classic works of fiction to supplement curriculum needs.

NON-FICTION:

The collection is created to address the recreational, developmental, and informational needs and interests of youths ages 12 – 19. It is not an attempt made to provide materials necessary for formal academic courses although support shall be given on the secondary school level. Materials in this collection include current non-fiction works in all fields of knowledge, plus career books and college bound materials. There is an attempt to select titles with relevance to current teen culture and current, accurate materials which supplement school curriculum and projects.

MEDIA:

A collection of both physical and downloadable DVDs, CDs, and recorded books designed to meet the educational, recreational, developmental, and informational needs and interests of youth ages 12–19.

CHILDREN'S COLLECTION:

FICTION:

The children's fiction collection is designed to meet the developmental, educational, and recreational needs of children under the age of 12 and to foster lifelong literacy and learning. In addition, materials written in birth language as well as bilingual materials will be purchased to meet the needs of school-age ESL members of the community.

NON-FICTION:

The collection designed to provide children under the age of 12 with current and accurate materials to meet their educational, informational, and recreational needs. In addition, materials written in birth language as well as bilingual materials will be purchased to meet the needs of school-age ESL members of the community. Emphasis will be placed on titles published in the last five years. The reference collection will consist of non-circulating print materials to be used in the library.

PARENT/TEACHER COLLECTION:

Collection exists to assist parents, caregivers and educators with the care and education of children under the age of 12. Emphasis will be placed on print materials published in the last five years.

MEDIA:

A collection of both physical and downloadable DVDs, CDs, and recorded books designed to meet the educational, recreational, developmental, and informational needs and interests of youth under age 12.

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MATERIALS SELECTION POLICY

GIFTS:

Many people feel that the gift 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.

All gifts are subject to evaluation by the general criteria set forth in the Procedures for Selection 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 the Friends of the Henderson County Public Library book sale. Any materials not deemed suitable for either of these uses will be discarded at the discretion of the Librarian.

COLLECTION MAINTENANCE:

The collection is kept vital and useful by systematically reviewing, weeding and replacing items. The process of collection maintenance is handled by Professional Librarians as delineated in Procedures for Selection.

Materials are removed from the collection when at least one of the following standards is met:

- Physical condition; the item has become soiled, worn, and/or damaged to an extent that mending or rebinding is not an acceptable solution.
- Superseded editions unless they contain valuable illustrations, bibliographies, maps, etc., not found in later editions.
- Materials containing obsolete information, theories, or formats unless needed for evidence of sequential development.
- Duplicate copies no longer in demand.
- Outdated popular works.
- Statistical data shows limited use
- The item is not necessary for the core collection.
- Space limitations. Limited space may be a factor in making the decision to discard a title.

Replacement of materials shall 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.

See also:

The Library Bill of Rights

The Freedom to Read

The Freedom to View

Policy and Procedure of Reevaluation of Library Materials

Approved by Library Board of Trustees and
William E. Snyder, Library Director

June 17, 2003

Revised March 2014