

**APPALACHIAN REGIONAL LIBRARY
COLLECTION DEVELOPMENT POLICY
Revised & Approved 11-17-2016**

Mission:

The collection development policy of the Appalachian Regional Library will guide library staff in selecting materials that meet the educational, recreational and informational needs of our patrons, enhancing their quality of life and providing opportunities for lifelong learning and discovery.

Purpose of the collection development policy:

As no library budget is sufficient to allow the purchase of all worthy materials, the ARL collection development policy guides the staff in using the Library's financial resources in the most efficient manner to meet present and anticipated needs of its users, namely, the residents of Ashe, Watauga and Wilkes counties. Our collections emphasize works of general interest to the non-specialized user, and while we are a regional system, each county library serves distinctive communities with unique interests and needs. Each county librarian is responsible for ensuring that their collections meet the specific demands of their own patrons within the boundaries of the collection development mission statement.

Professional commitment:

The Appalachian Regional Library will strive to select materials that represent different viewpoints on controversial subjects, recognizing that any given item may offend some users. However, selection decisions will not be made on the basis of anticipated approval or disapproval, but rather on the merits of the work in relation to the overall collection and the needs of library users. The library does not serve in loco parentis, and as such, decisions concerning the use of library materials by minors are the responsibility of the parent or guardian. The Appalachian Regional Library subscribes to the American Library Association Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View statement. *Appendix A, B, and C.*

Authority and responsibility for collection development:

The Director of Libraries delegates the authority and responsibility for the selection and management of materials to the County Librarians and appropriate department heads. However, ultimate responsibility for materials selection rests with the Director of Libraries who operates within policies determined by the Appalachian Regional Library Board.

Criteria for selection of materials:

The Appalachian Regional Library collects materials in subject areas at the Basic Information Level as defined by the American Library Association. *Appendix D.*

As such the library will usually purchase materials that serve “to introduce and define a subject and to indicate the varieties of information available elsewhere.” Research materials for both informational and educational purposes are collected for preschool through community college levels. Recreational reading materials are collected for the enjoyment of all age levels.

All resources, regardless of format, will be considered for addition to the collection on the basis of the following criteria:

- Significance and/or usefulness to the collection and the audience for whom it is intended;
- Authority and reputation of the author/producer;
- Evaluation of critical reviews;
- Content (e.g., literary merit, timeliness, social significance or relevancy, comprehensiveness, accessibility, appropriateness of format);
- Popular demand.

Patron suggestions for titles to be purchased for the collection are welcomed and will be considered using the above criteria, as will any materials donated to the library. Donated items are accepted with the understanding that they are used or disposed of as the library deems appropriate (see the Appalachian Regional Library Gift Policy for further details). Also, as no one library collection can be comprehensive, the Appalachian Regional Library will use consortium resources through NC Cardinal and interlibrary loan services when appropriate to meet the needs of its patrons.

Weeding:

The collection of the Appalachian Regional Library is not archival and is reviewed continually to meet current needs and tastes. Items which are outdated, excessively worn, or no longer of interest to the general public are removed from the collection on a regular basis. Withdrawn materials will be disposed of in the manner deemed most appropriate for that item, including but not limited to sale by the Friends of the Library, distribution to other libraries or community service organizations, or recycling.

Request for reconsideration:

A patron who wishes to voice an objection to library materials should follow the following steps in the order listed. This procedure has been put in place to assure that objections or complaints about library materials are handled in an attentive and consistent manner.

- The patron should first speak with the appropriate County Librarian, who will explain the library's collection development policy and offer a Request for Reconsideration of Materials form for the patron to complete. If the patron wishes to pursue the matter, he or she must fill out the Request for Reconsideration form and return it to the County Librarian within ten days.
- Within the next ten days, the County Librarian will review the form and pertinent information about the item in question, then render a decision about the item and notify the patron.
- If the patron is not satisfied with the County Librarian's decision, he or she has ten days to address the issue with the Appalachian Regional Library Director.
- If the patron wishes to pursue the matter after consulting with the Library Director, the patron may bring the objection before the local county library board at its next regularly scheduled meeting. The local board will consider the issue and make a recommendation to the Appalachian Regional Library.
- The Appalachian Regional Library Board, at its next meeting and in conjunction with the Director of Libraries and County Librarians in affected libraries, will make the final decision on the deposition of the materials in question and notify the patron regarding the decision.

- Appendix A. Library Bill of Rights
- Appendix B. Freedom to Read Statement
- Appendix C. Freedom to View Statement

Appendix D. Basic Information Level

Collections that serve to introduce and define a subject, to indicate the varieties of information available elsewhere, and to support the needs of general library users through the first two years of college instruction include:

- A limited collection of monographs and reference works.
- A limited collection of representative general periodicals.
- Defined access ¹to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

Appendix E. Request for Reconsideration of Library Materials

¹ Defined access means more than simply providing patrons with access to the Internet and one or more Internet browsers. Defined access refers to menu options on the library or institution's home page, etc., which link the user to owned or remotely accessed electronic resources selected by the library with the needs of its patrons in mind. The level of defined access changes according to the level of the collection, e.g., from limited to extensive access to collections of electronic information.