

Collection Development Policy

Purpose

Providing a wide array of materials is an essential way SOCPLS serves its patrons. The purpose of this policy is to state the criteria the library uses to develop and maintain its collection.

Policy

SOCPLS selects material to support its mission, vision, and values. The library upholds the freedom to read as stated by the American Library Association in the Bill of Rights and the Freedom to Read Statement and protected by the 1st Amendment of the US Constitution.

- SOCPLS will select materials of interest to all members of the community, reflecting a variety of interests, viewpoints, ages, backgrounds, and education levels.
- SOCPLS does not restrict selection based on the expressed opinion of an individual or group.
- Parents and legal guardians have sole responsibility for what their children read, view, or hear. Only parents and guardians may restrict their own children's access to library materials. Selection of library materials will not be restricted by the possibility that materials could come into a child's possession.
- Access to the collection will not be limited or denied because of origin, race, religion, age, background, sex, sexual orientation, gender identity, or political views and affiliations. These factors shall also not be cause to exclude any materials, authors, or other creators from the collection.

Implementation

Selection

The collection is for patrons of all ages, backgrounds, interests, education, and opinions. It will therefore reflect the diversity of the community it serves while also working within the realities of SOCPLS' collection space and budget. The responsibility for selection and weeding is vested in the Library Director and, under his or her direction, in staff qualified by pertinent expertise and experience. To select materials for purchase the following criteria will be used:

- Popular appeal/usage
- Timeliness
- Contemporary significance
- Favorable reviews
- Accuracy
- Quality of writing
- The authority and reputation of the author(s) and publisher(s)
- Nominated or received awards or honors
- Price and format
- Local or regional significance
- Inclusion on recommended lists (e.g. those compiled by ALA)
- Media tie-ins

Additionally:

- Not all selection materials criteria may apply equally to all content or formats
- Selection of materials does not imply agreement with or approval of the viewpoints expressed
- Materials are evaluated as a whole work and not by selected passes or scenes
- Individual items which may be considered controversial or offensive by some may be selected if it will contribute to the overall variety and balance of the collection
- SOCPLS does not offer textbooks or other school curriculum and in general does not duplicate resources already provided at local academic and special libraries
- Staff use a wide variety of selection resources including, but not limited to, professional journals, popular media, publishing trends, local interests, patron recommendations, and circulation data
- Patron recommendations are welcomed and evaluated by the criteria listed above.

Accessibility

SOCPLS will not restrict access to any library materials in public areas

- All library cardholders may check out materials in accordance with circulation policies and procedures
- Materials are labeled only by classification or as a directional aid
- Children, young adult, and adult collections are differentiated based on reading level, language comprehension, and audience. These collections may be housed in designated areas to aid in discovery
- Determining the appropriateness of materials for minors is the sole responsibility of the parent or guardian
- Some materials are designated for use in the library only

Special Collections

SOCPLS maintains several collections that are specialized, rare, not readily available elsewhere, and/or of special interest to our community.

- Examples of special collections include genealogy, government documents, microfilm, Mississippi reference and local history
- Special collections are established and maintained by library administration based on space, funding, local interest, and other criteria
- Many items in these collections require special handling due to their age and/or uniqueness. The goal is to provide access to these items while also preserving them for continued use
- SOCPLS does not house private collections unless the collection is presented as a gift and it meets the necessary criteria for inclusion

Weeding

SOCPLS staff removes worn, dated, and damaged items from the collection through procedures known as weeding. This process helps maintain the quality of the library collections and is not intended to sanction removal of items due to controversy of any kind. When weeding, staff considers the selection criteria in this policy. Weeded materials are disposed of through a combination of donation to the

Friends of the Library organization, recycling, and other donations as possible. These materials may be disposed of through book sales, giveaways, or recycling.

Reconsideration of Library Materials

SOCPLS recognizes that full information about issues of public concern requires access to resources that represent all those concerns. SOCPLS also recognizes the right of individuals to question both materials selected by the library and those that are not. Individuals who wish an item to be removed or reconsidered may fill out a *Request for Review of Library Materials* form which will be reviewed by library administration. Materials under review will remain in the circulation collection until a determination is made.

Gifts

SOCPLS accepts gifts to enhance library services through materials. Money gifts are the responsibility of the Library Director. Material gifts are subject to the evaluation criteria stated in this policy. Processing costs and shelving limits are also considered before adding materials. Donations are accepted with the understanding that SOCPLS has the right to determine the disposition of gift items. Materials not accepted by the SOCPLS are offered to the Friends of the Library for book sales.