

Collection Development Policy

Policy Statement: The collection development policy of Craig County Public Library is intended to support the mission statement and service goals of the library. Emphasis is placed on the acquisition of current, popular materials, general informational and recreational resources on a broad array of topics, materials produced by area residents or about local points of interest, and resources to help support formal learning efforts. Materials are purchased in a variety of formats and with attention to addressing the needs of all age groups.

Craig County Public Library Board of Trustees and staff supports the American Library Association's Freedom to Read, Freedom to View, Free Access to Libraries for Minor, and Library Bill of Rights statements within the framework of the Virginia Code and other Craig County Public Library stated policies.

The library staff strives to provide a collection that presents various and diverse points of view. It makes no attempt to promote specific beliefs or viewpoints through its collection, nor is the selection of any given item equivalent to endorsement of the viewpoint expressed in that item. Certain subjects, including those related to religion, politics, and moral attitudes, are inherently controversial. Selection of materials is based on the individual merit of the work, its author's intent, its relation to the collection, and its fulfillment of patron needs. In no case will library materials be excluded because of race, nationality or the social, political or religious views of the authors, nor will materials be proscribed or removed from the library because of partisan or doctrinal disapproval.

Library staff cannot act *in loco parentis* with regard to the selection of library material for its juvenile patrons. Since the library staff cannot anticipate a family's persuasion on controversial issues, the library emphasizes that parents or legal guardians are responsible for the selection and use of library materials by their children as stipulated on the library card application.

Responsibility: The Board of Trustees of Craig County Public Library, Inc. determines the collection Development Policy for the library. The responsibility for administering this policy rests with the library Director.

Selection Criteria: Selection is guided by general principles that include: currency of information, general treatments over specialized or scholarly works, breadth over depth, unabridged over abridged editions. The staff makes skilled use of selection aids, publisher's catalogs, specialized lists and book reviews. Purchase requests for materials from patrons will be seriously considered. If deemed inappropriate for the collection, an attempt will be made to borrow it for that patron's use through the inter-library loan network.

All materials, whether purchased by the library or donated to it, are evaluated in accordance with the following factors:

- Currency
- Reputation and/or significance of the author/artist and publisher/producer
- Relevance of subject matter to the overall collection
- Evaluative reviews and awards
- Positive attention of the public and the media

- Funding constraints
- Spatial constraints
- Technical quality and suitability of physical format to library use
- Comprehensiveness and objectivity
- Degree of support for school curriculum
- Present and potential relevance to local interests and needs

Evaluation and Weeding: The library Director conducts an ongoing evaluation of the collection, following accepted principles and guidelines, in order to maintain an up-to-date and inviting collection. Primary criteria for removal include: lack of demand, obsolete or erroneous information, poor condition, duplication of information. Standard titles of lasting value and materials of special local interest will not be discarded. Weeded items will be placed in the library's periodic book sales and, if they remain unsold for a period of time, will be donated to a charitable organization or disposed of by recycling.

Gifts and Donations: Craig County Public Library, Inc. depends on donations to augment the collection and provide revenue through periodic book sales. The following conditions govern the acceptance of donated materials:

- Donations will be accepted during open hours. Donations should never be left outside the library.
- Individuals wishing to make large donations of more than 25 items should call ahead to make arrangements and verify that the library is currently accepting materials of the type they have to offer.
- Books and other materials must be in good condition. No damaged or musty-smelling materials will be accepted.
- Books should be recently published or established classics in excellent condition.
- Certain materials are never accepted. These include:
 - Textbooks, scholarly journals, instructional manuals
 - Condensed books
 - Encyclopedias or old reference books
 - Magazines other than current issues
 - Phonograph records, cassettes, or other outdated media
- All donated materials are reviewed to determine how they can best be used. High-quality items in excellent condition may be added to the collection after an evaluation based on the selection criteria outlined in this policy.
- Donations must be made with the understanding that they may be disposed of in a manner determined by library staff and volunteers. Means of disposal include:
 - Book sales to raise money for the library
 - Donation to other non-profit institutions
 - Recycling
- A receipt for tax purposes will be offered for any accepted donation, but IRS regulations require that the donor must establish a monetary value for the donation.
- The library staff reserves the right to refuse donations at any time or to modify these guidelines to suit current space and/or staffing conditions.

Reconsideration of Materials: The Board of Trustees recognizes the right of individuals to question materials in the library collection. Whenever a patron objects to the presence of any library material, the complaint will be given hearing and consideration. All complaints to staff (paid or volunteer) should be referred to the Director who will discuss the matter with the complainant.

If not satisfied, the patron will be offered a “Request for Reconsideration of Library Materials” form to complete. Completion of this form begins the formal process, detailed below:

- The complainant completes the “Request for Reconsideration of Library Materials form and submits it to the Director.
- The Director
 - acknowledges receipt of the complaint with a written letter and
 - informs the Board of Trustees of the complaint and requests a formal review.
- During the process of reconsideration, challenged materials remain in the active collection pending an official decision.
- The Board of Trustees appoints an ad hoc committee of three members which will include:
 - One person with library experience
 - One library board member
 - An active patron
- The review committee takes the following steps after receiving the challenged materials:
 - Reads, reviews, or listens to the material in its entirety
 - Considers the specific objections to the material voiced by the complainant
 - Weighs the values and faults of the material as a whole
 - Checks general acceptance of the material by reading reviews, consulting recommended lists, and, where appropriate, soliciting advice or opinion from other library professionals
 - Determines to what extent the material supports the collection development policy
 - Meets to discuss and evaluate the material for its strength and value as a whole
 - Prepares a written recommendation and presents it to the Director within ninety days of the filing of the complaint
- Upon receipt of the review committee’s decision, the Director:
 - Retains or withdraws the challenged material in accordance with the committee’s recommendation.
 - Notifies the complainant in writing of the committee’s decision.
 - Informs the board of Trustees at their next regularly scheduled meeting of the committee’s decision regarding the material and the action taken.