**COLLECTION DEVELOPMENT**

 **Collection Development Policy

Purpose of the Collection Development Policy**

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the Taylorville community. It directly relates the collection to the library's mission statement and defines the scope and standards of the various collections. As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised (at least every 3 years) as necessary to provide guidance for implementing changes in the collection.

**The Community**

The Taylorville community reflects varying economic, racial, ethnic, and educational backgrounds. A strong knowledge and understanding of the community is key in terms of selecting materials and providing services to a changing population. Our collections and services will continue to evolve and grow as the needs of the Taylorville community change.

**Philosophy of Selection**

The Library's collections, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community. An awareness of the adequacy and availability of resources in other agencies and institutions is also essential to effectively define and develop the library's role in the community. The library aims to work cooperatively with local agencies and organizations to ensure that the library meets the needs of its users and to avoid duplication of services.

Creative works in all media are chosen, primarily, to meet the wide variety of cultural and recreational needs of the community. Works concerning all aspects of human experience, theoretical ideas, historical topics, and current issues will be available to library users. The nationality, religion, or political views of an author or artist will not cause his or her work to be automatically included or excluded. Nor will the controversial nature of certain subjects, authors, or language be cause for automatic inclusion or exclusion. Each item will be selected on its individual merit and role in the collection.

In support of its mission, the Taylorville Public Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The library upholds the right of the individual to secure information, though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in our society.

**Responsibility for Selection**

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under his/her direction, selection is delegated to appropriate library staff. All staff members and the general public are encouraged to recommend materials for consideration.

**Selection Criteria**

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item does not need to meet all of these standards in order to be added to the collection.

* Popular interest
* Contemporary significance or permanent value
* Currency of information
* Accuracy
* Local emphasis
* Readability or ability to sustain interest
* Treatment of subject to age of intended audience
* Reputation of author, publisher, producer or illustrator
* Creative, literary or technical quality
* Critical assessments in a variety of journals
* Format and ease of use
* Circulation as monitored through the automated system
* Cost and availability
* Relationship to existing materials in the collection
* Relationship to materials owned by other area libraries

**Suggestions for Purchase**

The library strongly encourages input from the Taylorville community concerning the collection. A suggestion for purchase procedure enables Taylorville citizens to request that a particular item be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help the library in developing collections which serve the interests and needs of the community.

 **Request for Reconsideration**

Persons from the Taylorville community wishing to recommend the removal of a particular item in the library collection may submit a Request for Reconsideration of Library Materials form, which will be reviewed by the Library Director and the staff in relation to the library's mission statement and the selection criteria of this collection development policy. After reading the material in question, evaluating journal reviews, and reviewing other materials submitted by the patron and the staff, a response will be made by the Library Director within 30 days of receiving the request for reconsideration. The Library Director will attempt to address patrons' concerns.

**The Collection**

**Adult Collection**

Fiction - The library's collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. The library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users.

Non-Fiction - The library aims at acquiring materials which provide a core of basic knowledge. In addition, the library selects, makes accessible, and promotes the use of materials which:

* Address contemporary issues
* Provide self-help information
* Facilitate continuing education
* Enhance job-related knowledge and skills
* Increase knowledge of affairs of the community, the country, and the world
* Support business, cultural, recreational and civic interests in the community
* Present different viewpoints on issues
* Nourish intellectual, aesthetic, creative and spiritual growth

**Children's Collection**

Easy & Juvenile Fiction - To encourage life-long reading habits, the children's collection provides materials in a variety of formats to satisfy and stimulate the literacy and recreational needs of the children of Taylorville from infancy through grade eight. Materials are selected with regard to the stages of emotional and intellectual maturity of children.

Easy & Juvenile Non-Fiction - The library aims to acquire materials which provide a core of basic knowledge. In addition, the library selects, makes accessible, and promotes the use of materials which:

* Supplement school curriculum
* Encourage experiential learning
* Cultivate curiosity

**Young Adult Collection**

Young Adult Fiction - A young adult collection has been established to satisfy the library needs of patrons from the approximate age of 13 to 18 years. The type of materials selected differs significantly from the junior high level because of the social, emotional, and intellectual maturity required to read them.

Young Adult Non-Fiction - The library aims to acquire materials which provide high interest and age relevant information. In pursuit of this goal, the library selects, makes accessible, and promotes the use of materials which:

* Supplement school curriculum
* Provide self-help information, especially regarding mental health
* Enhance knowledge of post-high school life options beyond college
* Prepares young adults for tests, applications, and college options
* Address contemporary issues relevant to this age group
* Nourish intellectual, aesthetic, creative and spiritual growth
* Present different viewpoints on contemporary issues

**Electronic Databases**

Research databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the library staff to enhance and supplement reference service and are available for patron use both in the library and remotely. Many of the databases contain specialized information beyond the scope of the library's print collections; others have information that does not exist in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to library users.

**E-Collection**

The library participates in consortiums with other libraries in the area to provide a full and complete collection made available to our patrons. Purchasing in these collections is governed by the same models outlined in this policy, and is driven primarily by demand and patron recommendations.

**Periodical Collection**

The library's newspaper, magazine, and journal collections, both print and electronic, provides current information aimed at meeting the research and recreational reading needs of the community. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books. Back issues of current magazines circulate and are kept for one year.

**Reference Collection**

The library maintains a minimal reference collection which is used to answer questions and to serve the informational needs of library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. They remain in the library to be readily available to all patrons. Reference sources are consulted for specific items of information rather than being read consecutively, and include: bibliographies, indexes, directories, dictionaries, catalogs, yearbooks and annuals, statistical compendia, atlases and gazetteers, biographical dictionaries, and almanacs. Reference sources which describe, condense, and summarize information include encyclopedias, histories, handbooks, abstracts, and special reports with difficult-to-find information.

**Audiobooks**

Audiobooks are available in compact disc (CD) formats because of their availability and popularity. Many books, both fiction and nonfiction, are available in audio format, and include a variety of high-demand genres. Due to the space limitations of the collection, purchasing will be informed by what is available through our E-Collection.

**DVDs**

The library collects DVDs to meet the recreational and educational needs of adults, young adults, and children. Videos of feature films include highly rated current films as well as film classics, which are of broad family appeal or potential cultural, historical, or aesthetic significance.

**Special Collections**

The library maintains a small local history collection which contains materials concerned with the history and historical population of Taylorville and/or Christian county. This collection also contains books written by local authors.

**Collection Maintenance**

The library's collection is periodically re-evaluated by the library staff to ensure its usefulness and relevance to the community. This evaluation depends heavily on the staff's professional education and experience in assessing the needs of the community and the content of the collection. Materials that are determined to no longer be of value are withdrawn from the collection.

**Weeding Library Materials**

The same guidelines used for the selection of library materials provides the underlying principles for deselection, for which Taylorville Public Library uses industry-standard MUSTIE. The method of collection evaluation includes 6 general criteria:

* M= Misleading--factually inaccurate
* U= Ugly--worn beyond mending or rebinding
* S= Superseded by a new edition or by a much better book on the subject
* T= Trivial--of no discernible literary or scientific merit
* I= Irrelevant to the needs and interests of the library’s community
* E= Elsewhere--the material is easily obtainable from another library

**ADOPTED: 09/15/2020**