

# **COLLECTION DEVELOPMENT POLICIES for Piedmont Regional Library System**

*Revisions Approved October 2015*

*Revisions Approved October 2019*

## **Introduction**

Intellectual Freedom Statement

Mission Statement

Community Statement

## **I. Materials Selection Policy**

Selection Responsibility

Funding Allocations

Materials and Processing Funding

Criteria for Selection

## **II. Weeding and Discard Policy**

## **III. Materials Reconsideration Policy**

## **IV. Donated Materials Acceptance Policy**

## **V. Cataloging and Processing Priorities**

## **VI. Storage of Materials in the Library**

## **Library Bill of Rights**

# **COLLECTION DEVELOPMENT POLICIES for Piedmont Regional Library System**

## **INTRODUCTION**

### **INTELLECTUAL FREEDOM STATEMENT**

The health of a democratic society depends upon the ability of its members to make wise choices. To do so they must have access to relevant facts and information. Public libraries are organized to provide these facts and information. Freedom of access to the materials in libraries and freedom of choice in their use are integral parts of the democratic process.

The Piedmont Regional Library subscribes to the Library Bill of Rights of the American Library Association.

### **MISSION STATEMENT**

The mission of the Piedmont Regional Library is to provide services and materials which will empower people, raise their aspirations, enhance their employability, and build active citizenship and quality of life in the community.

### **COMMUNITY STATEMENT**

The public libraries in this system serve residents of Banks, Barrow and Jackson counties. These residents are diverse individuals who come from a wide variety of communities, ranging from farms to small towns to rapidly growing municipalities. All patrons are important and their needs are to be met whenever possible. Each library strives to be responsive to its own communities and to the people who make up its user groups. As a part of the three-county system, each library agrees to share its materials with other libraries in the system whenever possible, thus broadening the available collection for all.

# **I. MATERIALS SELECTION POLICY**

## **SELECTION RESPONSIBILITY**

The Piedmont Regional Library abides by the Requirements for Public Library State Aid Grant Funds (160-6-2) of the State of Georgia, specifically as follows:

"All libraries affiliated with the system shall be subject to the materials selection policy approved by the library system board of trustees."

The selection of all books and materials purchased with state funds will be done by either the professional staff at headquarters, or library managers. Staff will evaluate available resources and needs and will consult appropriate selection aids for selecting materials. These aids will include professional journals and published critical reviews.

The regional system's professional staff will work with each affiliated library manager to insure that materials needs are met at each affiliated library.

Recommendations for purchase from patrons will be considered.

Further in accord with state aid grant requirements:

"The headquarters library in the public library system shall catalog and process all library materials for the region, including all gift materials meeting the board-approved materials selection policy donated to any library in the system."

In addition, the selection of all materials funded by local tax dollars or donated money shall likewise be subject to the materials selection policy. Titles to be purchased may be selected by that library's manager in collaboration with the professional selectors at headquarters. For titles in question, the headquarters library will have final authority of selection.

Outreach Services will be provided by the Outreach Services Coordinator with specialized rotating collections set aside for the purpose of extending library services through book deposit libraries, hospitals, retirement and nursing homes, schools and day care centers.

## **FUNDING ALLOCATIONS**

In accord with the requirements for state aid grant funds (160-6-2 ACG):

"Library system boards of trustees shall apply annually for materials grants to be used only for purchase of library materials in accordance with the board-approved materials selection policy."

Within the Piedmont Regional Library System, the expenditure of the state materials grant will be allocated by the appropriate library board. Each library and each library board is encouraged to find local sources of funding for books and materials.

## **MATERIALS AND PROCESSING FUNDING**

revised/adopted February 2008

All materials added to the collections of Piedmont Regional Libraries fit in one of two basic categories:

### **1. State Materials Grant**

Includes materials purchased with funds furnished by the State of Georgia. The Piedmont Regional Library System Board of Trustees determines the distribution of these materials.

### **2. Non-State Materials - fall under three basic categories:**

- Money collected through a grant or individual donations
- Books and other materials purchased by a local funding agency
- Donated materials

The Regional Office will catalog and process 500 items per year as a part of the participating library's regional fee structure.

Beyond 500 items per year, Piedmont Regional Libraries paying a membership rate under \$10,000/year pay a cataloging and processing fee of \$2 per item, to recover processing materials & labor associated with adding these materials to the collection.

## **CRITERIA FOR SELECTION**

revised/adopted May 2007

In order to achieve the fundamental purpose of libraries – organized access to information and service to all citizens – and in order to safeguard basic freedoms of our democracy, Piedmont Regional Library System provides the following guidelines in collection development for all of its libraries:

Make available the widest possible variety of contemporary ideas, views, and expressions, including the unorthodox and unpopular as embodied in works judged meritorious by competent critics.

Provide the basic classic works in every field of knowledge.

Provide current works of fiction and non-fiction as appropriate for general entertainment, enlightenment, and informal education.

Support the formal educational curriculum of area schools by providing supplemental materials.

Build a strong collection of children's materials appropriate for various ages.

Conform to the present obscenity laws but resist the efforts of any groups or individuals to impose their own concepts of politics or morality upon the library collection.

In addition, at appropriate library locations within the system, the collections may emphasize various specialized materials as needed for segments of that community, for example:

- Genealogy and local history materials
- Large print materials
- Adult new reader materials

In recognition of the fact that information comes in diverse forms, the library will acquire materials in a variety of formats as need and demand dictate, such as:

- Access to Internet Resources
- Audiobooks
- Ebooks
- Music on CD

## II. WEEDING AND DISCARD POLICY

Collections will be weeded and materials discarded according to professional standards of collection maintenance and following the PRLS Weeding Schedule.

Discards will be handled by donation to Friends book sales or to other book sales sponsored by non-profit organizations, or by actual discard of those materials no longer appropriate for any other disposal due to poor condition, etc. Weeded or discarded materials originally purchased with tax dollars are not to be given to any one patron for his or her own personal use.

### **Piedmont Regional Library System Annual Weeding Schedule**

(Revised by staff January 2021)

September	Adult Nonfiction 000s, 100s, 200s, & 300s
October	All Audiovisual
November	Adult Fiction
December	Adult Nonfiction 400s, 500s & 600s
January	Adult Nonfiction 700s & 800s
February	Adult Nonfiction 900s
March	All Other Fiction (Easy, Juvenile, Young Adult, Large Print)
April	All Other Nonfiction (Easy, Juvenile, Young Adult, Large Print)
May	Adult Reference

### III. MATERIALS RECONSIDERATION POLICY

No duly selected materials whose appropriateness is challenged shall be removed from the library except upon the recommendation of a review committee followed by formal action of the Piedmont Regional Library Board.

Procedures to be observed:

- A. All complainants must complete the **Piedmont Regional Library System Materials Reconsideration Form** furnished by the library if they wish to request reconsideration of library material.
- B. Upon receiving the completed complaint form, the headquarters professional staff shall review the material and gather critical reviews and/or any selection information relevant to the material.
- C. The Regional Director shall appoint a review committee to discuss the material in question and to prepare written report containing their recommendations about the material.
- D. The Piedmont Regional Library Board shall consider the recommendation from the review committee and make the final decision on the material by formal vote of the regional board.
- E. The Regional Director shall notify the complainant in writing of the decision of the board.

## IV. DONATED MATERIALS ACCEPTANCE POLICY

Piedmont Regional Library will add donated materials that enhance the library's collection. Materials in the following condition will not be added:

- Yellow/ discolored pages
- Faded, warped, loose or frayed covers
- Loose, missing or torn pages
- Incomplete sets
- Pencil, ink or other distracting markings
- Outdated information
- Offensive odors
- Poor bindings
- Irrelevance to a public library collection

Donated materials are accepted with no strings attached and the individual library has final authority to dispose of items not added to the collection. A **Piedmont Regional Library System Donated Materials Form** will be offered to the patron.

While condition of materials should always be a factor, those of local interest, history and genealogy may generally be exceptions to these rules.

Regional Office Staff has the final authority as to whether an item will be added. Appeals by branch staff can be made to the Director.



## V. CATALOGING AND PROCESSING PRIORITIES

Workflow depends on the supply of the material to be added to the collection, the materials available, and staff available to do the work. ***Generally every location's materials are given equal consideration when adding them to the collection.*** Some priority will be given during times of new library buildings or additional locations for up to a year after the opening of that location.

Branches are expected to adhere to the donated materials acceptance policy when sending items to the regional office for cataloging and processing. Materials that do not meet the acceptance policy will be returned to the branch.

***For all items added to the PRLS collection the processing priority will be:***

1. Brand new materials bought with state, grants, county commission, or city money
2. New books donated in memory or in honor
3. Donated new materials
4. Other gift materials by copyright date (newest first)

Time spent by Regional Office staff adding these items to the collection will be in proportion to their ranking on this list.

## **VI. STORAGE OF MATERIALS IN THE LIBRARY**

Based on original 1963 policy  
re-written/adopted June 1998  
revised/adopted July 1999  
revised/adopted May 2007

The collection of a public library includes books and other materials which are owned by the library and/or the regional library system and made available for use through reading, viewing and /or listening by the general public. The library does not provide storage space for materials that remain in private or group ownership. Donations or gifts of such materials to the library are subject to the same policies as stated for gift books. Art, artifacts, historical documents, regalia, collections of various sorts, printed materials, or any other such items that are owned by either private individuals or by groups may be loaned to the library for temporary display and/or temporary use only with the permission of the library director/manager and with the agreement by the owner that the library is not liable while using or displaying the items.

# **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.