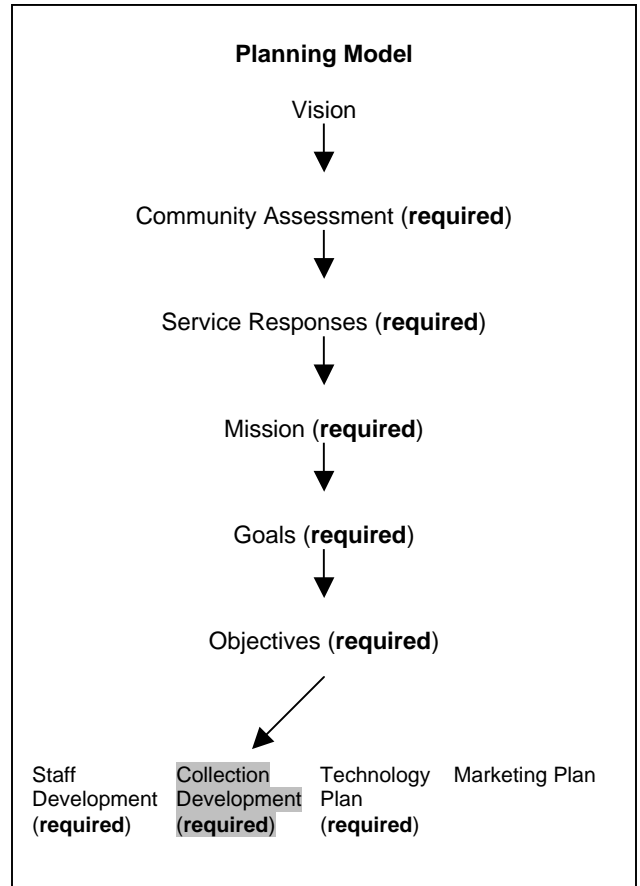


# Collection Development Policy Workbook

The collecting development policy should be linked to a library's mission, community assessment and long-range plan. The collection development policy will work as a guide for the selection of library materials allowing a library to make efficient use of the collection budget. A well written policy also will help a library select pertinent donated books for the library collection.

In order to write the library's policy, it will be important to collect some of the following information:

- ❑ The community assessment
- ❑ Library mission statement
- ❑ Library's long-range plan
- ❑ The library's service responses
- ❑ Circulation statistics
- ❑ Interlibrary loan statistics
- ❑ The library's history of acquisitions
- ❑ The subject areas of questions commonly asked by patrons
- ❑ The collection's strengths and weaknesses



The following outline will assist you with the Collection Development Policy writing process.

## Introduction

- ❑ **Patron Needs and Services.** This statement will be based on the library's mission statement and long-range plan and will state how the library will meet patrons' needs through developing the library's collection.
- ❑ **The Current Collection.** Briefly describe the library's current collection. What is its current size (in volumes or titles)? How much does it grow every year? For what service responses is the collection currently capable of providing information? Where are the collection's weaknesses?

## Priorities and Policies

- ❑ **Priorities and Future Goals.** What subject areas are the library's current priorities? Why have these areas been chosen as priorities? How should the collection be changed or improved? Are there future plans to address subject area weaknesses? Is there an area within the collection that needs to be weeded?
- ❑ **Languages.** Are materials collected in languages other than English?
- ❑ **Funding.** How are funds for the collection obtained and allocated? Are there any required spending rules? For example, a donor may have given your library \$5000 but you can only spend that money on art books.
- ❑ **Selection.** Who selects materials? What tools will your library be using to guide selection? Will the library be using professional journal reviews, patron suggestions, staff suggestions, and/or Internet searches?
- ❑ **Gift Policy.** Do you accept all books donated to the library? How do you dispose of unwanted gifts? Do you accept monetary gifts? Who makes the decisions about gifts? Be sure to mention that you do not appraise materials and therefore will give receipts only for the number of items, not for their value.
- ❑ **Collection Maintenance.** When are items weeded? How does the library decide what items to weed?
- ❑ **Complaints and Censorship.** Include the full procedure, policy and forms used by the library. For assistance refer to the *Library Bill of Rights* and the *Freedom To Read* statements.

A sample collection development policy is available on the following pages.

A template for the collection development policy is located at the end of this document. To fill out a Microsoft Word version of the template visit:

[http://www.stlib.state.nm.us/files/collection\\_development\\_template.doc](http://www.stlib.state.nm.us/files/collection_development_template.doc)

# **Example Collection Development Policy**

**Library Name:** *NM Town Public Library*

## **Introduction**

### **Patron Needs and Services:**

*The NM Town Public Library provides general information, recreational reading, and children's programs to the NM Town community. In order to meet the growing interest in New Mexico history, the NM Town Public Library will begin developing a collection of southwest resources. The library will continue to grow the audio book, large print and young adult collections.*

### **Description of Current collection:**

*The collection currently contains about 20,000 items including books, periodicals, audio tapes, videos, and CDs to all of the residents of NM Town. Most items in the collection are in English with a small collection of paperback fiction in Spanish. The collection has a strong children's collection with many current titles. The library purchases many of the New York Times best sellers and has a strong and growing reference collection. Due to the number of patrons moving to the area from other parts of the country, the library has had a growing interest in New Mexico and NM Town history. The library has a small collection of New Mexico titles, and will strengthen the collection by purchasing more titles.*

*The library will expand by about 300 items every year for the next five years.*

## **Priorities and Policies**

### **Collection Priorities:**

*Collection priorities include continuing to buy best sellers, reference resources, and children's titles. Due to the response from a recent community assessment survey and increasing demand for audio books, large print titles, and books on New Mexico history, the library will begin spending a larger percentage of the collection budget on these formats.*

*The library's over all collection is weak in providing fiction and nonfiction titles and programming to teenage patrons. The library will continue to evaluate the young adult collection and purchase key titles for this growing population.*

**Languages:**

*The NM Town Public Library has very few Spanish speaking patrons. The library will continue to purchase several Spanish language fiction titles every year. In order to provide reference service to Spanish speaking patrons, the library will maintain and upgrade the Spanish language computer.*

**Funding:**

*Funding for collections is available from the NM Town city budget, the State Library, the Friends of the Library, and grants received from private foundations. Approximately \$20,000 will be available for collection expenditures in July 2003 from the State GO Bond.*

**Selection****Who Does the selecting:**

*The reference librarian and the children's librarian will be responsible for making selection recommendations to the library director. The library director will be responsible for making the final purchase.*

**Selection Decisions:**

*Decisions to select materials are based on staff recommendations, patrons' recommendations, a review of professional journals including Library Journal and Booklist, and reviewing award winning titles such as the Newberry Award and the Caldecott Award.*

**Gift Policy:**

*The NM Town Public Library encourages and welcomes gifts and donations to be used for the benefit of the library. The library accepts gifts of books, periodicals, and audio-cassettes with the understanding that they will be added to the collection only when they are needed. The library makes an effort to dispose carefully and thoughtfully of all gift materials which it does not add to its own collection. Upon request, a letter of receipt will be issued for donated items. However, determination of dollar value will be left to the donor.*

## **Collection Maintenance**

*Materials are weeded from the collection at the discretion of the library director. The collection is weeded for materials that fail to meet the goals of the collection due to age, condition or publication of better materials. Weeding will be done methodically and in an on-going basis, and according to accepted professional practices as described in the publication, The CREW Manual.*

*Due to current space limitations, the library staff will conduct a collection wide weeding project beginning in January 2004 to evaluate titles based on the CREW Manual.*

## **Complaints and Censorship**

*The NM Town Public will uphold the American Library Association's 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.*

*Adopted June 18, 1948.*

*Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.*

*The NM Town Public Library will follow the following procedure if a patron has a complaint about library materials.*

- 1. The concerned patron will be offered the opportunity to discuss her/his concern with the Library Director and/or staff person responsible for*

*selection. If the patron is dissatisfied with this discussion and wishes to pursue the issue, she/he will be required to complete and submit a Statement of Concern form.*

- 2. The Director will review the complaint and Statement of Concern form, and will respond in writing.*
- 3. If the issue is still not resolved to the patron's satisfaction, the complaint will be taken to the Library Board, along with any supporting documentation from the patron and/or the Library Director.*

*The Board will prepare a written response to the patron.*

**Date of Policy:** *January 20, 2003*

**(NAME OF LIBRARY)**  
**COLLECTION DEVELOPMENT POLICY**  
**(COVERAGE OF POLICY)**

**Introduction:**

1. Patron Needs and Services:
2. Description of Current collection:

**Priorities and Policies:**

3. Collection Priorities:
4. Languages:
5. Funding:
6. Selection:
7. Who Does the selecting:
8. Selection Decisions:
9. Gift Policy:
10. Collection Maintenance:
11. Complaints and Censorship:

Date of Policy: