

*This is an example of a collection development policy; as with all policies **it must be reviewed by appropriate authorities**. The text is taken, with minimal modifications from (Adapted from http://cityofpasadena.net/library/about_the_library/collection_development_policy/). The notes on collecting to meet community socio-economic needs have been added.*

SAMPLE COLLECTION DEVELOPMENT POLICY

Mission Statement

The freedom to know is the foundation of our democracy. The mission of the [City] Public Library, a basic municipal service, is to be an information center for the [City] community in order to preserve and encourage the free expression of ideas essential to an informed citizenry.

Purpose of 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 [City] community. It directly relates the collection to the library's mission statement, and defines the scope and standards of the various collections. The [City] 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, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling citizens to explore unfamiliar ideas, make informed choices, and enjoy leisure reading in their areas of interest.

Scope of the Collection

The primary responsibility of the [City] Public Library is to serve the citizens and employees of [City] by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. Materials are selected to help individuals, groups, and organizations attain practical solutions to daily problems, and to enrich the quality of life for all community members.

Particular care is taken to provide materials which strengthen community socio-economic development by supporting community service agencies, city service agencies, and individuals in need of those services. The [City] library therefore deliberately collects materials for those who are not necessarily traditional library users.

Budgetary and space limitations, as well as local needs, preclude the library from duplicating the specialized and comprehensive collections that exist elsewhere in [City] and the greater area.

Scope of the Central Library [if applicable]

The Central Library serves the [City] community as a whole, in addition to serving as a resource for the [eight] branch libraries.

Scope Of The Branch Libraries [if applicable]

The branch libraries serve specific neighborhoods in [the City]. The interests and needs of the actual and potential users of the branch are continually evaluated so that each library has a collection reflecting the community that it serves. While each branch serves basic reference needs of its neighborhood with a core of reference materials, it does not duplicate the in-depth sources or special collections of [Central] and other libraries. Budget and space limit the branch collection to materials of high interest to its patrons.

Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the Library Director delegates to the professional library staff as appropriate. 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 need not 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
- Supports social service efforts

- Supports social service needs
- Critical assessments in a variety of well reputed journals, trade magazines, and blogs
- Format and ease of use
- Circulation as monitored through the automated system
- Cost and availability
- Relationship to existing materials in collection
- Relationship to materials in other area libraries

Suggestions for Purchase

The library strongly encourages input from the [City] community concerning the collection. A suggestion for purchase procedure enables [City] citizens to request that a particular item or subject 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. Individuals can make a suggestion online. Please click [\[here\]](#) to fill out a Suggest to Purchase Form.

Request for Reconsideration

Persons from the [City] 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 evaluating journal reviews and other materials submitted by the patron and the staff, a response will be made by the Library Director within 30 days of receiving the formal objection. Please click [\[here\]](#) to fill out a Request for Reconsideration of Library Materials.

Gifts

The [City] Public Library accepts gifts (including publisher's gift copies) for the library's collection that fall within needed subject categories, as determined by the Library Director and the staff. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The library retains unconditional ownership of the gift.
- The library makes the final decision on the use or other disposition of the gift.

- The library reserves the right to decide the conditions of display, housing, and access to the materials.

Monetary gifts to the collection are welcome and may be designated as memorials.

- Donations of money designated for the periodicals and newspapers collection are accepted in lieu of actual subscriptions. These contributions offset the high cost of periodical subscriptions and maintain the continuity of subscriptions from year to year.
- Donors of the funds may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision.

Duplication of Material

Multiple copies of materials are purchased in response to user demand as evidenced by number of reserves, anticipated popularity, repeated requests, and monitoring of the collection. For popular fiction and non-fiction titles, the [City] libraries maintain a ratio of one copy for every six reserves, placed through the shared computer system ([ACS]).

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
 - provide mental and physical health information within legal and professional parameters]
 - provide civil and criminal overview information [within legal and professional parameters]
 - facilitate continuing education

- enhance job-related knowledge and skills
 - increase knowledge of affairs of the community, the country, and the world
 - support GED and undergraduate course work
 - support business, cultural, recreational, and civic interests in the community
 - nourish intellectual, aesthetic, creative and spiritual growth
 - present different viewpoints on issues
- **Children's Collection** - To encourage life-long reading habits, the children's collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of [City] from infancy through grade eight. The materials are selected with regard to the stages of emotional and intellectual maturity of children. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature. Materials for children in socio-economically compromised situations (e.g., homeless) will be collected.
 - **Electronic Databases (Commercial)** - Online computerized 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.
 - **Foreign Language Materials** - The library maintains a collection of foreign language materials in multi formats aimed at meeting the recreational and many of the informational needs of the [City] community. The library's collection also includes materials which aid in learning a second language. The library is committed to developing and maintaining foreign language collections which meet the needs of a changing [City] population. Foreign language materials needs are assessed through community demographic statistics (both governmental and non-governmental) as well as through regular interaction with knowledgeable community leaders.
 - **Genealogy Collection** - The genealogy collection is a self-service reference collection, aimed at users in the initial stages of researching family history. The library purchases basic how-to-do-it resources, standard reference items and indices, and handbooks on family research for various ethnic groups. Other materials, such as family histories and regional guides, are acquired as gifts.

- **Large Type** - The large type book collection meets the needs of an increasing number of visually impaired patrons. The major thrust of the collection is popular fiction, including mysteries and westerns, along with high interest non-fiction such as biographies and health-related materials. Patrons will be informed of the opportunity to obtain personally-chosen loans through the free services of the National Library Service for the Blind and Physically Handicapped.
- **Librarian's Resources Center** - The Librarian's Resource Center houses reference and resource materials to aid staff in the performance of their duties such as story times, class visits and other programs for children.
- **Life Skill Collection** – This collection provides materials designed to support personal growth, job-skill development, job-seeking efforts, GED education, personal safety, financial literacy development, and other activities of [CITY] citizens in need of daily life essentials. These materials will be chosen, where appropriate, in consultation with community and governmental service leaders.
- **Literacy Collection** - The literacy collection provides written material in a variety of formats to support the library's literacy effort, [CITY READS]. Materials used in the tutoring program comprise a large portion of the collection and should provide strong support for instruction.
- **Materials for Public Review** - In support of major city projects, the Municipal Information Service staff assembles collections of resources for public review. The collections cover topics under study by city or citizen task forces or committees, and are gathered together on a temporary basis at the Central Library for the duration of the project.
- **New Media** - The library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training.
- **Paperbacks** - The library maintains an uncataloged paperback collection to provide recreational reading in popular areas of interest. The collection duplicates many cataloged books, including best sellers, classics and works of perennially popular authors. This is a high turnover collection aimed at supplying multiple copies of books in demand.

- **Periodical Collection** - The library's newspaper and magazine collection provides current and retrospective information aimed at meeting the cultural, educational and recreational reading needs of the community. The periodical collection consists of a diversity of publications in fields and social development efforts which are of interest to segments of the community. An emphasis is placed on selecting titles that are included in standard periodical indexes. In addition to magazines, the collection includes multi-language newspapers published locally as well as from major geographical areas that are of interest to the community.
- **Reference Collection** - The library maintains a 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 citizens. Selection criteria of particular importance for reference sources are: accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing.
- **Textbooks** - Recognizing the responsibility of schools and universities to provide access to required textbooks for their students, the [City] Public Library does not acquire textbooks required for school curricula. It does acquire some textbooks when needed to provide broad or introductory coverage in various subject areas.
- **Videos** - The library collects videocassettes to meet the educational and recreational needs of adults and children. The library does not attempt to offer a wide selection of current videos, which are readily available elsewhere in the community. Videos of feature films include film classics, such as those named to the National Films Registry, and highly rated current films of broad family appeal or potential cultural, historical, or aesthetic significance. Whenever possible, the library purchases videos with public performance rights.
- **Young Adult Collection** - The young adult collection is designed to satisfy the developmental, educational, and recreational needs of patrons from the approximate age of 13 to 18 years. It is a transitional collection for the reader moving from the children's collection to the adult collection. The type of materials selected differs significantly from the junior high level because of the social, emotional, and intellectual maturity required to read them. As this is primarily a

browsing collection, fiction and paperbacks are emphasized with a selection of topical non-fiction and hardback books. While materials of overall "good literary quality" are included in this collection, popular titles and themes of contemporary interest to the target age groups are stressed.

Collection Development On The Web

Through its Web site, the [City] Public Library directs users to informational resources on the Internet that complement, enhance, and in some cases, parallel resources housed in the library collection. As new resources become available via the Internet, similar reference resources in the library's print reference collection will be evaluated for retention, taking into consideration access, cost, ease-of-use and other selection criteria.

- **Scope and Breadth** - Links are made to Internet sites based on informational needs of the [City] community, areas of emphasis in the collection, and local areas of interest. The [City] Web site leads to other fully developed and specialized subject sites that aim at comprehensive topical coverage, and does not attempt to parallel them in breadth. Although a particular emphasis is made on selecting sites created by governmental, educational, and non-profit entities, links are also made to sites created by for-profit organizations when they meet selection criteria and informational needs.
- **Selection Criteria** - Criteria for selecting sites include authority, coverage, accuracy, relevance, quality of information, organization, currency, and relation to informational requests from library users. Thorough collections of linguistically varied, culturally engaged, and socio-economic service links will be collected. Links to sites will be deleted or removed when they are outdated or superseded by newly identified sites.

Discarding Library Materials

Library materials are discarded or moved to storage for one or more of the following reasons:

- **Obsolescence:** subject matter is no longer timely, accurate, or relevant
- **Damage or poor condition**
- **Space limitations**
- **Insufficient use**

The last copy of a work is evaluated in terms of its value to the community, with consideration to the following additional criteria:

- **Local interest**

- Reputation of author, publisher, producer, illustrator
- Significance as identified in standard bibliographies
- Uniqueness of information for research

Replacement

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability

Revision Of Policy

This collection development policy will periodically be evaluated and revised as times and circumstances require.