

Saluda County Library Collection Development Policy

Mission Statement

Connecting Saluda County to literacy, information, technology, and learning

Goals and Purposes

The purpose of the Saluda County Library Collection Development Policy is to guide library staff in the selection of materials and the maintenance of the collection. This policy also serves to inform the public of the policies which guide collection development.

The purpose of the library is to provide and maintain, within its financial capabilities, a general collection of materials which will cover a broad range of knowledge and which will include both basic works of permanent value and timely materials on current issues for the informational, educational, cultural, and recreational needs of the community.

Responsibility for Selection

The Library Director will select all library materials within the framework of the policies set by the Library Board of Directors. The Director may receive suggestions from the library staff and patrons, as submitted through a *Request for Purchase*.

Selection Criteria

The Library will adhere to the following criteria when selecting library materials and when evaluating donated materials and materials requested for purchase. Additional criteria are listed in later sections for individual areas of interest.

1. Relevance to community needs
2. Reviews in professional journals such as Library Journal, Booklist, School Library Journal and the New York Times Book Review
3. Permanent value of materials
4. Cost
5. Available space in the library
6. Availability of information in other sources in the library or community
7. Importance of material to maintain balance or completeness in the collection
8. Interest in the community
9. Appropriateness and durability of format of the material
10. Date of publication

Areas of Interest

A. Children's Collection

The library carries a collection of fiction and nonfiction materials specifically for young children ages birth to thirteen. The collection of materials consists of board books for children as young as 6 months, "Easy Readers" books for children aged four to six, and juvenile materials for children aged six to thirteen.

Easy readers and board books are purchased with the intent of fostering a desire to read and learn in young children. These materials are evaluated with special attention paid to their physical qualities, format, and appropriateness of content to reader's age.

The children's nonfiction collection is evaluated by the same criteria as stated above, with special attention paid to the relevancy of the materials for school projects.

This collection also includes educational materials for parents and teachers; these materials are collected in order to give parents of young children interactive materials for entertainment and education.

B. Young Adult Collection

The library maintains a collection of fiction specifically for young adults aged fourteen to eighteen. These materials are selected to try and engage young readers to read for pleasure; thereby, encouraging life long reading. These materials are also selected to allow young adults access to content about the emotional and social issues of special concern to this age group.

C. Spanish Collection

The library recognizes that the population of Saluda County is becoming more multilingual; therefore, the library will work to develop collections that promote library usage across local languages. Specifically, the library will focus on collecting Spanish and bilingual materials. These materials will be subject to the general selection criteria, with special attention paid to the quality of translation, if applicable.

D. Reference Materials

The library collects reference materials with the goal of satisfying the general information needs of the community. Reference materials will be evaluated with the following criteria:

1. Authority of publisher or author
2. Accuracy
3. Objectivity

4. Scope
5. Timeliness
6. Cost

The library will consider the electronic materials provided by DISCUS when purchasing the reference materials. The library will not purchase textbooks for the reference collection as it is the responsibility of schools and universities to provide access to these texts.

E. South Carolina History and Genealogical Collection

The library recognizes the particular interest in local and state history, especially in the area of genealogy of local families. Although the library will maintain a collection in these areas, it will be limited due to the proximity of the Saluda Historical Society.

The library will not purchase any family histories for the genealogical collection. However, the library will accept donations of these materials.

F. Periodicals and Newspapers

A collection of newspapers and magazines will be maintained for citizens to browse while in the facility. Selections of these materials will be based on the materials' accuracy, objectivity, and appeal to the general citizen base in Saluda County.

In order to provide the citizens of Saluda County with current news coverage, the library will subscribe to local newspapers, surrounding counties' newspapers, and "The State" newspaper.

G. Audiovisual Materials

The library's selection of audiovisual materials will be limited due to the cost of these materials and the shelf space available. Audiovisual materials are divided into two main categories: Audio Books and Video Recordings.

Audio Books are available on compact disc. These materials will be selected with emphasis on quality of the product and packaging, as well as, the cost of the product.

The video collection is meant to offer a wide collection of general interest topics for the educational and recreational needs of the community. The Library will collect R rated and NC-17 rated materials as it sees fit in order to meet the community needs; however, the video collection will not include any X or M rated materials.

H. Large Print Books

The library recognizes the need to provide books for library patrons who have difficulty reading standard sized print; therefore, the library seeks to maintain a limited collection of large print books. If any patron needs access to a more comprehensive large print collection, the library staff will refer that patron to the Talking Books Service offered through the South Carolina State Library. Persons who are unable to read or use standard printed materials due to visual problems such as blindness, legal blindness or low vision are eligible to use the South Carolina Talking Books Services. Additionally, persons with physical disabilities such as missing arms or hands, lack of muscle coordination, prolonged weakness, or physically based reading disabilities (such as dyslexia) are eligible.

Gifts and Donations

Gift materials are subject to the same selection criteria as all other library materials. Items which do not meet the criteria, are duplicates of items already in the library collection, are in poor physical condition, or have outdated subject content may be disposed of in any manner in which the library sees fit including sale or disposal. All materials given to the library become library property and may be used as the library sees fit. The library does not accept gifts with any stipulations as to the use of the materials.

Gift receipts can be given if the donor asks for one. This receipt can be used as a record for tax purposes; however, the library will not estimate the value of any donation. Any appraisal must be done by the donor or outside organizations.

Memorials and honorariums are classified as any materials or funds donated to the library in honor of another individual. Any funds donated for a memorial or honorarium must cover the cost of the material being purchased. Once funds are donated the library will order the requested material from its vendor. All memorials and honorariums must meet the general selection criteria. Donors do not have the right to approve titles before the purchase. Once a donation has been received and processed, the library will send a thank you card to the donor and notification card to the honoree. The library will then place a memorial tag in or on the gift material if appropriate. Memorials and honorariums are subject to withdrawal if the material is out of date, in poor physical condition or has been lost. In most cases, these materials will not be replaced unless specified by the donor.

Collection Maintenance

The library will maintain the collection through regularly scheduled programs of withdrawal and replacement. The criteria for weeding the collection include:

1. Accuracy and timeliness of the information
2. Frequency of use
3. Physical condition
4. Duplication of materials

Discarded materials may be donated to the Friends of the Library for book sales or discarded through normal venues. Materials may be replaced if they fit the following criteria:

1. High demand for the title or subject
2. Significance of the title to cultural, educational or historical value
3. Classic titles
4. The title holds a particular significance among the author's works
5. The title is a part of a popular series

Intellectual Freedom

The Saluda County Library Board believes that all citizens have the right to an impartial environment in which people can receive information. To this end, the library will attempt to collect a selection of materials which offer varied views on controversial issues. The inclusion of a particular item in the collection does not mean that the library endorses its contents; the library will remain neutral in the selection of these materials. No library materials will be marked in any way to show approval or disapproval of the materials. The Saluda County Library adheres to the *Library Bill of Rights*, *American Library Association's Freedom to Read Statement* and *Freedom to View Statement* when managing the collection development.

The library realizes that some materials in the collection may offend some patrons or be considered frank and controversial. Only individuals can assess what materials are appropriate for their purposes. The library believes that parents, care givers, and legal guardians are responsible for monitoring their children's use of library materials. Therefore, the selection of materials will not be restricted by the possibility that children may obtain materials that parents consider inappropriate.

Individuals may request the reconsideration of materials or the re-classification of materials by submitting a *Request for Reconsideration*. When the form is received the Library Director will respond to the individual in writing. If the individual is not satisfied with the written response, they may contact the Library Board Chairperson to request an appeal. Appeals must be presented in writing to the Library Board 10 days in advance of the next scheduled board meeting. The Library Board will review the appeal based on the material in question, the collection development policy and ALA guidelines on intellectual freedom. The Saluda County Library Board will make the final decision on the appeal.

