

London Public Library Collection Development Policy

Adopted: April 9, 2012
London Public Library
Board of Trustees

COLLECTION DEVELOPMENT POLICY

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General Information:

1.1 Purpose of the Collection Development Policy

The purpose of the Collection Development Policy is to give library staff and patrons a clear understanding of the criteria involved in the acquisition and management of the library's materials for the fulfillment of its general mission statement. It will also clearly define the library's service area, demographics and specific formats that make up the library's circulating and non-circulating materials.

1.2 Purpose of the Library

The purpose of the library is to provide traditional and contemporary library services, materials and programs to the residents in the London City School District in an unbiased and professional manner.

1.3 Library Mission Statement

The London Public Library provides traditional and contemporary library services to all.

1.4 Library Goals

To remain a vital informational center to the residents of London, OH and its school district

- To provide contemporary and popular materials in a variety of formats according to customer demand, market trends and availability
- To provide a diverse selection of materials and informational resources to meet the general needs of the community's informational needs
- To utilize technologies for library services and programs in accordance to its technology plan
- To expand or add library collections as community needs increase or change
- To provide a collection of high quality and service through regular inventory, weeding and repairing services
- To evaluate the library's collection development policies and procedures on an bi-annual basis to insure the quality of workflow, service and product

1.5 Clientele to be Served

The London Public Library is located in London, Ohio which is the county seat of Madison County, primarily a rural area. A 2010 estimated population for the city is 9,904 (US Census Bureau). Its current service district is the London City School District with 2009 statistics showing that 15,863 individuals live within the district's borders. The library is a Carnegie library, built in 1905 and currently has nine full-time and seven part-time employees.

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Its yearly budget is \$850,000 with 52% of those funds coming from the State of Ohio through the Public Library Fund, while 42% comes from a local operating levy. The remaining 6% comes from service fees (overdue fees, interest on bonds and etc.) The library has seen a regular increase of 3-6% each year in the number of items it circulates.

The community's demographics in regards to gender and age are similar to national averages. The male population makes up 46.9%, while females come in at 53.1 %. The percentage of individuals that are 18 years and over is 74.4%. According to findings from the U.S. Census Bureau, 89.2% of London's residents are white with only 6% being African American. Other ethnicities include Asian, American Indian and Hispanic all of which fall below the 1% margins. All demographic information was obtained from the U.S. Census Bureau website, 2012.

The library's demographics reveal there are roughly 9208 registered card holders. 74% of cardholders are over the age of 18 while 16% fall in the teen range of 11 to 17 years of age. The remaining 10% are children 10 and younger. Male patrons make up roughly 35% of the library's cardholder base with 65% being female.

1.6 Intellectual Freedom Statement

The London Public Library believes in the American Library Association's *Freedom to Read, Freedom to View* and the *Library Bill of Rights* in conjunction with the Ohio Revised Code, Federal laws such as CIPA, and local guidelines or levels of community acceptance (ALA Bill of Rights, 1996). Copies of the ALA documents mentioned may be obtained online at <http://www.ala.org/ala/aboutala/offices/oif>.

The London Public Library offers a collection that is diverse in nature and does not in any way try to support specific ideas, beliefs or viewpoints through its selections. The goal of the library is to have a broad collection of materials while offering the latest releases and contemporary fiction and non-fiction titles. Library cardholders have complete access to all library materials regardless of age, gender or ethnicity. "*Parents and guardians are responsible for their youngster's selection of library materials,*" as stated on each library card. Access to the internet and information online is addressed in the library's *Use of OPLIN and the Internet* policy.

Materials Selection II:

2.1 The Selection Process

In order to assure that the London Public Library maintains a relevant and consistent collection that reflects its mission statement and the general needs of the community, the library will follow a process of selection. The library recognizes that selection of its materials is a "discerning and interpretive process" based on human understanding, professional resources and community insight. The library's collection is broken up into several sub-collections which are maintained by designated library staff members. These designated staff members will utilize community input, market trends and professional tools to assist in evaluating materials for each sub-collection. The selection of available materials for the library's collection should also follow the guidelines as stated in the library's "goals" as mentioned in section 1.4 of this document.

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2.2 Criteria for Selection

The library recognizes that the general selection of materials is a human process that is steered by the library's goals to the fulfillment of its mission statement and is assisted or influenced by various professional tools and community input. The following are several criteria for the selection of materials.

- All library materials must fall into collections/formats already established by the library, unless a request for a new collection/format has been established by the library director.
- Titles should have a professional review (but is not required) concerning their content and worth, and must assist the library in meeting its collection development goals as stated in section 1.4.
- All titles must show that they meet the attended audiences, the budget allotment, and adhere to the space requirements and restraints of each sub-collection
- All titles must be bought with a publishing date within the last two years of the time it is being purchased unless it has historical, consumer value or cannot be purchased in a current edition (DVD and audiobooks are excluded from these criteria.)

2.3 Responsibility for Selection

The designated staff for each sub-collection is the *secondary collection developers* (SCD) for the library's collections. They will be responsible for interpreting, accessing and seeking recommendations, referrals, and reviews on specific titles and passing them onto the library director or library services manager who will then order the materials from the appropriate vendors. The director and the library services manager are the *primary collection developers* (PCD) for the London Public Library. They will oversee the development of all sub-collections to make sure that each collection is being developed in accordance to the Collection Development Policy.

2.4 Format of Materials

- **Books:** The London Public Library purchases both non-fiction and fiction titles that cover a broad range of subjects and genres for adults, teens and children. Formats include traditional hardcover, paperback and online digital through the Ohio eBook project. These titles also include reference materials and are subject to meet criteria as defined in the library's Collection Development Policy. The library does participate in some standing orders of popular materials but primarily selects items through the SCD staff members. Select titles may consist of multiple copies (see Weeding and Duplicates in section 3.4).
- **Periodicals:** The London Public Library subscribes to a broad range of magazines, journals and newspapers for informational and entertaining purposes. Newspapers are selected primarily on locality and popularity. The library only holds two week of newspapers before sending them to a recycling process.
- **Audiobooks:** The London Public Library purchases only select popular fiction and non-fiction titles as determined by a PCD. Currently, the library only purchases audiobooks in CDROM format, Playaway devices and online digital formats through the Ohio eBook project. The library

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will only purchase one title per format.

- **Movies:** The London Public Library purchases a broad selection of recreational and educational movies for adults and children based on market trends, pop culture and popularity. These movies are purchased in DVD/Blu-ray or Playaway View formats and may consist of multiple copies (see Weeding and Duplicates in section 3.4). The library will only purchase materials rated G, PG, PG-13, R and Unrated.
- **Music Discs:** The London Public Library purchases a diverse selection of musical titles in CD-ROM and downloadable formats through online services. Titles will be based on market trends, pop culture and popularity. The library will only buy musical titles that do not have Parental Advisories Labels. However, an exception may be made under the discretion of a PCD if there is a popular musical title that does not have a clean version available but still adds artistic value to the collection.
- **Large Print:** The London Public Library purchases only select popular titles of adult fiction and non-fiction in hardcover or paperback formats based on market trends, pop culture and popularity.
- **Electronic Databases:** The London Public Library subscribes to a variety of online databases in addition to the databases provided by the Ohio Public Library Information Network. Each database must meet a general need that is not already available through the OPLIN selection.
- **Video Games:** The London Public Library purchases video games in only the Xbox 360, Wii and PS3 formats. Game selections will be based on market trends, pop culture and popularity that are either rated for “Everyone” or “Teen”. The library does not purchase games rated “Mature”.

2.5 Limits of the Collection

Though the library strives to select a broad range of materials covering as many subjects, as well as genres and formats as possible, it is bound by space, as well as budgetary restraints. In light of these restrictions the library will continue to evaluate the purpose, feasibility and structure of each collection as community needs or market trends shift in effort to assure that it is providing the best selection of materials available to its community members. Recognizing that the library is unable to hold the endless volume of materials available to patrons it will actively participate in an interlibrary loaning process to assist in the provision of materials (please see Interlibrary Loan and Procedures in section 3.2).

Other Considerations III:

3.1 Library Cooperation

The London Public Library recognizes that in order to fulfill its mission statement it must work alongside other organizations on a local, state and in some cases national level. The library will facilitate a general level of cooperation or sharing of its collections through various satellite programs as designated by the Outreach Coordinator and Library Director. The library will also work with local school systems to understand the informational needs of their students for future collection development, as well as temporary collections for specified school assignments and programs. The library will also work with

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local organizations to recognize specific informational needs that may be provided through its collections and future development.

3.2 Interlibrary Loan and Procedures

Because the London Public Library is limited on what it can physically hold on its facility, it will engage in an interlibrary loaning process with the SEO Library System, which is part of the Ohio State Library network. Library staff will request an interloan by filling out an ILL form on behalf of a patron if the circumstances meet these criteria.

- The item is deemed missing, lost or has been withdrawn from the library's collection
- The patron has not exceeded more than \$9.99 on their account because of library related fees or fines
- The item falls into one of the formats or sub-collections that the library is currently offering and servicing.
- The item will not constitute an additional cost to the library with the exception of overdue fees or fines due to a material loss, in which case will be passed on to the patron.

3.3 Gift Donation and Memorial Policy

The London Public Library welcomes donations of materials to be added to its collections. All items will be evaluated by the same criteria that new/purchased materials adhere to, including the library's *Donated Materials Policy* for entrance to the library's collections. If a donated item does not meet the criteria or is not viable for the library's collection, it will be donated to the Friends of the London Public Library to be placed in the book sale. Individuals making a donation will be asked to fill out a *Library Donation Form* at which time a price will be issued (by the donor) on the value of each donation. The library also graciously accepts memorial gifts to be added to the collection. Requests for a memorial gift must be handled by the library director. Once a gift has been accepted by the library, it will issue a memorial plaque to be placed on the inside of the front cover.

3.4 Weeding and Discarding Policy

The library recognizes that weeding plays a vital role in the process of managing library collections. Below is a list of criteria that will be used to assist library staff in evaluating materials during the weeding process. Only staff members designated by the library director can weed the library's collections.

Basic Criteria:

- Item is damaged beyond general repair
- Multiple copies of an item are no longer needed to maintain general circulation
- The information provided in the item is no longer current or accurate
- The item has a low circulation rate

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- A collection has been phased out due to format availability or to make room for new emerging collections or formats

3.5 Replacement and Duplicates Policy

The library will only replace a lost or damaged item if the item is deemed vital to the general diversity of the collection and/or if the item still has a high circulation rate. If the item is no longer accurate but the subject matter is vital to a diverse collection, an updated version or alternate item of the same subject matter will be purchased. The library will only purchase up to six copies of the same title for DVD movies and three copies of popular fiction that have a high circulation rate or holds list. The rate for obtaining additional copies is 1 copy per 10 holds. All other items will only be purchased as single titles.

3.6 Public Requests

The library is open to take public requests for specific materials, as long as the request falls into a current library collection. Each request must be submitted by filling out a *Materials Request* form found at the library's service desk. All requests will be subject to the same criteria that all materials must follow in order to enter the library's collections. Once the item has been reviewed by a PCD or SCD, the individual will be notified of the library's decision to purchase or *not to purchase* the item. The requesting patron will also be added to the item's holding list if indeed the library has decided to purchase the item.

3.7 Reconsideration of Library Materials

The library follows a thorough process of evaluating library materials to assure a diverse and contemporary collection that meets the general needs of its stakeholders. It in no way indorses any particular view point or belief as mentioned or perceived by the materials made available in its collections. If a patron finds a particular item in the library's collections offensive, it is their right to request a "reconsideration" of library materials since it is a public collection. In the event of a complaint, the individual must first meet with the library director and then fill out a "Reconsideration of Library Materials" form found at the library's service desk. After the form has been received, the director will evaluate the request and then issue a response within three business days. If the initial response is not accepted by the individual who filed the complaint, then they have the right to repeal the response to the library board within 30 days. Once the board has reviewed the request and initial response they will issue a final verdict and all decisions at that point will be finalized.

3.8 Reevaluation of Collection Development Policy

The London Public Library will reevaluate the Collection Development Policy during the month of November every two years or as issues arise. The reevaluation process will be conducted by the Primary Collection Developers. Any changes will then be announced to the complete library staff by the first week of December and will go into effect the first of the New Year.