

## **Collection Development Policy**

### **MISSION STATEMENT**

The Churchill County Library will provide a quality level of library services, consider the diverse needs of our patrons, and respond to the rapidly changing requirements of our community.

### **PURPOSE**

It is the intent of this document to provide public understanding of the purpose and nature of the Churchill County Library's collection and to give guidance and direction to library staff for collection development and maintenance. It is expected to be a "living" piece, periodically reviewed and revised as the design of library service in Churchill County evolves.

The Churchill County Library is governed according to provisions of Nevada state law. The Library is obligated by the State to provide free access to information to all people in the County. It also endeavors to provide equal access to information, without regard to residence or economic status.

Collection development is ultimately the responsibility of the Library Director, within the context of policies adopted by the Library Board of Trustees. The actual day-to-day work of evaluation, selection, and de-selection is delegated to staff.

### **SERVICE ROLES: FOUR COMPONENTS OF SERVICE**

The Churchill County Library has identified four service roles appropriate to the library and community. Some roles overlap, and some library activities apply to more than one role. The roles are a guide for determining which service can reasonably be delivered.

#### **1. Reference and Community Information Library**

The library provides timely, accurate, and useful information for community residents to aid in their pursuit of personal and professional interests. The library promotes on-site, telephone, and email reference and information services to assist users in locating information on a wide range of subjects. It also supports people pursuing independent programs of learning.

#### **2. Popular Materials Library**

The library features current, high-interest materials, both fiction and non-fiction, in a variety of formats for people of all ages. The library actively encourages the use of its collection. The staff is knowledgeable about current popular interests and anticipates publishing trends.

#### **3. Youth Services Library**

The library offers literacy programs to children of all ages; including story time and an annual Summer Reading Program. Homeschool support for all ages is offered to County residents. Although public libraries cannot duplicate the services for which school media centers are designed, the library does provide supplemental support to students at the elementary and secondary levels. The library offers tours for classes, instructs students on using library tools

and assists students in locating information for assignments. The library's goal in providing these services is to enrich the educational resources available to young people and to promote lifelong use of public libraries.

#### 4. Lifelong Learning Library

Cooperation with the entire educational community is a basic aspect of public library service. Responsibility for the provision of curriculum-related materials belongs properly to the schools, but the library will provide materials which supplement and enrich the reference, research, and recreational needs of student borrowers of all ages and provide resources for lifelong learning.

### **RELATIONSHIP TO OTHER LIBRARIES**

While its immediate objectives are to fulfill the service roles outlined above, the Churchill County Library also seeks to foster cooperative relationships with other libraries.

The library participates in the Cooperative Libraries Automated Network (CLAN) which encourages and supports collection development among its members. The library participates in interlibrary loan via CLAN both as a lender and to acquire, on behalf of our patrons, items which our library does not own.

The library seeks to refer and collaborate with other libraries, particularly Western Nevada College, Churchill County Law Library, the Family History Center at The Church of Jesus Christ of Latter Day Saints, and Churchill County School District libraries as appropriate.

### **SELECTION OF LIBRARY MATERIALS**

Selection refers to the decision to retain as well as to add library material to the collection. It is based upon awareness of the diverse needs and interests of the individuals in this community, balanced against evaluation of material and knowledge of the collection's strengths and weaknesses. The selection process is also shaped by budget, space considerations, and the accessibility of alternative information sources, such as CLAN. Under the authority of the Churchill County Library Board of Trustees, the Library Director has overall responsibility for the selection of library materials. Direct responsibility for selection and weeding are delegated to library staff.

1. Staff select materials from general and specialized review media, trade publications, publishers' and booksellers' catalogs and flyers, in response to library users' requests.
2. Materials are selected and retained on the basis of their content, not their authors' origins, background or views. The Churchill County Library tries to represent all points of view. The Library's selection principles follow the American Library Association's "Library Bill of Rights."
3. Materials are measured by objective guidelines. The entire work, rather than individual parts, is evaluated. It is the overall contribution of the work that is critical for acceptance or rejection. No single criterion can be applied to all materials. All acquisitions, whether

purchased or donated, are considered in terms of one or more of the following criteria:

Contemporary significance, permanent value or popular interest

Accuracy and reliability

Importance of item to provide diversity in the collection

Price and availability

Format, durability and ease of use

Scarcity of information in subject areas

Reputation of author, publisher or issuing body

Physical quality of material

4. Every effort will be made to purchase Nevada materials, budget permitting and the availability across the state, to expand the special Nevada Collection.
5. Materials received as gifts will be evaluated by the same criteria as materials purchased; nothing will be added simply because it is free. Donations are final and become the property of the Churchill County Library. The Library reserves the right to dispose of unneeded materials, particularly worn, and out of date materials. Material the library is unable to use is either disposed of or sent to Better World Books for possible sale. No dollar amount will be assigned to gifts by library staff.

Cash gifts and memorials may be deposited in the Library's Gift Fund to be expended at the discretion of the Library Director and Library Board of Trustees, unless designated by the donor.

### **SCOPE OF THE COLLECTION**

Churchill County Library considers all types of formats when selecting material for the collection. The Library strives for balance, accuracy, useful information, age appropriate children's material, and popular topics. The library is able to supplement the collection through resource sharing with other CLAN libraries and interlibrary loan.

### **COLLECTION MAINTENANCE**

Responsibility for collection development in a given subject includes responsibility for maintenance of those same subject areas. Collection maintenance entails making decisions with regard to particular items to replace, add, or discard.

With the passage of time, subjects that were in high demand cease to be in high demand, and it is necessary to make room for new topics and trends. Also, as time passes, some information is

superseded by new knowledge, and it is important to keep current on the latest information. Some books simply wear out and must be discarded.

Replacements are made based on the following criteria:

A title which is still in demand

A classic work of fiction or nonfiction

The best available work on the subject

Subject needed

Copies of titles already in the collection are added:

To respond to patron needs or requests

In the case of local or state history, to allow, when appropriate, for circulating and reference copies.

Materials may be discarded from any collection for one or more of the following reasons. Materials are not discarded simply because they contain unpopular or controversial opinions.

Duplicates bought to satisfy initial heavy demand.

Wholly superseded editions.

Worn out or damaged books that are no longer usable. The items can be replaced with other copies or reprints or when the information content is adequately provided by other titles in the collection.

Dated or incorrect information when it is likely to mislead the user. Historical materials with viewpoints currently considered inaccurate or offensive but representative of their time and place are not discarded on that basis alone.

An item which has not circulated in a given period of time. The period of time is determined by the size of the collection in which it resides and the subject matter of the item.

Disposal of materials:

If the material to be discarded is of potential use to another institution, staff may try to locate a library, school, or local group interested.

Material which is worn or out of date may be disposed of.

Generally, discarded materials are sent to Better World Books for sale with the income to benefit the library.

### **RECONSIDERATION OF LIBRARY MATERIAL**

It is the right of anyone to register an objection to any material or the inclusion of any material in the library's collection. The person must make their statement in writing on the "Request for Reconsideration of Library Resource" form to the Library Director. The Library Director and staff will research and review the item. The Library Director will respond to the patron in writing at the earliest possible date. If the request for reconsideration is not resolved to the satisfaction of all parties an appeal can be made to the Library Board of Trustees. The Library Director will keep the Churchill County Library Board of Trustees informed of all request for reconsiderations. The Churchill County Library subscribes to the "Library Bill of Rights," "Freedom to Read," and "Freedom to View" policies adopted by the American Library Association. See appendices for copies of the documents.

**Adopted October 22, 1999**

**Revised and adopted by the Churchill County Library Board of Trustees September 29, 2016.**