

## R. Collection Development

### 1. Community Analysis Statement:

- a. **Mission Statement:** The Central City Public Library will serve as an educational, technological, and informational center for Central City and the surrounding communities. The library will serve as a center for learning and enrichment for all residents regardless of age, sex, or race.
- b. **Goal:** Central City Public Library will be an active and progressive institution which provides materials in various formats to its users, to reflect their particular needs, interests, and life styles.
- c. **Description of Service Area:** Central City is located East-Central Nebraska in the Platte River Valley. US Highway 30 and State Highway 14 intersect in Central City, 20 miles NE of Grand Island. Central City is the county seat of Merrick County.

<i>City Population</i>	<i>Census 2010</i>
<i>Central City</i>	2,934

<i>Merrick County Population</i>	<i>Census 2010</i>
	7,845

<i>Male</i>	3,880
<i>Female</i>	3,965

<i>Library Patrons</i>	<i>Date</i>	<i>In County</i>	<i>Out-of-County</i>
<i>Adult</i>	06/12	3352	229
<i>Children</i>		842	34

- d. **Major Economic Resources:** Merrick County and our community have basic economic activities, irrigated farming, cattle feeding, manufacturing and retailing.

- e. **Cooperative Programs:**

1. Central Community College from Grand Island sponsors the ABE/GED program. The library refers students to the college as needed.

2. Interlibrary loan

### 2. Material Selection:

- a. **Goal:** The goal of the library to provide materials in various formats for

its users to reflect the users' needs, interests, and life styles.

b. **Description of Collection:** There are approximately 33,992 materials in our collection. The collection contains a wide selection of adult and juvenile fiction and non-fiction books, magazines, and audiobooks. DVDs, kits, cake pans, microfilm, and technology equipment are included in the collection.

3. **Selection Responsibility:** The Library Director is responsible for the selection and purchase from the mass of available materials. Library patrons may request the purchasing of any materials using the request book located on the circulation desk. Information needed for this request is the title, author, form of media, name of the requester, and phone number. This information is important so the library can notify the individual if the item is in, or not ordered.

The Library Director has the authority to delegate the selection and purchasing of books to other staff members. Should another staff member submit a purchasing order then the Library Director prior to submitting the order must approve it.

4. **Criteria for Selection:** Materials must be considered in terms of their own merit and intended audience. A variety of aids are considered prior to selection, including standard review sources, bibliographies, publishers' catalogs, direct examination, and patron requests. All selections must meet at least some of the following criteria to be considered for selection:

- a. The material must be current
- b. Needs and interests of the library's users and anticipated users
- c. Clear presentation and readability
- d. High artistic quality
- e. Material cost relative to patron needs
- f. Materials selected to aid school curriculum
- g. Factual accuracy
- h. Popular demand
- i. Scarcity of information in subject area

5. **Method of Selection:**

a. Intellectual Freedom:

1. The Central City Public Library adopts the position statement of the American Library Association, the \*Library Bill of Rights and the \*Freedom to Read statement on book selection and controversial materials. See copies of these documents in \*Appendix L & Appendix M. The library does not endorse the ideas contained in books in our collection.

2. It supports the responsibility of the Librarian, supported by the Library board, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards and tastes upon the community at large. To meet these challenges the following procedure for dealing with a book selection complaint should be followed in the Request for Reconsideration section.

b. Patron Request Book:

A request book will be placed at the front desk where patrons may request a book to be added to the collection. The request will include the title, author, format, and name of requestor and phone number. The library director will review the requests prior to ordering the books. The criteria of selection will be taken into consideration prior to the purchasing of the material. Should the director order the item, the requestor will be the first person called once the item comes in. Should the item not be requested, the director will contact that individual and explain why it was not ordered (item may be out of print, may be an older publication, etc.).

**6. Replacement:**

Should an item be lost, damaged or not returned, the Library Director may consider the item for replacement. The criteria of selection process will be in consideration of replacing all items.

**7. Format of Materials:**

a. Materials the library collects for patron checkout are as follows:

1. Books (fiction, non-fiction, and large print)
2. Books on CD
3. Kits (books with puppets, or misc. materials)
4. Cake Pan's
5. Periodicals
6. DVD's
7. Electronic (multi-media projectors/laptop computer, overhead projector, 16 mm film projector)

b. Materials the library collects patron may *not* check out are as follows:

1. News papers
2. Digital camera
3. Digital camcorder
4. Reference materials
5. Microfilm

6. Computer software loaded on public computers

**8. Duplicates:**

Popular books may be purchased in duplicate formats and in various other formats. It is not unusual to purchase a book on demand in hard cover, large print, audiotope, and audio CD's. It is at the Library Director's discretion to purchase a title in several formats. Should an item be purchased in duplicate formats while on great demand, the duplicate may be placed on the book sale once the novelty wears off. Use the weeding procedure to determine when to remove the duplicate from the collection.

**9. Gifts, Bequests, and Memorials:**

a. The library accepts both monetary and material gifts. Monetary gifts of \$100 or less are maintained at City Hall. Monetary gifts, bequests, and memorials for non-specific purposes over \$100 go to the Merrick Foundation Library Fund.

b. Items donated will be added to the collection only if and when needed, at the discretion of the Library Director or staff member designated by the Director. These items may also be disposed of at the discretion of the library director. The criteria for evaluating gifts is based on the following:

1. Suitability for the library collection
2. Physical condition of the gift
3. Of sufficient reference or circulation value to justify its shelf space
4. Duplication of items of which the library already has a sufficient number

c. The Board will gratefully accept unrestricted gifts of money, land, or other property. The Board before acceptance or rejection will review restricted gifts or bequests.

d. The library will give a written acknowledgement of the number of items given but will set no monetary value or appraisal to them.

e. Items that are not added to the library collection will be disposed of at the discretion of the Director. Most items will be placed on the Library Book Sale, Silent Auction, or other library activity.

**10. Intellectual Freedom:**

a. The Central City Public Library adopts the position statement of the \*American Library Association, the Library Bill of Rights and the

Freedom to Read/View statements on book selection and controversial materials. \*Copies of these documents are reprinted in the appendix. The library does not endorse the ideas contained in materials in the collection.

*The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form that reflects the **Library Bill of Rights**, and that is approved by the appropriate governing authority.*

*Challenged materials that meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The Library Bill of Rights states in Article I that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” and in Article II, that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.*

*Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.*

*Adopted June 25, 1971, by the ALA Council; amended July 1, 1981; January 10, 1990*

- a. It is the responsibility of the staff supported by the Board, as guardians of the people’s freedom to read/view, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards and tastes upon the community at large. To meet these challenges the following procedure for dealing with a material selection complaint should be followed:
  1. Library users wishing to have specific items removed from the collection should use a “**Request for Reconsideration of Material**” form (see **Appendix C**), which may be obtained by contacting Library staff. Return the completed form to the Library Director. The request will become part of the Board of Trustees agenda for the next convening meeting
  2. Prior to the Board meeting, the Library Director will provide a copy of the questioned material to each Board member to review before making a final consideration. The director shall also request professional reviews on material in question from the Nebraska Library Commission for use by this committee.

3. At the board meeting, member's decision shall be one of the following:
  - a. The material is compatible with the philosophy and criteria of this policy and should not be restricted or removed.
  - b. The material is not compatible with the philosophy and criteria of this policy and should be restricted or removed.
  - c. The material should be limited to conditions specified by the Library Board.
4. The director will notify the patron of the decision within a week after the meeting. Material which has undergone a challenge may not be challenged again until one calendar year after the recommendation of the Library Board.

**11. Collection Maintenance:**

- a. To maintain a useful and attractive collection, materials may be repaired or rebound; or removed from the library when they become badly worn or damaged, out-of-date, or unused. Final responsibility for removal of these materials, and the manner of disposition, rests with the Library Director. The Director may delegate this authority to staff members in their various areas of responsibilities.
- b. Replacements of specific items are made where the materials are of continuing interest. General collection development to replenish subject and interest areas is undertaken in accordance with the selection criteria stated in this policy.

**12. Weeding:** Weeding should be a continuous process. While weeding, be searching for appropriate new titles to fill gaps in the library collection.

Criteria of Weeding

1. Content outdated: this applies to science, medicine, law, consumer health, technology, geography, travel transportation.
2. Use: If circulating library material has not been checked out in the last three to five years & is not a standard title, it should be considered for weeding.
3. Duplicates: Duplicate materials, including past best sellers, that no longer in heavy use.

4. Old Copyright Dates: Especially in the fields of science & medicine.
5. Appearance: Badly worn books with broken backs, mutilated or missing pages, frayed corners & edges, yellowed pages, small or poor print, narrow margins & strained covers.
6. Lost or stolen: Over a period of time materials within the collection become lost within the library, or by a patron. To determine whether or not to replace the lost item review the weeding criteria.

Items not to be weeded: Local and County Historical materials, and books related to local genealogy are difficult to replace.