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**Hancock Public Library
a stand alone rural public library
Collection Development Policy
Adopted March 4, 2007
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LIS 522 Winter
Assignment #4**

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I. Purpose

The Library Director, Youth Services Librarian, Circulation Services Librarian and Reference Services Librarian of Hancock Public Library have prepared this collection development policy. Its purposes are several

- to further the public's understanding of the purpose and nature of the library's collection and the principles upon which selections are made,
- to provide guidance and direction to the library staff for the development, maintenance and evaluation of an outstanding, well-balanced collection of the best and most useful materials available that meet the needs of the community within the limits imposed by funds and space,
- to assist in budgeting decisions.

Biannual review of this policy by the Library Director, staff, and the Hancock Public Library Board will ensure that important changes affecting the community as well as library and information resource delivery will be addressed.

II. Mission and Goals

Residents of Hancock, Washington freely and openly access ideas and information to enrich their lives and achieve life-long learning from the Hancock Public Library. The Library provides a wide range of educational, cultural, informational and recreational library materials and services, programs and on-line resources. The library staff strives to provide quality, caring service in a welcoming and friendly environment.

Goal 1. People of all ages acquire a love for reading and a desire for knowledge.

- Adults attend informative, educational and entertaining programs that stimulate discussion, curiosity, and reading.
- Children of all ages attend fun, informative presentations, story times and programs that foster a love of reading and curiosity.
- Residents participate in programs designed to enhance their lives in Hancock, Washington through recognition of their cultural heritage.

Goal 2. Residents satisfy all of their informational needs by using our locally available resources.

- Students obtain information to complete school assignments using public library services that supplement school and media centers.
- Residents obtain a variety of government, business, general, local history, health and consumer information by using library resources in a variety of formats.

Goal 3. Residents of all ages, cultures, and backgrounds enjoy using the comfortable, safe and welcoming spaces in the library for meeting and interacting.

- Library users enjoy the library as a gathering space and cultural center for their community both during open and after hours.
- Library users browse the collection, conduct research, or engage in personal reflection free from unreasonable disturbances or distractions.

Goal 4. People who cannot access the physical library facilities or utilize traditional formats expeditiously obtain library services through outreach services.

- Residents of all residential care facilities receive library services.
- Correction facilities receive library support.
- Residents with disabilities have access to technology and library material formats to facilitate library usage.
- Residents who live more than 7.5 miles from the library obtain services through low-cost delivery systems.

III. Collection Development Service Goals

1. The Library will obtain, organize and make conveniently available to residents educational, informational and recreational materials in useful formats, including books, periodicals, newspapers, pamphlets, microforms, recordings, and other print and non-print materials.
2. Responsibility of the library is to maintain an up-to-date collection of standard works in all fields of knowledge that represent the many viewpoints available including items of both permanent value and current interest.
3. Materials selected are based on the needs of all facets of the community including those of business, professional, government and community organizations.
4. Materials selected will include consideration of the needs of shut-ins, the visually, physically and mentally challenged and those individuals with learning disabilities.
5. Materials will supplement those found in school and academic libraries, but not replace them.
6. The library assures unrestricted access to its collections for all residents. Adults and children are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item, subject, or type of material in the collection may not preclude its use by others. Access to individual titles is not restricted except for the express purpose of protecting rare or irreplaceable items from damage or theft.

IV. Community Description

Hancock Public Library serves Hancock county residents. This county is 2,478 square miles with 16.2 persons per square mile. The library serves three small towns and rural residents of the county. This library also serves the county's Native American population. The reservation does not have a library at this time. The population of Hancock County as of the 2005 census is 42,013 residents. Eighty-nine percent of the county's residents are white, 5.6% are Native American, 5.4% are other ethnicities including black and Asian. 2.7% of the residents speak a language other than English, primarily Spanish.

85.4% of the county's population are high school graduates; 15.3% have a Bachelor's degree or higher. 7,537 residents in the county have a disability. The median income in Hancock County is \$36,061. 14.6% of the county's residents live below the poverty level.

The primary industries in this area are manufacturing, wholesale, and retail sales.

V. Cooperation

Cooperation is a basic tenet of library philosophy in Washington. The Library recognizes its responsibility to cooperate with the Hancock County School District libraries in Hancock as well as with libraries statewide and nationally. Responsibility for curriculum related materials rests with the local school libraries and is not a facet of the collection Hancock staff is responsible to develop as per our stated mission and goals. However, Hancock library will develop the collection for materials that supplement and enrich the needs of the students in Hancock County.

In the development of the collection, the library recognizes that it is impossible for a small public library to provide a balanced comprehensive collection that is strong enough to meet all the needs of community members. As part of the Washington Library Network, the library agrees to participate in WLNcat, (the Washington Library Network catalog) the interlibrary loan system in the state both to supplement our resources and for the loan of our materials to others. The library also participates in nationwide resource sharing via OCLC WorldCat. Document delivery service is available for journal articles as well.

VI. Selection Responsibility

Ultimate responsibility for materials selection in various formats rests with the Library Director. The library director delegates responsibilities to each department manager regarding acquisition, cataloging, and processing of materials. All staff members may provide input and assistance in the process. High priority is given to requests from patrons.

Youth Services Librarian:

- Fiction
- Non-fiction
- Parenting collection
- Periodicals
- Professional collection
- Reference
- Audio/visual materials

Circulation Services Librarian:

- Audio/visual materials --- Adult
- Fiction --- Adult
- Literacy materials ---Adult
- Professional collection
- Large print materials
- Donations

Reference Services Librarian:

- Electronic resources
- Government documents
- Maps
- Microforms/fiche
- Newspapers and periodicals
- Nonfiction --- Adult
- Reference --- Adult
- Professional collection
- Rare books

Technology Committee (with input from managers):

- Electronic resources

- Internet resources for library website

VII. Selection Criteria

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies of the subject, and recognition of the needs of the community.

Tools use for selection include professional and trade journals, subject bibliographies, publishers' catalogs, promotional materials, reviews from reputable sources, lists of recommended titles and sales representatives. Purchase suggestions from patrons are also an important source. Standard review sources include the following: Booklist, Bulletin of the Center for Children's Books, Chicago Tribune Book section, Horn Book, Kirkus, Library Journal, Publishers Weekly, School Library Journal, YALSA, New York Times Book Review, VOA, Wilson Library Bulletin.

In the evaluation and selection of material the director and staff use professional judgment and expertise, based on an understanding of community needs and the following criteria:

Appropriateness to library's mission and goals
 Relationship to existing collection and other material on the subject
 Availability elsewhere
 Suitability of format
 Community needs as represented in surveys and assessment tools
 Relevance to the experiences and contributions of the library's diverse community
 Anticipated use
 Physical quality of material
 Value of resource in relation to its cost
 Authority, accuracy and timeliness of the work
 Currency of information
 Reputation of author or publisher
 Attention of critics, reviewers and public
 Subject matter and scope
 Limitations of funds and space
 Historical significance
 Quality and style of writing
 Cultural, recreational, informational, or educational value
 Prizes, awards or honors received

VIII. Collection Overview

The **audio/visual collection** is intended to provide recreational and informational titles that complement and expand the print collection for all users. Some items may parallel print titles, while others are only available in audio/visual format. Formats currently in the collection are vhs video, dvd, cd, downloadable audio, music cds, books on tape and books with tapes kits. Some formats will not be collected at this time. Classic, foreign, cartoon, family, educational, documentary, musical and Native American culture videos are popular genres and are the substantial portion of the collection. Those include but are not limited to video and computer games and computer software. The library purchases titles of interest to the full range of patrons from toddler through adult. Current releases are included as well as classics and foreign titles.

Periodicals include magazines, newspapers and serialized comic books of general and popular interest. Periodicals are an important source of new ideas, topics, and consumer information as

well as being in high demand as recreational reading material. The Library subscribes to approximately 150 periodicals and newspapers. The library purchases titles of interest to the full range of patrons from toddler through adult. Periodicals are generally retained for two years in hard copy format and newspapers are generally retained for three months excluding the local newspaper. Issues of the newspaper are archived and have been since the first published issue.

The **adult collection of non-fiction and fiction** highlights genres and topics for which local interest and need is known to exist. These areas include but are not limited to current high-interest fiction, self-help, general religion, personal finance, law for laypersons, travel, cooking, crafts, gardening, Native American, building and how-to materials. The fiction collection focuses on twentieth century literature including classics and standard titles and diverse genres. There is no single standard for inclusion in the fiction collection. Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. Genre fiction such as mysteries, romances, espionage, horror, thrillers, science fiction, fantasy and westerns are purchased in proportion to demand. Efforts are made to complete series, purchase award winning titles and to represent Alaskan authors, publishers and subject matter.

Electronic materials such as Internet sites and on-line database services are available for use at ten adult public terminals in the library. These resources are comprehensive and serve patrons well when research is required. Five terminals are located in the children's room. At this time space is a major constraint and additional terminals will not be added.

The print **reference collection** is intended to help patrons with specific general reference questions and not to conduct in-depth research. Included are indexes, encyclopedias, dictionaries, almanacs and phone books. This collection is no longer shelved separately from the rest of the non-fiction material. This was done in an effort to maximize space for children's material. Reference books are shelved with the rest of the non-fiction material and are available for checkout.

The **children's collection** provides recreational and informational materials for children of all ages and for adults that work with them. Since elementary and high school students have access to school library services that are developed to meet their academic needs, the Library will not focus its collection development activities on curriculum support. Both fiction and non-fiction collections are shelved separately from the adult collection in the children's room. Emphasis on non-fiction materials is placed on timely, accurate and useful informational materials to support the interests of our current and potential users. Materials are available for all ages and reading levels. Genre fiction at the children's level such as mysteries, horror, science fiction, fantasy, and family are purchased to meet demand.

The print **government documents** collection contains local government information such as commission minutes, budgets, annual reports and publications as well as some state and federal information. The Library is not a federal depository library and thus relies on interlibrary loan or electronic resources for federal government publications. Due to the lack of space this collection is stored in a back room. In order to access these materials patrons must make a request from staff.

The **rare books** collection is non-circulating and contains rare and out-of-print materials from the region. The Library does not intentionally collect rare materials. The collection contains rare books that have been donated over the years specifically on local history. These materials minimally meet the information needs and research interests of community members interested in

local history. The main focus of this collection is on out-of-print titles on Washington and local history.

The **literacy materials** collection is intended to develop a love of reading among new readers of the English language and to support adults in the community who experience challenges learning the English language. Materials are selected from high interest/low reading level adult materials at the various reading levels for adult learners. The collection also serves as a resource for tutors.

The **large print** book collection is available for those visually challenged residents in the community who cannot read normal size print. The collection consists of both fiction and non-fiction titles as patron demand warrants. Most titles are already found in the Library in standard print.

The library provides a small area for the **exchange of paperback and donated books**. These books are largely donations from the public and cast offs from the library.

IX. Evaluation

The Library conducts ongoing evaluations of the collection in an effort to ensure adequate attention to patrons' informational needs and interests. As a small rural library, a constant concern is inadequate space for thoroughly presenting the collection as a whole. The content of each section of the library is significant, but due to lack of space the size of most sections is less than sufficient. This space limitation directly impacts the amount of items available for circulation to the public. Each section of the library would benefit from added space to expand and grow.

The **audio/visual** collections are the most popular and most circulated collections in the library. The video collection is continually updated. Patron requests for titles are frequently filled, overused and damaged videos are replaced. Continuous improvement of the collection is foremost and regular. Audiovisual materials are occasionally interlibrary loaned. These requests are reviewed for purchase and are occasionally added to the collection.

The audio book collection is small in size with a limited space allotment. This section has been underutilized by patrons due to the minimal physical presence it has had in the library. However, downloadable audio and the players necessary to listen were added recently added to the collection. This added a significant collection of titles and alleviated space problems. This has been popular with patrons and will help to alleviate space issues with the physical collection.

Following a refurbishment of the **periodicals** section in 1999, patron usage of this medium has increased significantly. This surge in use includes not only the adult patrons, but young adults of junior high age. On a yearly basis, the periodical collection is reviewed and evaluated upon receipt of the renewal list from the subscription agent, EBSCO.

Adult fiction and non-fiction collections have also been subject to the limited space quandary. While adult fiction is highly circulated by the public, the lack of shelf accommodations prevents the acquisition of all pertinent and requested items. Interlibrary loans for these materials have increased dramatically due to the inadequacy in the collection. The adult non-fiction section has suffered neglect over many years of inadequate funding. Many titles are dated and in need of weeding. The collection is in dire need of updating. This is an ongoing process that has been led by the patrons' requests for up-to-date and relevant materials.

Electronic materials are also impacted by limited space. Internet and on-line services are available with restrictions on time use in allowing access to all patrons. Electronic materials provided are comprehensive in nature and adequately serve the patrons in their research requirements.

The print based adult **reference collection** has undergone transition from a separate distinct location to integration with the general collection. These books have been integrated into the collection for checkout by patrons. This is yet another sign of the insufficient space for materials. In this case, it is not as significant as in other areas of the collection as many of the items once referred to in the reference collection are now addressed thoroughly via electronic databases and Internet tools. The addition of new reference items is rare with factors of selection depending on if the content can be readily accessed on-line, the cost of the item and if shelf space is available.

The **children's collection** is a section of the library that has received much attention in regarding acquisition of materials and needed space in the library. Both fiction and non-fiction sections are strongly represented and in the children's collection. Minimal interlibrary loan services are needed as the collection reflects accurately the needs of the juvenile population. Efforts are made to ensure the complete acquisition of series sets, award-winning titles and to represent Washington authors and subjects.

The **government documents** collection is affected by the lack of space for storage and presentation to the public, also. Many of these resources are kept in a back room and provided when requested by the public. While common or more utilized documents are processed and available in the collection, many less relevant paper documents are discarded if they are available via other means such as the Internet or databases.

The **rare books** collection and the care needed in preserving them is not something that Hancock Library is able to implement adequately at this time due to decreased space for special containment and presentation. The available rare books primarily relate to local and state information and are not allowed to be checked out by the public. A small designated area near the circulation desk is reserved for researching these materials. Plans for adding onto the library are in place with the creation of a Washington room where these rare books and documents can be safely stored and/or displayed to the public.

The **literacy materials** collection is a growing section of the library, with high demand and use by the community. At this time the collection is not large enough to support the need and is being continually upgraded as the budget allows. This collection is primarily made up of materials in book format and would benefit from additional sources such as audio/video and interactive items.

The **large print** collection is limited at this time due to the inability to delegate budgetary means to this extra format. This is an area that is being addressed with possible solutions including the transition to purchasing large print books whenever available in place of the regular print versions and also transitioning patrons to electronic means of "reading" books. This will allow for the added access to books without the added cost or need for space allotment in the library.

X. Acquisitions

The Library acquires a majority of material from national vendors such as Baker and Taylor, Ingram Library Services, Amazon.com, McNaughton Book Service and EBSCO. Purchasing from these national vendors is favorable to other means of acquisition due to access to extensive inventories, substantial discounts, pre-processing of items and frequently free shipping and

prompt delivery. Direct purchase from a publisher is pursued solely if an item cannot be obtained from the national vendors. Another means of acquisition utilized is the purchase of items from local retailers and/or publishers in Washington and the Pacific Northwest. While this allows for immediate entry of the items into the collection for patron usage, it also gives the library an opportunity to support the local community.

XI. Collection Maintenance

The Library recognizes the need for ongoing evaluation of its collection to assure a vital and useful collection for all users. This ongoing maintenance includes weeding, replacement, repair, and review of standing order agreements. Weeding of the collection is an ongoing process with the primary purpose of ensuring a contemporary and dynamic collection for public use. Through consistent and thorough weeding of the collection, much needed shelf space is available to be filled with items relevant to current library users.

The Library will weed according to these guidelines –

- materials with obsolete content
- materials no longer being used frequently enough to justify space usage
- materials in poor or irreparable physical condition
- materials which are incomplete sets in which items missing seriously impair their usefulness
- materials that have no anticipated use
- works containing information that has been superseded or presented in newer, more comprehensive or more accessible formats

The most cost-effective option is selected when making replacement versus repair decisions.

XII. Intellectual Freedom

The Library supports intellectual freedom with the belief that the use of library materials is individual and personal in nature. While a patron is free to decide which materials to select or reject on an individual basis, he/she cannot restrict the literary freedoms of others. The library does not promote any particular belief or view, but offers a diverse collection of materials allowing individuals to examine different sides of issues and to make their own decisions. Parents have the primary responsibility of guiding and directing the reading and viewing of their children.

The Hancock Library adheres to the following intellectual freedom statements adopted by the American Library Association:

1. [The Library Bill of Rights](#)
2. [The Freedom to Read](#)
3. [Freedom to View Statements](#)
4. [Libraries: an American Value](#)

The Hancock Public Library recognizes the right of individuals to question materials in the library's collection. A library patron questioning material is encouraged to fill out a "Request for the re-evaluation of Library Materials form" which can be obtained from a staff member. This form must be completed in its entirety and returned to a library staff member who will forward it to the Library Director. Once the form is received the Library Director will –

- Read the material in its entirety
- Check the general acceptance of material by reading reviews and consulting recommended lists
- Judge the material for the strengths and values as a whole and not in part, and apply all appropriate selection criteria to the work
- Present a written recommendation to the Hancock County Library Board and to the patron.

If the patron remains seriously dissatisfied, an appeal can be heard before the Hancock County Council. The Council will hear the appeal, review the recommendation by the library director and make a final judgment. No additional appeals will be heard, nor other reconsideration of this material conducted for one full year from the date of final judgment.

XIII. Review of Materials Form

Hancock Public Library Request for Review of Library Materials

Date _____

Title _____

Author _____

Publisher _____

Book _____ Video _____ Other _____

Request made by _____

Address _____

Phone number _____

What do you object to and what are the specific page numbers of the offensive content?

For what age group do you think this material is appropriate?

What do you consider the effects of reading this material?

What do literacy critics think about the work?

What would you like the library to do about this work?

What would you recommend in its place?

Whom are you representing?

Yourself _____ Organization _____ If an organization, which? _____

Have you read the Hancock Public Library collection development policy?

Please use the other side for additional comments

Signature _____ Date _____

Received by staff member _____ Date _____

XIV. Gifts

The Library welcomes donations of single volumes to extensive collections, periodicals and funding from individuals, organizations or other sources. Donated materials have the potential to enhance the value of the collection. Donations of material will be accepted with the understanding that they may not be added to the collection. Donated material is subject to the same criteria as those applied to the purchase of new material. Material that is not added to the collection will be disposed of in an appropriate manner either through exchange with another library, through the Friends of the Library fundraising activities, through donation to public services within our service area or through the give away program in the library foyer. Appraisal of the value of a donation is the responsibility of the donor. The Library cannot provide appraisals of donated material. However, library staff may be able to provide assistance in locating a qualified appraiser of such material. A dated gift receipt form with a description of donated material will be given upon request.

XV. Resources used to guide the development of this policy

Chukchi Consortium Library Collection Development Policy,
<http://students.washington.edu/staceylg/LIS522/cclibpol.doc>

Deschutes Public Library, www.dpls.us, accessed March 2007.

Eugene Public Library, <http://www.eugene-or.gov/portal/server.pt?space=CommunityPage&control=SetCommunity&CommunityID=215&PageID=0>, accessed March 2007.

Glen Ellyn Public Library, http://www.gepl.org/adults/fa_cdp.html, accessed March 2007.

Greenville County Library System,
<http://www.greenvillelibrary.org/about/policies/collection.htm#rare,%20accessed%20in%20March%202007>, accessed March 2007.

Hancock County Public Library, <http://www.hcplibrary.org/about/policy/collect.htm>, accessed March 2007.

Kenai Community Library, http://www.kenailibrary.org/Collection_dev_policy.htm#Weeding, accessed March 2007.

Lawrence Public Library, <http://www.lawrence.lib.ks.us/policies/materials.html>, accessed March 2007.

Mesa County Public Library, <http://www.mcpld.org/collectDevelop.htm>, accessed March, 2007.

Monroe County Public Library,
http://www.monroe.lib.in.us/general_info/mission_statement.html, accessed March 2007.

Union County Public Library,
<http://www.union.lib.nc.us/Collection%20Development%20Policy.htm>, accessed March 2007.