

CABARRUS COUNTY PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

I. Introduction

The mission of the Cabarrus County Public Library is connecting Cabarrus County citizens with information and resources that educate, enrich, and empower.

The purpose of this document is to outline Cabarrus County Public Library's policy regarding the development of the collection of materials. The Cabarrus County Public Library adheres to the following collection development principles:

- Cabarrus County Public Library serves customers of all ages and cultural backgrounds and realizes that customers have diverse needs, interests, value systems and reading abilities.
- Cabarrus County Public Library encourages parents to use the library with their children, and supports parents' rights and responsibilities to guide their children's reading and viewing of library materials. Library staff is available to assist parents and children to access and choose the most appropriate materials. The Cabarrus County Public Library does not make a determination of what children should read, view, or borrow from the library. The Library does not act *in loco parentis*, but provides materials that support parents and children's searches for diverse materials and ideas.
- Materials are provided in varying formats that meet the educational, recreational and informational needs expressed by customers and that represent divergent and alternative views. Not all materials will be suitable for, nor of interest to, all segments of the community. What may be offensive to one person may be significant and of value to another.
- Resource sharing is viewed as an additional means of providing customers access to a larger volume of materials and information.
- Purchase suggestions from customers are encouraged, both in general and in the development of special collections.
- Through a process of ongoing assessment and maintenance, collections are kept relevant in content and format and useful to customers.
- The Cabarrus County Public Library endorses and defends the concepts of intellectual freedom as protected by the United States Constitution. The Library adheres to the Library Bill of Rights as outlined by the American Library Association and the ALA's Freedom to Read Statement. [Available online and by request from the library system.]

II. Legal Responsibility

The ultimate responsibility for selecting materials for the Library rests with the Library Director, who in turn delegates selection responsibilities to the Collection Development Librarian. Additional input is solicited from staff.

III. Criteria & Format

In order to select materials, Cabarrus County Public Library uses the following criteria:

- Need for information in a subject area
- Suitability of reading level, interest, and treatment of subject for intended audience
- Accuracy of information
- Community and public interest
- Balance and diversity of viewpoint
- Timeliness of topic
- Positive reviews and/or widespread critical attention
- Reputation and/or authority of author, editor, illustrator, publisher or performer
- Locally/regionally produced or authored. However, the fact that an author or producer is/was a resident of Cabarrus County does not necessarily mean that the library will automatically select or accept copies of the item.
- Quality of writing or performance
- Durability and quality of production
- Price, format, and ease of use
- Availability of similar material within the community and other area libraries
- Space limitations. Shelving arrangements of materials are dictated by size of the branch library and size of the collection

A. Print Materials

1. Adult Print Materials

a. Non-fiction

Non-fiction titles written for teens & adults are placed in this collection. The library acquires materials of both permanent and current interest in all subjects, based upon the merits of a work in relation to the needs, interests, and demands of the community. Each item is evaluated in its entirety and not on the basis of a particular section.

b. Fiction

Fiction collections are a large component of the library collections. These collections of popular and literary works are geared to the variety of reading interests and needs of the community.

The Library does not actively select materials published by vanity presses, on-demand publishers, or self-published authors. However, if there is a request for a vanity press, on-demand, or self-published title, it may be considered for addition to the library's collection.

c. Graphic novels

Graphic novels [bound comic books] are collected based on the same selection criteria as fiction and non-fiction, with additional consideration for the quality of the artwork, which is an essential component of graphic works.

2. Teen Print Materials

a. Non-fiction

See section III A. 1. a. above

b. Fiction

The Teen fiction collection contains novels written specifically for patrons from approximately 12-18 years of age. Emphasis is on books that widen the boundaries of the adolescent's thinking, enrich his/her life, and help fulfill recreational or emotional needs. Plot, characterization, theme, writing style, and appropriateness for the teen reader are taken into account.

Selection criteria for adult fiction will also be followed when collecting Teen Fiction.

c. Graphic novels

See section III A. 1. c. above. Teen graphic novels are those written specifically for patrons from approximately 12-18 years of age.

3. Children's Print Materials

The Library's children's collections serve children from infancy through age twelve. Materials for this collection reflect the wide range of reading and interest levels that this age group includes. The children's collections exist to encourage children to develop a lifelong habit of reading for both recreational and informational needs.

Children's collections include the following types of print resources:

a. **Easy Picture Books**

The Easy collection is comprised of picture books of interest to all ages. Because the illustrations are the predominant feature, they are generally designed for adults to read to children.

b. **Easy Non-fiction**

The Easy non-fiction collection includes materials to serve the information needs of preschoolers & early elementary-age children. The subject matter, vocabulary, organization and scope must be age-appropriate.

c. **Beginning Readers**

The Beginning Reader collection is intended for newly independent readers and includes fiction & nonfiction titles. They are characterized by a controlled vocabulary, large print, heavy use of illustrations, and a limited number of pages.

d. **Juvenile Fiction**

This collection serves readers ready for longer chapters and more complex storylines. The books feature age-appropriate vocabulary and subject matter, with few illustrations.

e. **Juvenile Non-fiction**

The Juvenile non-fiction collection includes materials to serve the information needs of upper-elementary-age children through the sixth grade. The subject matter, vocabulary, organization and scope must be age-appropriate.

f. **Graphic Novels**

See section III A. 1. c. above. Children's graphic novels are those written specifically for patrons from approximately 5-12 years of age.

g. **Parent/Teacher Collection**

These books are in the children's collection, but are intended for use by parents and teachers. They focus on educational topics such as homeschooling, classroom management, lesson planning, etc. Titles in this collection are selected by the same criteria as other adult nonfiction.

B. Non-Print Materials

1. DVDs

DVDs will be collected for both children and adults. These collections are intended to provide quality entertainment and educational materials for home use. The primary emphasis will be on acquiring well-reviewed popular materials and unique items not widely commercially available.

2. Audiobooks

The Library's goal is to provide a collection of recorded instructional, educational, and quality literature that parallels most areas of the general collection. Every effort will be made to ensure that the print version of each title is available in the Library. Efforts are made to select on a variety of topics and to appeal to a range of interests.

The children's collection will also include Read-Alongs (CD and book). These read-alongs are designed for children to listen to the recording and read along with the book. Selection criteria for read-alongs follows that of audiobooks and children's print materials.

C. Other Collections

1. Reference

Reference materials are those designed by the arrangement and treatment of their subject matter to be consulted for definite items of information rather than to be read consecutively. They can provide quick, concise, and current information or they may serve as an index to other materials in the collection. Since they are typically used daily by the public and Library staff to answer specific questions, books in the reference collection are designated for use within the Library.

2. Genealogy/Local History

The Lore Local History and Genealogy Room at the Concord Library contains materials that aid in the study of local history, including genealogy and family history. It serves as the major reference collection for local history and genealogy within CCPL, though small circulating collections of basic works can be found at each Library location.

The primary geographic focus of the Lore Room collection is Cabarrus County, with a secondary focus on the immediately surrounding counties. Strong consideration is also given to materials related to North Carolina as a whole, and to other geographic areas that have historically been connected to Cabarrus County through in-migration and out-migration of the people who lived here. The collection also includes how-to guides for genealogy and local history research and bibliographic aids.

Local history materials are collected in any of the formats previously mentioned. Additional formats that may be found in the Lore Room include microfilm, maps, clipping/research files, manuscripts, scrapbooks, historical photographs, and digital files.

CCPL is not seeking to actively grow its archival collections, due in part to storage limitations and inability to provide optimal archival preservation conditions (e.g. strict temperature and humidity controls). However, the Lore Local History and Genealogy Room may consider donations of formally or informally published family histories that fall within the collecting scope above, provided that those histories include documentation of research sources in a standard citation format, and upon approval from library administration. The Lore Room does not collect raw or unorganized genealogical research notes, or electronic files exported from personal genealogy software programs.

3. Spanish Language

The Spanish language collections contain both print and non-print materials. Selection of Spanish language materials will follow the same criteria as for general material selection. The following guidelines have also been established for this collection:

- i. Adult Fiction: a combination of translated English bestsellers and novels written originally in Spanish will be included. The emphasis will be placed on novels written originally in Spanish.
- ii. Adult Non-fiction: this collection will contain general non-fiction titles that are representative of the regular adult non-fiction collection.
- iii. Children's Books: when possible, bilingual (English/Spanish) children's print materials will be selected.

4. Large Print

Large Print materials are collected for adult fiction and non-fiction. Selection of Large Print materials will follow the same criteria for general material selection.

5. Periodicals

Periodicals are selected and evaluated annually to supplement the book collection and to provide materials on current issues, for research, and for general reading. The Library selects periodicals of local, state and national interest, depending on the place of publication, the breadth of coverage, and the degree of fulfillment of reference or recreational needs.

6. eResources

This category includes computer-based information resources available via the Internet. In most instances, this material may be available to registered library users at remote locations via the Library's Web page.

This collection includes, but is not limited to, citation or full-text databases and instructional multimedia programs.

The Library is also a member of NC LIVE (www.nclive.org). The collection development of those databases is determined by the NC LIVE Librarians Council and does not necessarily reflect the policies of the Cabarrus County Public Library.

7. eBooks/eAudio

eBooks & eAudio are selected on the same criteria as print materials & audiobooks.

8. Other Formats

Launchpads are electronic tablets that come preloaded with games and other content. They are selected for addition to the collection based on the same criteria as other resources.

Additional formats may be added as they become available, depending upon public demand, cost-effectiveness, and availability or demise of other formats.

D. Other considerations

1. Replacements

While the Library attempts to maintain copies of standard and important works, it does not automatically replace all materials withdrawn due to loss or damage. In making a decision as to whether or not an item will be replaced, staff will consider the following factors:

- whether the item is still available and can be replaced
- whether another item or format might better serve the same purpose; whether there remains sufficient demand to replace the item
- whether updated, newer, or revised materials might better replace a given item; the number of copies held in the collection; the existing coverage of the subject within the collection; and the cost of mending versus the cost of replacement

2. Duplicates

Duplicate copies of items will be acquired when patron demand requires it. Generally, when an item has five or more holds or demand is anticipated due to popularity of author or media attention, duplicate copies will be acquired.

3. Donations

The Cabarrus County Public Library welcomes donations of both materials and money to purchase materials. Monetary donations will be deposited into the Cabarrus County General Fund.

Donations of material from individuals are examined and may be added to the collection under the same criteria used for purchasing materials. Materials such as outdated textbooks and encyclopedia sets are not accepted. All materials donated become the property of the Cabarrus County Public Library to be disposed of at the discretion of the Library staff. The Library does not assign a monetary value to donations for tax purposes, but does issue a receipt indicating the number of boxes or items given.

The library does not accept donated magazine subscriptions unless the Collection Development Librarian has previously approved the title. In order to be eligible for acceptance the magazine must meet the general selection criteria for other materials. Donated magazine subscriptions received by the library that have not been previously approved or do not meet selection criteria will be discarded immediately upon receipt at the Library.

Donations that are added to the collection are shelved with other materials in normal sequence. The Library does not provide special shelving or separate locations for donated items. Donated items, including memorials/honorariums, are weeded according to the same criteria used for purchases, and are not retained indefinitely. [See section III. D. 6. below.]

Memorial gift books, or items purchased with memorial funds, may be plated with a library bookplate if the donor wishes. Books donated as memorials are identified with an appropriate plate with the donor's approval. The form for memorial gifts is available at any library branch.

4. Requests

Patron requests are honored as they meet the selection criteria outlined in the Collection Development Policy. Requests are submitted online or via paper form [see Appendix A.] Requests that are not purchased by the Library may be available via Inter-Library Loan (ILL).

5. Materials Not Purchased

The Library does not buy textbooks used by the local schools, colleges or universities; videocassettes, records, and music cassette tapes; Hooked-On-Phonics; or video games in any format. Other formats may be discontinued or withdrawn as demand wanes, or other determining factors are identified.

6. Weeding

Any material withdrawn from the collection remains the property of Cabarrus County, but may be sold at book sales in the library or disposed of at the discretion of the County. See Appendix C: *Cabarrus County Public Library's Weeding Guidelines* for information on how weeding decisions are made.

8. Reconsideration of Library Materials

Should a member of the community question the place of a book or other material in the collection, he or she may submit a "Request for Reconsideration of Library Materials" form to the Library Director. [See Appendix B.] This form is available in all Library locations. After completing this form the following procedure will be used:

1. The Library Director will answer the request in writing within fourteen working days.
2. Patron accepts written statement from the Library Director or patron rejects statement and requests in writing a hearing from the Library Board of Trustees.
3. The Library Director forwards request to the Library Board Chairman. At the Chairman's discretion, an emergency meeting can be called according to the rules stated in the By-Laws or the hearing can be scheduled at the next Board meeting. The Board Chairman conveys the time, place, and nature of the hearing in writing to the person issuing the request for reconsideration and to the Library Director.
4. At the hearing, the person issuing the request and the Library Director shall state their cases. The Board Chairman will serve as Mediator with the sole power to call additional witnesses as needed. The Library Board will meet separately and issue their decision in writing.

During this procedure the questioned material shall be in the possession, first, of the Collection Development Librarian, and then, if a hearing is necessary, will be made available to the Library Board members until a decision is reached.



APPENDIX A

LIBRARY REQUEST FOR PURCHASE

PLEASE PRINT

TODAY'S DATE: _____

Author: _____

Title: _____

Pub date/Format/ISBN/Notes: _____

Your Name: _____

Email: _____

Phone: _____

Library card# _____

Pickup Location (circle one): CON HAR KAN MTP

The Library does not automatically purchase all items requested.

This form may also be filled out online at the library's website.



APPENDIX B

Patron's Request for Reconsideration of Library Materials

CABARRUS COUNTY PUBLIC LIBRARY

CONCORD LIBRARY – 27 UNION STREET, N., CONCORD NC 28025

Please submit to Collection Development Librarian in writing. Thank you.

Date _____

Patron's Name _____

Telephone _____

Address _____

City/State/Zip _____

Title of Material _____

Format _____ Call # on spine _____

1. Have you read, viewed, or listened to the entire work? If not, what parts? _____

2. Why do you want the Library to reconsider this material? _____

3. Signature: _____

This form may also be filled out online at the library's website.

APPENDIX C

CCPL WEEDING GUIDELINES

What is weeding?

Weeding is withdrawing materials from the library's collection. Materials are typically withdrawn from the collection because:

- the item is in poor physical condition
- the item is no longer circulating regularly
- the item is a duplicate of a title that is not in demand
- the item contains outdated information and is not of historic interest
- the item no longer meets other current selection criteria

Why do we weed?

- *Collection Development*
Weeding is an integral part of collection development. It is critical in keeping our materials valuable and accessible for our patrons. Weeding has to be done regularly and systematically to insure a relevant, current, and well-used. With rapidly changing information, it is especially important to keep the collection current and reliable.
- *Shelf space*
No library is large enough to keep everything. We always strive for quality over quantity. Ideally, shelves should be 75 to 85 percent full to ensure that our collection is easy to browse and that in-demand items can be found quickly
- *Aesthetics*
The way library materials look is important. We strive to have attractive, clean books that are in good condition for all library users.

Who weeds?

Every staff member is responsible for weeding materials based on condition and is empowered to do so. Staff will defer to their supervisor regarding other weeding decisions.

When do we weed?

Weeding is an ongoing process that has to be done regularly. Weeding throughout the year reduces the number of materials withdrawn at one time.

As they weed, staff will inform the Collection Development Librarian of collection needs and request items to replace weeded titles and topics.

What do we weed?

We make use of The CREW Method to determine which items should be weeded. It offers six classic general guidelines under the acronym **MUSTIE** for the types of items to weed from your collection:

M = Misleading (materials that are factually inaccurate and /or have outdated information)

U = Ugly (materials that dirty, worn, torn, stained, damaged beyond repair)

S = Superseded (materials superseded by a new edition or by a much better book on the subject)

T = Trivial (materials of no discernible literary or scientific merit; usually of ephemeral interest in the past)

I = Irrelevant (materials that do not meet the needs and interests of the library's community)

E = Elsewhere (material or information is easily obtained through ILL or electronic resource)



What happens to weeded items?

Any material withdrawn from the collection remains the property of Cabarrus County, but may be sold at book sales in the library or disposed of at the discretion of the library.