

SECTION 1 – Collections Policies

Approved May 18, 2000, Revised 1/20/05
Revised September 16, 2010 and effective September 17, 2010
Revised and effective November 19, 2015

Mission Statement:

The mission of the Cumberland County Public Library & Information Center is: The library opens windows to the world by encouraging expression, enlightenment, and exploration.

Goals:

1. (The Library Opens Windows to the World) All library customers will have access to information that they need to evaluate issues that affect their lives.
2. (The Library Opens Windows to the World) The library will provide customers with opportunities and experiences that support self-directed learning.
3. (Explore and Know Your Community) The library will provide customers with opportunities and experiences that explore and support diversity in the community.
4. (Visit A Comfortable Place) The library will provide safe, comfortable and welcoming places for members of the community.
5. (Connect to the Online World) The library will support its customers in connecting to and participating in the digital world.
6. (Lifelong Literacy) The library will provide resources that support and encourage lifelong literacy and creative expression.

Approved September 21, 1995; Revised 5/18/00, 12/14/00, 1/20/05, 9/17/10
Revised and effective February 17, 2011
Revised and effective May 17, 2018

COLLECTION DEVELOPMENT POLICY

Definitions:

“Materials” is used for all forms of media and has the widest possible inclusion.

“Selection” refers to the decision that must be made to add a given item to the collection. It does not refer to guidance or assisting a library user.

“Collection development” refers to the ongoing evaluative process of assessing the materials available for purchase and in making the decisions, first, on their inclusion, and, second, on their retention if they are added.

Responsibility for Materials Selection:

Final responsibility for selection lies with the Board of Library Trustees. However, the Board delegates to the Director authority to interpret and guide the application of the policy in making day-to-day selections. The Director will authorize other staff to apply this policy in building collections.

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Criteria of Selection:

No item in a library collection can be indisputably accepted or rejected by any established given guide or standard. However, certain basic principles can be applied as guidelines. Every item must meet one or more of the following criteria as are applicable to its inclusion in the collection:

- Timeliness and permanence of the materials.
- Quality of writing, design, illustrations or production.
- Established authority and reputation of an author, creator or publisher.
- Relevance to community needs.
- Potential and/or known demand for the material.
- Price, condition, availability and suitability of format and ease of use.
- Extent to which an item supplements, expands on, or supports the existing collection, rather than duplicates it.
- Suitability of subject, style, and level for the intended audience.
- Favorable reviews in professionally recognized sources.
- Local significance of the topic, author or creator of the work.

Selection Tools:

Selection of materials is done from book reviews in professional library and popular journals and magazines, subject bibliographies, annual lists of recommended titles, publishers' catalogs, customer requests, and salesmen for specific materials. The standard selection tools used by librarians include the following: *Library Journal*, *Booklist*, *Publishers Weekly*, *School Library Journal*, *Horn Book*, *VOYA*, *Video Librarian* and select on-line review sources.

Use of Library Materials:

The library recognizes that many materials are controversial and that any given item may offend some library users.

As ours is a free society, the Library will provide access to information in all fields and from all points of view. The Library, in collecting and acquiring publications and related materials representing the widest diversity of views, will include items which reflect controversial, unorthodox or even unpopular ideas. The Library, the Library Board, and Library personnel will not, either directly or indirectly, ban or censor any material. The presence of an item in the Library does not indicate any endorsement of its content by the Library.

The Library subscribes to and has adopted the American Library Association's Bill of Rights, Freedom to Read Statement and Freedom to View Statement. These are included in this Policy.

Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

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Guidelines for Selection:

1. The library shall not needlessly duplicate functions and materials found in other libraries in Cumberland County.
2. Text books and curriculum related materials for educational institutions in the area are provided where the materials also serve the general public or where they provide information not otherwise available. The library is particularly aware of the needs of pre-school children who are unserved in a formal way for their collection interests except by the public library. Meeting their needs constitutes an educational preparation before their years in school.
3. The library acknowledges a particular interest in local and state history; therefore, it will take a broad view of works by and about North Carolina. However, the library is not under any obligation to add to its collections everything about North Carolina or produced by authors, printers, or publishers with North Carolina connections.

Maintaining the Collections:

Selection is only one aspect of collection development. Rigorous attention must be given to assessing needs for adding, replacing, and discarding materials in every collection. These responsibilities are a regular part of all librarians' duties.

Copies of titles must be added based on heavy use determined by demand and data on use of the copies available.

Withdrawals are required for items that are worn, outdated, or no longer in demand. Replacement or substitution of these materials, as well as damaged items, reintroduces the selection process.

Gifts:

The library accepts gifts of materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. Gifts which do not accord with the library's objectives and policies will be given to the Friends of the Cumberland County Public Library.

The library accepts cash donations for the purchase of materials in memory or in honor of someone.

Local & State History Room Gifts:

The Local & State History Room of the Cumberland County Public Library & Information Center (CCPL&IC) accepts gifts that are relevant to and that enhance the quality of the collection. Primary sources of information or indexes to these materials are of special interest.

The library reserves the right to evaluate and dispose of gifts in accordance to the criteria applied to materials purchased for the collection. Gifts which are not added to the collection will be offered to area museums specializing in local history. Materials added to the collection become the property of the library and are subject to all policies and procedures for library materials, including circulation and discard policies and procedures.

Materials and Resources:

Fiction

Classic and contemporary literature, popular best sellers, and genre fiction make up the fiction collection. Its purpose is both to entertain and enrich human understanding by presenting stories in an imaginative way rather than in a factual manner. The emphasis in the collection is on American and English authors. Current best sellers are bought in multiple copies.

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Nonfiction

The nonfiction collection emphasizes timely, accurate and useful informational materials to support individual, business, government, and community interests. It also emphasizes materials that are current and high-demand. Materials are available for all ages and reading levels.

Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with continued value and those of current, accepted authority are part of the library collection. As a new field emerges, the library attempts to respond with timely additions.

While most non-fiction materials are selected for their utility, others are acquired for their capacity to enrich and entertain. Requests from library users are given high priority.

Local & State History Collection

The Local & State History Room collection houses materials in a variety of formats including, but not limited to, books, pamphlets, maps, photographs, periodicals, brochures, newspapers, video recordings, oral histories, city directories, genealogies/family histories, microforms, school yearbooks, and some government documents. Special materials and archival collections are maintained only if they can be made available to the general public. The library does not collect artifacts. Only non-book materials which have a direct relationship to the Cumberland County area are included in the collection.

Graphic Novels

Graphic novels are included in all collections based on the content and the intended audience. The collections include original stories, classic adaptations, nonfiction and manga and items are selected based on professional reviews and popular demand.

Periodicals

Periodicals are selected to provide materials on current issues and for general reading. The library also selects newspapers 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.

Children's and Teen Materials

Materials are purchased for children from infancy to age 18. The emphasis of selection is on children's recreational and general information needs.

Every Age (E) Books – Every Age (E) books may be either educational or recreational in intent; they are distinguished by their illustrations which serve to either supplement, extend, or, in the case of wordless books supplant the text. Concept books, i.e. books that develop a child's understanding of colors, numbers, etc., fall into the easy book category. Board books for babies and toddlers, stressing colorful simple objects, and Beginning Readers are also included in this collection.

Juvenile Fiction – The juvenile fiction collection is designed to meet the needs of the reader now ready to make the transition to shorter chapter books or books with a longer text. An effort is made to include all books that have won literary awards.

Juvenile Nonfiction – The nonfiction collection consists of materials to meet informational, educational, and recreational reading needs for preschool through grade six. Because reading levels vary, a few materials at a higher or lower reading level are included.

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Teen Fiction – The teen fiction collection contains novels written specifically for youth ages 12-18. Emphasis is on books which 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 YA reader are taken into account. An effort is made to include all books that have won literary awards.

Teen Nonfiction – Teen nonfiction materials are selected to meet the needs of all youth ages 12-18. An effort is made to include all books that have won literary awards. These materials are part of the adult nonfiction collection.

Microforms

The library purchases microforms when materials are too fragile or bulky to retain in the original form and when they are not readily available in electronic formats.

Visual Materials

The library acquires and makes available visual materials to serve the general informational, educational and recreational needs of the community. The visual materials collection contains a mix of feature films, including current high interest and classics, nonfiction films including self-help, educational, how-to, travel, etc., and children's films.

Sound Recordings

The collection contains audio books and instructional recordings with an emphasis on popular and high interest subjects and titles. The music recording collection consists of a representative mix of music genres, intended to serve both the recreational and educational needs of the community.

Electronic Resources

Materials in electronic formats are selected using the same criteria as their non-electronic counterparts. The Library recognizes that the technologies of sound, image and information databases continue to evolve. It will monitor and evaluate new formats and measure their practical use by individuals and community organizations.

Reconsideration of Library Materials:

Should a member of the community question the placement of a book or other material in the collection, he or she may submit a “Citizens Comment on Library Materials” form to the Library Director. This form is available from the Deputy Director. The patron will receive a written response to their concerns.

Appendix

The Library Board of Trustees for Cumberland County Public Library & Information Center includes as a part of its statement on materials selection the:

1. Library Bill of Rights
2. Freedom to Read
3. Freedom to View

On February 17, 2011, the Board reconfirmed the inclusion of the most recent versions of the above three statements, which follow.