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WESTERN PLAINS LIBRARY SYSTEM
COLLECTION DEVELOPMENT POLICY

I. MISSION AND STATEMENT OF PURPOSE

The Western Plains Library System (The System) is a Multi-County Library System established by the Oklahoma Library Code and funded through Article 10, Section 10A of the Oklahoma Constitution. The mission of The System is to connect people to information and entertainment.

In order to meet this mission The System's collection must provide a wide range of materials for users of all ages, all educational levels, and all socio-economic backgrounds. The purpose of this document is to further public understanding of the purpose and nature of the library's collection and to provide guidance and direction to the library staff for the development and maintenance of The System's collection.

The System asserts the fundamentals of intellectual freedom, and purchases materials representing various sides of a subject/topic when possible. Even though reasonable people may disagree or object to a particular point of view it is the System's responsibility to represent both.

Because of the great diversity of materials, there is no single set of general criteria that can be applied at all times. Some items are judged primarily in terms of artistic merit or documentation of the times, while others are selected to satisfy the recreational and informational needs of the community. The library encourages purchase suggestions from the public and staff, and will give them serious consideration.

II. **COMMUNITY ANALYSIS CONSIDERATIONS**

Given the diversity of The System's community, the following conclusions are important to consider in creating a collection development policy tailored to the community.

Preschool and elementary age children form an extremely important part of the library's clientele. Materials for children and juveniles are in their own section in each library and have an important role in the collection.

The presence of Southwestern Oklahoma State University and a full range of elementary and high schools, indicates that the student population comprises a significant proportion of the Library's clientele. It is, therefore, important that materials be selected to supplement their educational needs as they become evident.

As the System becomes aware of other community group needs, such as retirees or individuals seeking employment opportunities, the System will purchase materials to supplement their information needs.

The System's hours of operation are considerably longer than those of school libraries. Since the System's libraries are open in the evening and on weekends, high school, middle school, and elementary students frequently use its facilities and collections for research and study purposes. For that reason, some materials are selected with their study needs in mind.

III. **SELECTION CRITERIA**

The System selects materials for its collection in accordance with professionally accepted guidelines. The System will provide works representing different points of view thus enabling citizens to make up their own minds about serious and important questions. The American democratic way-of-life is based on the foundation of citizens making informed decisions. The System does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the

possibility that materials may come into the possession of children.

Materials will not be excluded because of the race, nationality, or the political or religious views of the author. Censorship of library materials is not condoned by The System. If a scarcity of information in a particular subject area exists, material in that area may be selected, even though it does not meet the usually applied standards.

- A. **Nonfiction Criteria:** The System 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.

Nonfiction is selected according to the following criteria:

1. Favorable reviews in standard library reviewing sources;
2. Reputation of the author or publisher;
3. Accuracy;
4. Currency of coverage;
5. Adequate breadth and depth of coverage;
6. Relevancy of subject material to the library's users;
7. Availability of similar material within the System and other area libraries;
8. Physical attributes of work;
9. Cost.

- B. **Fiction Criteria:** Works of contemporary fiction, graphic novels, and classic works of enduring value are included in the collection.

Fiction is selected according to the following criteria:

1. Popular Demand;
2. Favorable reviews in standard library reviewing sources;
3. Authoritativeness of the writer and reputation of the publisher;
4. Importance as a document of the times;
5. Interest and originality of the plot;
6. Whether a title is part of an existing series;

7. Availability of similar material within the System and other area libraries;
8. Physical attributes of work;
9. Cost.

C. **Periodicals:** Periodicals are publications issued and received on a regular basis in print, microfilm, or electronic format. They form an important part of The System's collection and the periodicals collection is intended to complement the book collection.

Periodicals are selected according to the following criteria:

1. Inclusion in or exclusion by standard periodical resources;
2. Formats available;
3. Requests by library users;
4. Whether the periodical has local or regional interest;
5. Whether a subject area needs to be expanded to help balance the collection;
6. Any expense of ongoing maintenance;
7. Cost.

D. **Reference:** Reference materials, whether in print or electronic formats, 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 System staffs to answer specific questions, books in the reference collection are designated for use within library buildings.

In selecting for the reference collections, the primary criteria are:

1. The System's users' information needs;
2. Formats available;
3. Currency of content;
4. Favorable reviews in standard library reviewing sources;

5. Ease of Use;
6. Accuracy;
7. Adequate breadth and depth of coverage;
8. Favorable reviews or inclusion in basic reference collection guides;
9. Reputation of the author or publisher;
10. Cost.

Duplicate copies of reference materials may be purchased for all libraries in The System if the price is not prohibitive. Duplicate copies of reference books may also be purchased in the E-book format.

Items not falling strictly within the reference format, but in high demand by library users may be included in the reference collection to allow maximum use. For example, college preparatory exam texts, auto repair manuals, genealogical source materials, etc. may be placed in the reference collection in order to insure their availability in the library at all times.

- E. **Electronic Resources:** This category includes information resources available via the Internet or via subscription databases. In some instances, these resources may be available to registered library users at remote locations via The System's Web page.

This collection includes, but is not limited to, citation or full-text databases and instructional multimedia programs. The System does receive access to several electronic resources via the Oklahoma Statewide Database Contract. Other electronic resources will be added to the collection as funding is available utilizing the following criteria.

1. Favorable reviews in standard library reviewing sources;
2. Ease of use by library users;
3. Accuracy;
4. Frequency of updating;
5. Anticipated demand by library users;
6. Impact upon staff for ongoing maintenance and updating of database;
7. Training requirements for staff and the public;
8. Remote access capability;
9. Licensing fees and usage restrictions;

10. Cost.

- F. **DVD:** The System acquires DVD's to serve general informational, educational, and recreational needs within the community. The collection strives to complement, rather than to compete with, local video rental stores by offering a different collection focus. Materials in all genres and all subjects will be collected as long as the subject or subject treatment is deemed suitable to the DVD format. The collection is very general in subject/genre scope, and does not contain specialized material for the exclusive use of one particular group.

DVD selection is guided by a general desire to maintain a 70/30 split between feature and nonfiction films representing a wide variety of general subjects and genres. The collection does not include materials purchased specifically for school or college curriculum use. The System does not purchase collected works of television programs on DVD.

The following selection criteria will be considered for DVD's:

1. Favorable reviews in standard library reviewing sources;
2. Customer Demand;
3. Appropriateness of the subject to the collection;
4. Technical quality;
5. Authority and competency of the producer;
6. Artistic merit and reputation of the performers;
7. Cost.

- G. **Recorded Books:** The Library's goal is to provide a collection of recorded instructional, educational, and quality literature that parallels most areas of the general collection. The use of compact disc players at home and in automobiles has led to a demand for books in audio formats that can be listened to by many people, not only the visually impaired.

Recorded books will be in compact disc format. Efforts are made to select on a variety of topics and to appeal to a range of interests.

The following criteria must be taken into account when selecting recorded books:

1. Popular Demand;
2. Authority and competency of producer;
3. Technical quality;
4. Packaging;
5. Availability of similar material within the System and other area libraries;
6. Cost.

H. **Downloadable Materials:** The System maintains a collection of audio/digital materials that can be downloaded onto external patron devices.

1. Availability of the title via the existing downloadable platform ;
2. Popular demand for the title;
3. Authority and competency of producer;
4. Technical quality;
5. Cost.

IV. **MATERIALS NOT COLLECTED**

Due to finite resources, there are certain materials that The System does not collect:

- A. **Rare books:** Since it is the public library's function to make materials available to all users, The System does not collect rare or unusual materials that require special handling.
- B. **Textbooks:** The System does not buy textbooks used by local schools, colleges or universities.

V. **SELECTION PROCESS**

- A. **Responsibility for Selection:** Ultimate responsibility for materials selection rests with the Collection Management Coordinator who operates within the Collection Development Policy approved by The System Board. Branch Librarians, other System staff members, and members of public may recommend books and other library materials for purchase by The System.

- B. **Community Participation:** Involvement by the community in the selection process is encouraged. Several mechanisms are provided for this purpose including analysis of pending reserve requests and purchase suggestions submitted by library users. User suggestions for purchase will be evaluated in accordance with the Collection Development Policy.

- C. **Selection Tools:** Among the selection tools used by librarians are professional library journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Librarians should also be aware of materials reviewed in national newspapers and magazines, local publications, the broadcast media, and from reputable sources available via the Internet.

VI. RECONSIDERATION OF LIBRARY MATERIALS

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

In order to represent the diversity of thought within The System's service area, it is very important that the System's collection contain materials representing differing points of view on public issues. The System does not endorse particular beliefs or views, nor does the selection of an item express or imply an endorsement of the viewpoint expressed by the author. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from theft or damage.

There may be occasions when a resident of the System's service area may be concerned about a particular item in the System's collection. If the resident wishes The System to reconsider material that is in the collection, a Request for Reconsideration form is available at branch libraries. This form must be completed in its entirety and returned to a Library staff member who will forward it to The System Director. Once the form is received, the Director will form a committee of professional librarians who will meet to review the Statement, as well as the criteria used in selecting the item, and the reasons for including the item

in the collection. A written response from the Director will be sent within four weeks.

In the event that the resident who initiated the Request for Reconsideration is not satisfied with the response of the Director, they may arrange to meet to discuss the matter with the Director. This must be done within fourteen days of receiving the written response. If the resident is not satisfied after this meeting, they may ask to be placed on the agenda of the next regularly scheduled meeting of the Western Plains Library System Board.

The Board, after hearing the complaint, may either wish to appoint a special review committee or make a decision regarding the item in question. In either case, a letter will be sent to the resident informing him of the Board's decision. The decision of the Western Plains Library System Board is final.

VII. **MATERIAL FORMATS**

Library materials are purchased in the most appropriate format for public use. Although the majority of the Library's collection is offered in the traditional print format, valuable information is increasingly available in audio-visual and electronic formats.

New formats will be considered for the collection when industry reports, national survey results, and local requests indicate that a significant portion of the community has the necessary technology to make use of the new format. The following factors must be taken into consideration when deciding whether to add a new format to the collection: availability of items in the format; cost per item; and The System's ability to acquire, process, and circulate the items in the specific format.

A. **Hardcover Books**

Books are generally purchased in hardcover editions because of their durability.

B. **Trade Paperbacks**

This format includes paperback books which are comparable in size to hardcover editions but which are typically lower in cost. They are preferred in those cases where the hardcover edition is extremely expensive and the title would be either used

infrequently or would be removed from the collection in a few years.

C. **Mass Market Paperbacks**

This format includes paperback books that are smaller in size than the typical hardcover or trade paperback book. This format will only be added to the System's collections in rare cases. Individual branch libraries may manage paperback-exchange collections at their discretion.

D. **Serials**

Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. This format includes periodicals, newspapers and annuals or continuations retained in the reference collections. They may include the following physical formats: print, microform, and computer-based. Decisions as to retention of back issue periodicals and reference annuals or continuations are made on a title-by-title case.

The following factors must be considered in any retention decision: cost; usage rates; shelf space required or computer system compatibility; availability of the title in another format such as microfilm or electronic format.

The System generally retains those periodicals that have research value in print format. If back-issues of a particular title are available in database format, the Library may decide to retain print copies for a shorter period of time. Any periodical or newspaper that the Library determines should be retained for historic value may be retained in print format indefinitely.

E. **Microforms**

Microforms are used primarily for long-term storage and preservation of periodicals and newspapers. Specialized microform collections may be purchased to complement The System's indexes. Reference materials may also be acquired in this format if the storage requirements or cost of the print format would be prohibitive.

F. **Video**

Videos are selected in the DVD format.

G. **Compact Discs**

Works previously available on audio-cassette as well as new titles may be purchased on compact disc.

H. **Large Print Books**

Books printed in larger than 16-point type are defined as large print. The System attempts to provide a variety of titles in this format, particularly in fiction for the purpose of providing an alternative format for visually challenged customers. The large print format may also be considered for those books that are out of print in regular print formats.

I. **Downloadable Materials**

Books and music that can be downloaded from home to a computer or other devices such as e-readers and tablets.

II. **Electronic Resources**

This format includes on-line databases available via the Internet. Citation databases provide references to sources of information rather than the actual text or information. Full-text databases include complete articles, documents, and any other resources that provide actual text and information.

VIII. **GIFTS**

The System accepts gifts at its discretion. In accepting gifts, the System reserves the right to decide which gifts should be added to the library collection, which are given to other libraries, and which are sold in branch book sales. Receipts for gifts can only indicate the type and number of items donated. The donor is responsible for deciding the value of donated items.

IX. **DE-SELECTION AND REPLACEMENT OF LIBRARY MATERIALS**

A. **De-Selection**

De-selection is an integral part of the collection development process. An active and continuous de-selection program is essential in maintaining a viable and useful collection. Limited shelf space in branch

libraries combined with frequently arriving new titles also requires a systematic de-selection process.

Materials are withdrawn from the Library's collection through systematic de-selection or because of loss or physical damage. The following categories of materials should be considered for de-selection: worn or mutilated items; duplicate copies of seldom used titles; materials which contain outdated or inaccurate information; superseded editions of specific titles; and materials no longer of interest or demand.

B. Replacement

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; whether the item has historic value; whether another networking agency could better provide that or a comparable 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.