

Putnam County Public Library Collection Development Policy

Selection of Materials

The Library Board of Trustees delegates to the Library Director the authority and responsibility for the selection and management of the materials collection. The library's collection provides materials on a wide variety of topics representing significant viewpoints on subjects of interest without favoring any particular view. Selection and placement of materials is guided by standard professional review sources.

Adult Nonfiction

Reference Materials: Some materials are designated reference to have items consistently available. Reference materials may be checked out for short periods of time with permission from reference staff.

Materials are selected using one or more of the following considerations:

- Artistic, literary, historic or scientific merit
- Authority and competence of author
- Accuracy and currency of information
- Requests by library patrons and community organizations and/or anticipated popular demand
- Positive reviews in professional and popular media
- Relationship to existing materials in collection
- Price, in relation to the total budget
- Formats that can be accommodated given current library conditions
- Durability
- Available space
- Presented in a popular as opposed to technical style
- Clear informative photography, illustrations and graphic design

Responsibility: Adult Nonfiction Specialist in consultation with the Library Director is responsible for the selection of materials.

Reviewing and Information Sources

- Professional Tools: *Library Journal*, *Booklist*, *Kirkus*, *Publisher's Weekly*, *The Public Library Catalog*
- Popular Media: *Radio and TV New Shows*, *Newspapers and Magazines*
- Online Sources: Baker & Taylor Title Source II, Booking Ahead, Amazon

Evaluation

The collection will be evaluated annually by the librarian responsible for the adult nonfiction collection. At this time, the percentage of shelves allocated to the collection area will be compared to the level at which that area circulates. Types and number of interlibrary loans will be analyzed to identify possible collection gaps. If the circulation does not warrant the shelf space allotted to it, the collection may be weeded and updated. If the circulation rate is high, additional

works will be selected for this area. Budget allocations for the next year will be adjusted accordingly.

Adult Fiction

The library strives to maintain a high quality collection of the best of new materials and well-loved classics. The collection offers all categories of genre fiction. It is recognized that library users have different tastes, interests, educational levels and literacy competency, and attempts to develop a fiction collection with regard to the diverse interests of the public. High demand titles may be duplicated as necessary, if funding allows.

Materials are selected using one or more of the following guidelines

- Favorable reviews in professional or popular media
- Relationship to existing materials in collection
- Literary merit
- Authority and competence of the author
- Representative of new trends in literature
- Requests by patrons and/or anticipated popular demand
- Format and durability
- Price, in relation to total budget
- Space limitations

Reviewing and Information Sources

- Professional Journals: *Booklist*, *Library Journal*, *American Libraries*, *Publisher's Weekly*, *Kirkus*, *Fiction Catalog*
- Popular Media: *New York Times Book Review*, *Book Page*, *Pages Magazine*, *Bookmarks Magazine*, general periodicals, catalogs, Radio and TV news shows
- On-line sources: *BookLetters*, *B&T Booking Ahead*, *The Compulsive Reader*, *BookBrowse.com*, *RandomHouse.com*, *ReadingGroupGuides.com*, *Ballantine Reader's Circle Newsletter*

Responsibility Adult Fiction Specialist in consultation with the Library Director is responsible for the selection of fiction materials.

Evaluation

The collection will be evaluated on an on-going basis, with the focus on maintaining a vital collection that circulates. Circulation reports, the number and nature of interlibrary loans are used to determine if the collection is serving the community. High circulation of materials, in poor condition, is used to warrant replacement. High use of materials, which have been lost, is also used to determine replacement of items. Items will be weeded if circulation does not warrant the shelf space. Exceptions may be made for items that have literary merit, are classics or are the works of a local author. Annual budget allocations are always a consideration.

Adult Audio-Visual

The audio-visual collection consists of audiobooks, music, and videos. The purpose of the collection is to provide items of cultural, educational, and

informational interest as well as quality entertainment materials in a variety of formats.

Audio Books

The audio book collection consists of fiction and non-fiction titles in both cassette and CD-format. Fiction titles include classics as well as contemporary fiction. The non-fiction section includes biographies, informational, theatrical, and foreign language-learning materials.

Materials are selected using one or more of the following guidelines

- Positive reviews in professional and/or popular media
- Anticipated popular demand and/or patron requests that fit selection criteria
- Abridged selected only when unabridged are not available
- Available space

Music

The music collection covers all genres.

Materials are selected using one or more of the following guidelines

- Focus is given to artists' highest-rated albums, greatest hits, "classics," and award-winners.
- CD-format only.
- Anticipated popular demand and/or patron requests that fit selection criteria

Videos

The video collection consists of feature films (both classic and new), documentaries, how-to videos, and educational and informational programs. Purchased titles are for home use only unless public performance rights are included.

Materials are selected using one or more of the following guidelines

- Positive reviews in professional and popular media
- Popular feature films and TV series that are highly rated and/or award-winners
- Widescreen when available
- Anticipated popular demand and/or patron requests that fit selection criteria

Responsibility The Adult Audio-Visual specialist in consultation with the Library Director is responsible for the selection of materials.

Reviewing and Information Sources

- **Audiobooks**
AudioFile, Booklist, Library Journal, vendor catalogs including *AudioEditions, Baker and Taylor, Books on Tape, and Recorded Books*
- **Music**
Billboard, Rolling Stone, Amazon, magazine and newspaper reviews
- **Videos**
Booklist, Library Journal, VideoHound and other movie guides, *VideoLibrarian*, bibliographies, vendor catalogs including *Baker and Taylor, Facets, and Midwest Tapes*

Evaluation: The collection will be evaluated annually by the Audiovisual Specialist. Items that are outdated will be weeded; items that are no longer circulating will be considered for withdrawal; items that are in poor condition will be considered for replacement.

Video Games

PCPL's video game collection is the latest in an ongoing effort to engage our users in a meaningful experience with evolving narrative forms and to promote literacy in all its myriad forms.

There are two collections: one in the Reference Department for use by patrons 13 years and older and one in the Youth Services Department for use by patrons 12 years and younger. The Entertainment Software Ratings Board (ESRB) rating system is used as a guide to assist selectors in determining which collection a given game should be placed in.

The collection is wide-ranging and represents various viewpoints and beliefs. The collection's aim is to stimulate the imagination, provide strong aesthetic experiences, and to meet our patrons' need for creative development and learning.

Criteria for purchase include demand, budget, critical review, and timeliness of the material. Games that promote irrationally violent behavior, depict explicitly sexual activity, or overtly encourage illegal activities will be excluded from this collection.

The collection will center around current generation consoles (PS4, Xbox1, WiiU) and previous generation consoles (PS3, Xbox360, and Wii).

Children's Materials

The first objective in selecting children's materials is to foster a child's delight in reading and being read to. It is hoped that early pleasure with books will lead to a life-long love of reading. The library strives to maintain a high quality collection including new materials and classics.

Materials are selected using one or more of the following guidelines

- Reading level
- Quality of illustrations and writing style
- Age-appropriateness of content
- Positive reviews in professional and popular media
- Requests by patrons and/or anticipated popular demand
- Durability
- Supportive of children's interests as well as school curricula
- Inclusion in award and reading lists

Responsibility

The Children's Librarian in consultation with the Library Director is responsible for the selection of materials.

Reviewing and Information Sources include:

- Professional Tools: *Booklist*, *School Library Journal*, *Children's Catalog*, *VOYA*, *Kirkus*, *Horn Book*
- Popular Media: Radio & TV news shows, newspapers and magazines, PUBYAC listserv, publisher's catalogs, *Book Page*, holdings of other libraries, websites pertaining to children's literature

Evaluation: The collection will be evaluated periodically to determine which items need to be removed or replaced due to condition, circulation, or timeliness of information.

Historical Collections

The Board of Trustees of the Putnam County Public Library has established the Local History and Genealogy Department as one of the library's services. Its purpose is to collect, preserve, and make available materials of historical, genealogical, social, economic, and cultural significance to Greencastle and Putnam County.

The Local History and Genealogy collections are housed in the library's Cyril Johnson Room and the adjacent closed stack areas. The collection contains materials that cover all time frames and includes genealogical sources for families from Putnam County and surrounding areas. Both print and non-print materials are collected and include, but are not limited to: manuscripts, bound volumes, audio and video tapes and CDs, photographs, microform, graphic art, maps and drawings.

Materials are available for research and must be used in the library. Inquiries from remote patrons are answered. Except where there is violation of current copyright law or where there is risk of damage to the material, copying of historical documents for personal research is allowed. Materials in the historical collections may be copied for publication and/or display purposes only with the approval of the Local History Librarian. Staff assistance is available.

The selection process conforms with standards set by the Society of American Archivists (SAA). Materials which are otherwise appropriate are not refused because of their point of view. The Local History and Genealogy Department strives to cooperate, rather than to compete, with other collecting institutions having overlapping or very similar selection objectives.

Materials are selected using one or more of the following guidelines

- Content pertinent to Putnam County or surrounding areas
- Amount and physical maintainability of the material
- Historical or genealogical merit of the material

- Authority and competence of the author or compiler
- Preference to materials whose provenance is known
- Preference to originals, but copies are accepted
- Works produced by local authors or persons with Putnam County connections
- Printed or published in Putnam County.
- Primary, secondary, and indicative source material for research

Responsibility: Local History Librarian in consultation with the Library Director is responsible for the selection of materials.

Gifts: Persons who wish to donate material to Putnam County Public Library's historical collections should contact the Local History Librarian. Generally, the library does not accept artifacts considered museum material.

Evaluation: There will be periodic review of material in the historic collections by the Local History Librarian. Putnam County Public Library reserves the right to de-select material found to constitute unnecessary duplication or to be inconsistent with the library's mission and/or the department's collection development policy.

Gifts

The library appreciates donations of books, audio-visual materials & specialty magazines.

- Items are added to the library's collection using the same criteria that is used for selection.
- Materials that are not selected are given to the Friends of the Putnam County Public Library for their book sales. Revenue from these sales provides funding for Friends of the Library sponsored programs.
- The library can not accept books for recycling, encyclopedia sets, textbooks, legal or medical books over 5 years old, weekly magazines, used computers or software.
- Materials that are not selected may be returned to the donor if requested at the time of donation or discarded if condition warrants.

Weeding

Maintaining an attractive, accurate, and relevant collection that is consistent with the library's mission, is an ongoing process. As part of that process, the regular deselection of materials is crucial to the upkeep of an excellent library collection.

Withdrawal

Materials will be considered for withdrawal from the collection when they are

- worn beyond use
- misleading and/or factually inaccurate
- surpassed by a newer edition or a better item on the subject
- no longer circulating
- a duplicate copy of a once popular item

Replacement

Materials may be replaced with an exact edition or a better choice on the subject when:

- a subject area needs to be updated
- the material was worn beyond use, but still meets collection policy objectives
- it is more cost effective to buy new material rather than have staff repair it

Tools

- *Public Library Catalog*
- *Fiction Catalog*
- *The CREW method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries*
- *Weeding Library Collections: Library Weeding Methods* by Stanley J. Slote

Once withdrawn from the collection, most items will be given to The Friends of the Library.

Evaluation

Evaluation is an ongoing process at the Putnam County Public Library and seeks to investigate how well the collection is fulfilling the library's mission. Because shelf space is limited and the materials budget is tight, the focus of the evaluation process is on maintaining a vital collection that circulates. There is little room for materials that aren't being used by the community. Qualitative and quantitative tools such as, circulation reports, the number and nature of interlibrary loans, and listings of shelf allocations, are used to determine the extent to which the collection is serving its card holders and the community.

Resource Sharing

The PCPL is a member of INCOLSA, a statewide network of libraries. This membership enables the reference department of the PCPL to obtain materials for patrons from any library in the country through interlibrary loan. Although the PCPL is not a member of OCLC, materials in the library's collection are available to other institutions upon request.

Concerns About Library Materials: Intellectual Freedom

- In order to serve a diverse community, the Putnam County Public Library maintains a collection that represents many viewpoints and ideas on a variety of subjects, without endorsing any specific viewpoint, person or belief represented in its holdings.
- The PCPL endorses the American Library Association's *Library Bill of Rights* and *Freedom to Read* and *Freedom to View* statements. What an individual elects to read, view, or listen to is the decision of that individual. Patrons are responsible for deciding what is appropriate for themselves and their children, but may not impede access to materials by others.

See *Concerns About Library Materials, Displays or Programming Policy* to submit a concern about Library materials.

Reviewed and Adopted December 2016
PCPL Board of Trustees

Putnam County Public Library
103 East Poplar Street, P.O. Box 116
Greencastle, Indiana 46135
765-653-2755 www.putnam.lib.in.us

Statement of Concern

To register your concern, please complete this form and return it to the director.

Title _____
Author/Producer _____
Publisher (if known) _____ ISBN # _____
Type of Material:
___ Book ___ Magazine/Newspaper ___ Video ___ Audio ___ Display _____ Other

1. What are your concerns about this work? *(Give pages, chapters or scenes, etc.)*

2. Did you read, watch, or listen to the entire work?

What parts if not the whole? _____

3. What do you think might be the result of reading, viewing or listening to this work? _____

4. For what age group would you recommend this item?

5. Do you know of any reviews of this work by critics?

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

7. In its place, what work would you recommend that would provide a similar view on the subject? _____
8. Use the reverse side of this page for additional comments.

- Name _____
Address _____
City _____ State _____ Zip _____ Phone _____
- Do you represent:
Yourself? ___
Organization? ___ If an organization, please specify: _____
- Signature _____ Date _____