

Collection Development Policy

The purpose of the Henry County Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

The collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Henry County Public Library Board of Trustees and are integral parts of the policy.

Material Selection

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Henry County Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the Director must be available to answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

Materials will be selected based on positive reviews in professional journals or actual examination and evaluation of materials. Items and authors that must be purchased every year may be placed on a standing order list to ensure timely delivery. Recommendations from patrons are encouraged. Gifts will be welcomed and accepted with the understanding that they become the property of the Library to add to the collection or to dispose of as it sees fit.

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand
- Suitability of material for the clientele
- Existing library holdings
- Budget
- Format
- Reviews
 - a. Reviews are a major source of information about new materials. The primary sources of reviews are:

<i>Library Journal</i>	Publisher and jobber catalogs
<i>Booklist</i>	Newspapers, radio, TV, or other media public sources
<i>Publisher's Weekly</i>	Internet sources
Best seller lists	Standard lists
<i>Guide to Reference Books</i>	

b. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and material discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Materials purchased, as well as gifts and donations, are judged as follows:

- Controversial issues will be addressed in collection by materials representing all sides of an issue while maintaining a balance.
- Specialized and ephemeral requests for topical materials are filled through Interlibrary Loan (ILL). Requests for the general user are filled by the local collection.
- Duplication will be avoided except for high demand materials.
- Textbooks unsuitable for reference will not be added to the collection.
- Parents are responsible for guiding their children's reading. Library staff cannot censor their choice or refuse them information of any type.

Deselection

Materials that no longer meet the needs of the community and no longer support the library's collection will be withdrawn and disposed of following a modified version of the CREW method. Books will be discarded if they:

- Are badly worn or have loose pages
- Are no longer considered accurate or factual
- Have not been used in 3-5 years
- Have been superseded by new edition

Discarded books will be sold in book sales sponsored by the library unless their content is so outdated that the nature of the information makes them harmful to the public. Such books will be destroyed, through a recycling operation if possible.

Requests for Reconsideration

The library is a unique institution charged with being an unbiased repository of recorded expression. While the board has delegated the responsibility for selection and evaluation of library materials to the Director and such staff as he/she may designate, they have the legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

Any request by a patron for reconsideration of materials must be submitted in writing. A copy of the form to be used is appended.



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Request for Reconsideration

In order to accomplish the Library's mission of providing a diverse array of books and other materials to meet the educational, informational, and recreational needs of residents of all ages, the Library has developed a large and comprehensive general collection. Reconsideration procedures have been established so that members of the community may express concerns about resources which are included in the Library's collection. Completion of this form is the first step in these procedures. Requests for Reconsideration of Materials will be reviewed by a staff committee including the Library Director. Requestors will be notified in writing within four weeks concerning the status of the review.

Name _____
Address _____
Phone _____

Do you represent Self? Organization?

Resource on which you are commenting:

Book Textbook DVD Display Magazine Library Program
 Audio Recording Newspaper Electronic information/network (please specify)
 Other _____

Title _____ Author/Producer _____

What brought this resource to your attention?

Have you examined the entire resource?

What concerns you about the resource? (use other side or additional pages if necessary)

Requestor's Signature

Date

Staff Member's Name (Please Print)