

Onslow County Public Library Collection Development Policy

Purpose of the Policy

The primary function of Onslow County Public Library's collection development policy is to establish guidelines for the acquisition of quality materials that meet the educational, informational, and cultural needs of the citizens of Onslow County as set forth by the organization's mission and vision statements.

Open Access to Information and Ideas

The Library will provide access to information and ideas that represent the broad and diverse viewpoints expressed in our community. The presence of items in the Library collection that may contain controversial or unpopular ideas does not indicate endorsement of the content by the Library.

The Library supports the American Library Association's Bill of Rights, Freedom to Read Statement and Freedom to View Statement.

<http://www.ala.org/ala/issuesadvocacy/intfreedom/Librarybill/index.cfm>

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

<http://www.ala.org/ala/mgrps/rts/vrt/professionalresources/vrtresources/freedomtoview.cfm>

Responsibility for Selection of Materials

The Library Director has sole responsibility for the Library's collection. To facilitate this process, the Director may delegate responsibility for collection development to other professional staff members within the Onslow County Public Library system.

Selection Criteria

There is no single standard that can be used to evaluate and select the different types of materials included in the Library's collections. Each type of material will be evaluated in terms of its own qualities and merit. There are, however, some general criteria that selectors use to evaluate and select resources, regardless of the format. They are:

- Public demand
- Positive evaluation by critics and other review sources
- Value of the content to the local community
- Budgetary considerations/limitations
- Authority or significance of the author/producer/publisher of the work
- Content of the work (objectivity, accuracy and timeliness of information and data);
- Suitability of format for Library use (size, paper, print, binding)
- Ability/capacity to enhance the overall collection

In addition, the following criteria are also utilized when selecting digital and electronic resources:

- Compatibility with existing or available Library technology
- Ability to allow access to multiple simultaneous users
- Technical support and training requirements
- Quality of the resource and ease of use for patrons
- Degree to which the product meets the informational needs of the general Library patronage

The Library recognizes the need to continually evaluate new technologies and electronic resources as they become available in the marketplace and is committed to providing a superior balance of electronic and print resources that satisfy public demand in the local community.

Reconsideration of Materials

Any citizen who has a concern about a specific item in the Library's collection may fill out and submit to the Library Director a Statement of Concern form. These forms are available at any Onslow County Public Library branch or on the Library's web site at www.onslowcountync.gov/Library. The material(s) in question will be evaluated by the Director and an appointed review team. After the review process, the patron will receive a written response regarding their concerns.

Donated Material Policy

The Library accepts donations of recently published books, magazines, audio books, music CD's and DVD's. All donations should be clean and in good condition.

We do not accept:

- Textbooks
- Medical Books
- Encyclopedia Sets
- National Geographic Magazines
- Reader's Digest Condensed Books
- VHS or Cassette Tapes
- Software

All donations are accepted without condition and become the property of the Library. Donated materials that are chosen for inclusion in the Library collection must meet the same selection criteria established for purchased materials. Donations not used for collection development will be included in book sales that generate additional funds for Library programs and services. All other types of gifts or donations made to the Library will be evaluated by Library Administration on a case by case basis.

Cash gifts may be made to the Library for purchase of books or other materials in memory or honor of individuals. The subject matter of a gift may be suggested by the donor, however, the Library staff will use established selection criteria to select and purchase the materials for the collection.

The Library can provide a receipt for any donation but cannot assign a specific value to donated materials.

Collection Maintenance

To aid professional staff members in the weeding and de-selection of materials housed in our Library facilities, Onslow County Public Library has adopted a modified version of the **CREW** method for collection maintenance. The acronym **CREW** stands for **C**ontinual **R**eview, **E**valuation and **W**eeding. These guidelines for maintaining relevant and useful Library collections are based on *The Crew Manual: A Unified System of Weeding, Inventory, and Collection-Building for Small and Medium-Sized Public Libraries* by Joseph P. Segal.

The Crew Method is based on an approach of evaluating materials according to age, usage statistics and several other criteria. The acronym "**MUSTIE**" is used to help professional staff remember six additional criteria that are utilized in the process of determining whether an item is still relevant to the local collection.

Misleading or factually incorrect
Ugly
Superseded by a newer edition
Trivial
Irrelevant to the needs and interests of the community
Elsewhere - Can be obtained through another source

Materials that are no longer practical to keep in the collection will be discarded. These materials will be disposed of according to North Carolina General Statutes (N.C.G.S. 153A-176), as well as any methods prescribed by local County government policies and procedures.

Review and Revision of the Policy

The Collection Development Policy will be reviewed on an annual basis by the Collection Development Team. Any revisions necessary will be presented to the Onslow County Public Library Board of Trustees for approval.

Approved by OCPL Collection Development Team – October 20, 2011

Approved by OCPL Board of Trustees – February 13, 2012

Approved by the Onslow County Board of Commissioners - November 18, 2013.

Revised by OCPL – January 12, 2015, Revisions Recommended for approval by the OCPL Board of Trustees on January 13, 2015.

Approved by the Onslow County Board of Commissioners – April 8, 2015