

Akron-Summit County Public Library

Collection Development Policy

**Approved
December 13, 2018**

COLLECTION DEVELOPMENT POLICY

TABLE OF CONTENTS

Responsibility to the Community	1
Responsibility for Selection.....	1
Principles of Materials Selection.....	2
Audiovisual Materials	4
Digital Resources	5
Non-traditional Materials.....	6
Internet Statement.....	6
Government Documents	6
Special Collections.....	6
Materials for Children and Teens.....	7
Donations	8
Collection Maintenance	8
Resource Sharing	9
Reconsideration of Materials.....	9

RESPONSIBILITY TO THE COMMUNITY

The public library is unique among institutions as an unbiased repository for the recorded expression of human thought. It must, therefore, accept responsibility for providing open access to all points of view; however, the inclusion of an item in the collection in no way represents an endorsement by the Akron-Summit County Public Library of any idea, policy or theory contained in that item.

The Main Library collection serves as the central reference and referral source for the community with a broad range of circulating and non-circulating materials for adults, children and teens. Branch libraries and Mobile Services serve their communities by providing popular circulating and reference collections. Digital resources are available at all Library locations and via remote access when possible.

CONTROVERSIAL MATERIALS

The Library's collection attempts to represent all sides of controversial issues as far as availability of materials, budget and space allow. Selection will be based upon criteria stated in this policy. The gender, nationality, political views, race, religion or sexuality of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community will not cause an item automatically to be included or excluded from the collection.

All public libraries contain materials that some customers may find objectionable. Conversely, public libraries may omit from the collection materials that some customers feel are important. In either event, the Akron-Summit County Public Library has procedures customers may use in requesting the inclusion or the reconsideration of materials.

USE OF THE COLLECTION BY PERSONS UNDER THE AGE OF 18

The responsibility for monitoring an individual child's listening, reading and viewing habits rests with the parent or guardian. Selection of materials for the entire library collection is not restricted by the possibility that children may obtain materials that their parents or guardians consider inappropriate.

RESPONSIBILITY FOR SELECTION

While the Library's Board of Trustees is responsible for the library materials selected in accordance with this Collection Development Policy, the direct selection of library materials is and shall be a responsibility delegated by the

Board of Trustees to the Library Director. The actual selection of materials is performed by the Collection Development Department and other professional staff who are determined by the Library Director to be qualified by reason of education, experience, job classification and training.

PRINCIPLES OF MATERIALS SELECTION

MATERIALS

Materials refer not only to physical entities that serve as carriers of information, e.g., audio or video recordings, books and magazines, but also digital information sources.

Materials are selected to address the needs of current and potential users regardless of ability, age, educational level, gender, nationality, political affiliation, race, religion, sexuality or socioeconomic status.

The Library seeks to include materials to cover the widest range of subjects and viewpoints consistent with the interests and needs of the community within budgetary and space constraints. The collection should reflect diverse political, religious and socioeconomic views and contain representative materials for a variety of abilities, races, ethnicities, sexualities and gender identities.

The Library shall not include in the collection any materials which have the dominant purpose of appealing to prurient interests. The Library shall not purchase or retain materials within its collection that have been deemed to be obscene or harmful to juveniles by a local court of appropriate jurisdiction.

In acquiring materials, the Library shall apply one or more of the following selection criteria:

1. Value - literary, educational, informational, or recreational
2. Authority - accuracy, objectivity and effectiveness of expression
3. Accessibility - ease of use by unique segments of the community (e.g., adult new readers, children and teens, customers with disabilities)
4. Relative importance of subject matter to the collection
5. Timeliness and social significance
6. Importance of the author or creator in the field
7. Relationship to other works in the same field
8. Comparative scarcity of material on the subject
9. Community use or demand
10. Cost and availability, either via purchasing or borrowing from another

library

11. Suitability of format for library purposes

12. Attention of critics, reviewers, media and the public

The overall value of each item is the chief criterion of selection.

The inclusion of independently or self-published materials is based on the merits of the work and must meet the criteria for selection set forth in this policy. Works by local authors, defined as current or former residents of Summit County and works that have regional interest may be given special consideration.

Self-published local authors who wish to submit their works for the circulating collection may donate a copy for consideration. The donated copy becomes the property of the Library and will not be returned. Some submissions may be considered for the archive in the Special Collections Division rather than the circulating collection if the work meets those criteria.

The Library does not accept unsolicited self-published works by non-local authors or publishers. Such submissions will not be acknowledged nor returned.

FORMAT

Format refers to the form in which materials are provided. The Library makes a conscious effort to select materials in a wide variety of formats, e.g., audiovisual recordings, books, periodicals, government documents and digital resources.

COMMUNITY NEED

In the continuing effort to meet community needs, the Library welcomes customer suggestions for titles to add to the collection. The Library, however, has the final responsibility for the selection of materials.

SCHOOL AND ACADEMIC LIBRARIES

Although school and academic libraries have the primary responsibility for providing materials to their students, the Library accepts responsibility for serving students with supplementary reading and reference materials. The Library may choose to support specific school curriculum programs through its collections, equipment and access to digital resources (e.g., Books in Boxes).

Textbooks are added to the collection only when they may be the best or only source of information on a subject. They are not purchased to support a specific curriculum.

AUDIOVISUAL MATERIALS

The Library collects a broad variety of audiovisual works for adults, children and teens that reflect the educational, informational and recreational needs of the entire community. The Library recognizes there can be additional concerns involving audiovisual material in the public library. Therefore, parents or guardians of minors are urged to participate in the choosing of these materials with their children. No subject content will be excluded as long as the material meets the other criteria listed in the Principles of Materials Selection section of this document.

Just as a book would not be judged based on an individual paragraph, the Library evaluates a particular audio or visual work as a whole and not on the basis of particular scenes or segments. A work will not be excluded from the collection because it presents aspects of life honestly or because it exhibits frankness of expression.

AUDIO MATERIAL

The Library selects musical recordings to provide a wide range of representative works available in a variety of musical genres and styles. Parental Advisory label information on the original packaging is preserved by the Library in its processing procedures.

Spoken recordings are selected to parallel most areas of the general collection. This includes fiction and nonfiction in abridged and unabridged formats.

A variety of audio formats are selected based on availability and popular demand.

VISUAL MATERIAL

The Library selects video recordings to provide a wide variety of genres, visual styles and formats to appeal to the widest audience. The collection is built to reflect the educational, informational and leisure needs for the entire community.

The original packaging of visual materials may include ratings or guidelines by independent organizations such as the Motion Picture Association of America (MPAA) or TV Parental Guidelines Monitoring Board, that generally are preserved by the Library in its processing procedures.

A variety of video formats are selected based on availability and popular demand.

NEW FORMATS

The development of new audiovisual formats is monitored for possible addition to the collection, weighing the following factors:

1. Adoption of the format in the community and availability of equipment, if required
2. Usefulness in meeting the immediate and long-range needs and interests of the community
3. Durability of the materials
4. Cost of material in the new medium or format
5. Costs of processing and circulating the new materials
6. Space available for storage and display
7. Funds available and the need to maintain existing formats in the collection

DIGITAL RESOURCES

Digital resources are defined as Library materials accessible through computers or other devices and websites.

Categories of digital resources provided by the Akron-Summit County Public Library include:

Archived – Materials are intended to be available on a permanent basis. The Library considers factors such as lack of availability of the material elsewhere, perceived usefulness of the material and uniqueness of the material.

Licensed or **Subscribed** – Materials the Library makes no commitment to archiving. A provider other than the Library has the primary responsibility for the content and its maintenance.

Linked - The material is generated and maintained elsewhere and the Library points to it at that location.

The Library considers the following criteria when selecting digital resources for the collection:

1. Content – Priority is given to resources which will be useful to the largest number of public users and staff and which are authoritative, current and durable in nature.
2. Access – Resources that are available for use throughout the Library system and remotely are highly valued. Additionally, the ability to print or save output for review at a later time is very important.

3. Ease of Use – The resource should be easy to use, requiring minimal training.
4. Maintenance – The amount of support required by staff to make the resources available must be considered. The decision to select resources requiring significant amounts of staff time to preserve, including migration to newer formats, must be weighed against the current and future value of the resources.
5. Standards – The resource should meet acceptable, commonly used digital formats, protocols, practices and technical standards.
6. Equipment – The resource should operate on equipment and operating systems either currently or expected-to-be available. Resources requiring extensive, specialized and/or expensive new equipment or storage space to make them available will be acquired only if the research value is indisputably high.
7. Cost – Consideration must be given to cost, licensing agreements and usage restrictions.

NON-TRADITIONAL MATERIALS

Sometimes termed a Library of Things, collections of materials not usually found in a library may be assembled to support life-long learning and enrichment. These collections are developed and managed to meet the cultural, informational, educational and recreational needs of library customers of all ages.

INTERNET STATEMENT

Although the Library provides customers with access to the Internet, it is the responsibility of the customer to use good judgment when considering which resources to use. Internet content is not evaluated as part of the Collection Development Policy.

GOVERNMENT DOCUMENTS

The Akron-Summit County Public Library is a selective Federal depository and has a focused collection of publications available from the Government Printing Office. The goal is to have a current collection that reflects regional interests including Ohio depository items and local documents (e.g., local municipal ordinances). Designated librarian/s are responsible for selection and maintenance following the guidelines presented in the Federal Depository Library Manual and this policy.

As a Patent and Trademark Resource Center, the Library houses the materials provided by the United States Patent and Trademark Office. Designated librarian/s are responsible for selection and maintenance in accordance with the guidelines provided by the Patent and Trademark Resource Center Program and this policy.

SPECIAL COLLECTIONS

The purpose of the Special Collections Division of the Akron-Summit County Public Library is to collect, preserve and provide access to materials pertaining to the history of Summit County and to provide a comprehensive collection of genealogical research materials for the residents of Summit County.

SCOPE OF COLLECTION

The Local History Collection consists of sources pertaining to the people, history and culture of Summit County and the communities therein. It includes materials in print, audiovisual and digital format about organizations, institutions, businesses, the arts, architecture, events and individuals representing all socio-economic, ethnic and racial groups of which the county is comprised. Materials generally not included in this collection include three-dimensional objects or art.

The Local Author/Performing Arts Collection consists of written works by current or former residents of Summit County, including materials self-published or published locally. It also consists of recorded works of performing arts that have been produced and/or performed locally. For inclusion in this collection, an author's contribution should be more than a single chapter, editing, ghost writing, or an acknowledgement.

The Genealogy Collection focuses on materials pertaining to the eastern United States, with an emphasis on Ohio. Materials concerning other countries are included on a limited basis.

COLLECTION GUIDELINES

Gifts are accepted, provided they conform to the above stated criteria for inclusion in the collection. Acceptance of gifts requires a signed Deed of Gift agreement that transfers ownership and copyright to the Library and specifies access restrictions, if any. Upon receipt by Special Collections staff, gift materials are examined and subject to more detailed review. The Special Collections Division reserves the right to remove materials deemed inappropriate to the collection or in poor condition. Items deemed inappropriate for the collection will be referred to other repositories or discarded. The donor must note in the

deed of gift if they wish items to be returned that are not accepted by Special Collections. The Library does not offer appraisals for tax purposes and the donor must assume all appraisal costs.

COOPERATION WITH OTHER ORGANIZATIONS

The Akron-Summit County Public Library recognizes other organizations engaged in the collection and preservation of local historical and genealogical materials. The Library will cooperate with these organizations by sharing resources when feasible and within established guidelines.

MATERIALS FOR CHILDREN AND TEENS

CHILDREN

The Children's collection includes audiovisual, digital materials and print developed for children ages 12 and under. Materials benefitting adults working with children may also be included. Items are selected based upon the Principles of Materials Selection with attention given to the wide range of reading and interest levels of children. All material may not be appropriate for all children. Children's access to library materials is not limited to the Children's collection and only the individual parent or guardian can make the decision of what is appropriate for his or her child.

TEEN

The Teen collection includes materials that have been developed for or have appeal to patrons ages 12 and up. The collection includes audiovisual, digital and print materials selected to meet the needs of patrons with a broad range of interests and reading levels. Although items are selected for the Teen collection in accordance with the Principles of Materials Selection listed in this document, not all teen collection items will be appropriate for all teens. Only the individual parent or guardian can decide what is appropriate for his or her teen.

DONATIONS

MATERIALS

The Akron-Summit County Public Library accepts donations with the explicit understanding that the item may be retained or disposed of at the discretion of the Library. No monetary appraisal is made of donated materials. The Library will give the donor a written acknowledgment recording the quantity of items. Materials that are not added to the Library's collection will be forwarded to the appropriate Friends of the Library organization where they may be sold, donated to another organization or discarded.

Donations of large collections which fall into subject categories or areas not previously developed by the Library will receive careful study. Considerations for acceptance include the cost implications, maintenance, growth of the specific collection and relevance to the overall mission of the Library.

Donations of materials sponsored by commercial or special interest groups will be carefully evaluated to ensure that they conform to the selection criteria set forth in this policy.

FUNDS

When the Library receives a monetary donation for the purchase of materials, the Collection Development staff will select appropriate titles using the Principles of Material Selection listed in this document.

COLLECTION MAINTENANCE

This section serves as a guideline for adding to the present collection and also for determining which materials to bind, which damaged materials to replace and which materials to weed.

WEEDING

It is the routine practice of the Library to systematically remove materials that are outdated, damaged or no longer in demand. The responsibility for weeding is shared among branch, division, Mobile Services and Collection Development staff. Some items may be retained because of historical value.

BINDING

Materials may be bound based on factors including the value, use of the title, physical condition and possibility of replacement.

REPLACEMENT

Withdrawn materials may be considered for replacement. Others may be updated with more timely materials on the subject. The same principles used for original selection will be applied to replacements.

RESOURCE SHARING

The Library affirms its commitment to interlibrary cooperation. In some cases, the most satisfactory service to a library customer is retrieval of materials via an interlibrary loan, or by referral to another library or community agency. In all cases, the staff of the Library shall offer available resource sharing options in order to meet the informational needs of the customer.

PROCEDURE FOR RECONSIDERATION OF LIBRARY MATERIALS

Occasionally, Library customers are concerned about certain titles that are included in the collection. Customers may use the following procedure to request the removal of material they find objectionable.

The customer should first discuss his or her concerns with the manager of the Library location where he or she encountered the material. The manager may be able to convey reasons why it was included in the collection and allay the customer's concern.

If the customer still wants to have the item reconsidered, then he or she should discuss the item with the Collection Development Coordinator. If his or her concern about the inclusion of the item in the collection is not satisfied, at the customer's request the Coordinator will mail a "Request for Reconsideration of Library Materials" form to him or her. The completed form should be returned to:

Library Director
Akron-Summit County Public Library
60 South High Street
Akron, Ohio 44326-0001

Upon receipt of the completed "Request for Reconsideration of Library Materials" form, the Library Director will appoint a Library Materials Reconsideration Committee. The committee will include the Collection Development Coordinator and other appropriate Library personnel depending upon the title under consideration.

All members of the committee will receive a copy of the "Request for Reconsideration of Library Materials" form as completed by the customer and a copy of the title to be reconsidered. The committee will consider the original rationale for adding the title to the collection and the customer's complaint as to why it is inappropriate for inclusion in the Library's collection.

The Library Director will inform the customer in writing of the decision of the Library Materials Reconsideration Committee.

In the event the customer is not satisfied with the decision of the Library Materials Reconsideration Committee, he or she may submit a written appeal to the Board of Trustees of the Akron-Summit County Public Library. The letter should be addressed to:

President, Board of Trustees
Akron-Summit County Public Library
60 South High Street
Akron, Ohio 44326-0001
Attention: Request for Reconsideration

The Board will render a decision and inform the customer in writing.