

# Chandler Public Library

## Collection Management Policy

### **Purpose**

The mission of the Chandler Public Library is “to be the best public library by knowing our customers, working together as a team, and providing excellent service!” The ongoing development of the library’s collection is central to this mission. The purpose of this policy is to provide guidance for staff in collection management and to inform the public of the principles upon which the library makes decisions regarding the selection and maintenance of the collection.

### **Responsibility**

Though the overall responsibility for the collection/library resources rests with the Library Manager, the responsibility for selecting and evaluation is delegated to qualified and knowledgeable staff who employ the criteria outlined in this policy. Collection management is a system-wide approach, allowing for the most effective and efficient use of staff time and funds.

### **Collection Goals**

Materials are selected to:

- Provide a collection that is responsive to, and meets the demands/needs of, the community and library users
- Support the democratic process by providing materials in a balanced collection, for the education and enlightenment of the community.

Collections of materials in the library are selected with these goals in mind. Specific guidelines for collections are set forth in Appendix A. Included are the general statements of type of materials selected, appropriate age levels, formats, and considerations unique to the specific collection.

### **Selection Criteria**

In general, materials are selected to support the mission stated above. The following factors will be taken into consideration when selecting items for the:

- Individual merit of each item
- Popular appeal/demand including hold ratio
- Suitability of material for intended audience
- Existing library holdings
- Online, network, and remote access capabilities
- User interface and content of electronic products
- budget

Selection aids may include:

- Recommendations from vendors based on current and projected demand/purchasing activity of other libraries in region
- Reviews in professionally recognized periodicals and journals

- Standard bibliographies
- Lists by recognized authorities
- Advice of competent people in specific subject areas
- User requests, including Interlibrary Loan

### **Limitations and Priorities**

The Chandler Public Library recognizes that some materials are controversial and that any item may offend some customers. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles outlined in this policy.

Responsibility for the reading/viewing of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come in to the possession of children. Appropriate spaces with materials that appeal to various ages and subjects are available at all library locations.

The Chandler Public Library endorses the Library Bill of Rights (see Appendix B), as adopted by the American Library Association, amended 1996.

### **Collection Maintenance**

To ensure that the collection continues to provide timely service to the public and support our mission, out-dated materials no longer of regional interest, and damaged materials, whose physical condition makes them unsuitable for circulation, will be removed from the collection. The Chandler Public Library System will maintain an ongoing de-selection program based on current professional library standards and established collection criteria. Factors to be considered in removing materials from the collection include:

- Physical condition of the material
- Items containing misleading or inaccurate information
- Multiple copies of titles no longer in demand
- Seldom used materials
- Subject matter no longer of current interest, or historical or literary significance
- Old editions replaced by later revisions of non-fiction titles
- Another item or format might better serve the purpose
- Retention of valuable or unique "out of print" titles of potential local interest

Collection Management staff will coordinate all collection maintenance activities with Library Branch Managers supervising activities and making final decisions related to removal of items from their collections, or designate librarians to make these decisions. Discarded materials become surplus property and may be sold by the Friends of the Library for fund raising purposes or discarded in another manner at the Library's discretion.

## **Replacements**

Materials, which have been deselected or lost, will be replaced with new titles or new editions of classic titles on a continuing basis, based upon budgetary constraints and subject needs. Vendor recommendations, bibliographic tools and review journals will be used to ascertain the best and most timely publications in a subject field. The Library does not automatically replace items withdrawn because of loss, damage or wear.

## **Collection Evaluation**

In order to maintain a strong, vital, relevant, useful, up to date collection, the Library Manager will work with staff to provide ongoing collection analysis. Through ongoing quantitative and qualitative methods, staff members will monitor the collection to see whether or not it continues to serve the needs and desire of the public. Evaluation techniques will include but not be limited to the following:

- Circulation use data (circulation, turnover rates, relative use, etc.)
- Collection holding data (age of collection, distribution of materials, shelf allotments, etc.)
- Online database use statistics
- Patron and staff recommendations
- Lists of "Best Materials" published by library organizations, library and professional review sources.
- Formal evaluations of library collections

## **Interlibrary Loan**

The library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain materials from other libraries that are beyond the scope of the library's collection. In return for utilizing interlibrary loan to satisfy the needs of our customers, the Chandler Public Library agrees to lend its materials to other libraries within the same interlibrary loan network.

## **Gifts/Donated Materials**

The Chandler Public Library accepts gifts of books and other materials with the understanding that they will be added to collection only if appropriate and needed. If they are not needed because of duplication, condition, or collection criteria, the Library Manager can dispose of them as he/she sees fit. Gifts to the library will be judged on the same criteria as purchased materials.

## **Reconsideration of Materials**

The policy statement "Reconsideration of Library Materials" deals with the procedures that the library will follow when presented with a request to reconsider materials, which

have been found to be objectionable by a Chandler Public Library customer. (see Appendix C).

### **Cataloging and Classification**

All library materials are cataloged in order to provide access to library holdings. Chandler Public Library uses existing cataloging information in an effort to maintain consistent application of cataloging rules based upon national standards. Local guidelines may be adhered to when applying call numbers.

Library materials are arranged in order to achieve their most effective utilization by the public and by the staff serving the public. The classification of library materials allows items dealing with the same or related subject matter to be located together. Chandler Public Library uses the Dewey Decimal Classification System as its primary organizational scheme.

## **Appendix A**

### **Selection Guidelines**

- **Popular materials and fiction:** Titles of current interest and demand, which meet the general guidelines for selection, will be a priority. Some fiction and popular reading which is below the library's quality standards may be selected to satisfy popular demand. Multiple copies will be acquired when 1) high demand is expressed or anticipated, 2) a title is of local interest and may go out of print, or 3) a title is the definitive title on a particular subject.
- **Nonfiction:** Highly specialized and esoteric materials are not normally acquired. The collection is intended to yield information useful for basic research in most fields of knowledge and not intended for in-depth research or scholarly work. It includes basic works in major fields of knowledge and is intended to reflect the interests of the general public.
- **Paperbacks:** Paperbacks will be selected to meet the demand for popular materials, easy portability, inexpensive reading material, duplicate copies of popular hardcover titles, and additional copies of materials for school reading lists.
- **Children:** The children's collection will contain picture books, beginning-to-read titles (readers), fiction, nonfiction, audio-visual, magazines, and bilingual materials written for reading levels up to 6th grade.
- **Young Adults:** The young adult collection will be comprised of fiction written for reading levels 7th-12th grades. There will not be a separate YA non-fiction collection. Materials appropriate for Young Adults will be part of the Adult non-fiction collection
- **Reference:** The reference collection will include materials to fulfill the daily informational needs of the user. Virtually any item in the collection may be designated reference if staff members judge that it is desirable to have the item consistently available. Some titles may be included in both circulating and reference collections.
- **Large Print:** The large print collection will include fiction as well as nonfiction titles of current or recent interest.
- **Visual Materials:** The visual materials collection will include feature, informational, how-to, and children's videos. Feature films rated PG-13 or R will be selected based on individual merit using the selection criteria previously indicated. The library will purchase highly recommended and award winning films that are not rated. The library will not assign a rating unless a rating is given on the item itself.
- **Music:** The music collection will include items for children, young adults and adults. A core collection of musical works including classical, jazz, movie/TV, rhythm and blues, and popular items will be selected. Additional items will be selected to meet popular demand.
- **Audio Materials:** The Audio Materials collection (CDs) will represent popular reading materials, both fiction and nonfiction. Unabridged formats are preferred over abridged formats, unless abridged titles are the only available format.

- **Newspapers:** The newspaper collection will include titles of both local and national interest. When publications are similar in coverage, staff may evaluate and select the title that best represents the wants of the community.
- **Magazines:** The magazine (or periodical) collection will include titles of both local and broad interest categories. Current issues will be non-circulating. Back issues of selected titles will circulate. Non-circulating titles will be kept on back file for periods of time as determined by library staff members.
- **Electronic Resources:** The electronic resources collection will include informational databases and digital materials. Internet access will not be part of this policy. Information databases will be purchased using the same guidelines as reference materials. The Chandler Public Library currently participates in the Greater Phoenix Digital Library to receive its digital materials (e-books, e-music, and e-videos).

## **Appendix B**

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community that the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all people and groups concerned with resisting abridgment of free expression and free access to ideas.
5. An individual's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Source: American Library Association

[www.ala.org/work/freedom/lbr.html](http://www.ala.org/work/freedom/lbr.html)

## **Appendix C**

### **Reconsideration of Library Materials**

Chandler Public Library recognizes that the community comprises people of different cultures, backgrounds, moral convictions, and philosophies. The library also recognizes that materials acquired for the library do not always meet the needs of the community. As such, a process to reconsider materials is provided.

Any user who wishes to have a title reconsidered for inclusion in the collection, regardless of format, may request the form "Request for Reconsideration" (see attached form) available at all public service desks throughout the system. Users provide personal information, such as name, address, and phone #; specific information about the material, such as title, author, and format; and information regarding what s/he found objectionable. Users are requested to be as specific as possible. Only one title may be included on any form, unless the title is part of a set.

These requests will then be sent to the Library Manager who selects 3 librarians to serve as a review committee. Each librarian will be required to review the material being questioned. The committee members will meet and present their findings to the Library Manager. After review, the user will receive a letter communicating the committee's decision. Should the user wish to appeal the decision, they need to request a hearing by the Library Board. Such a request should be made in writing to the Library Manager at least one week prior to a scheduled board meeting. The decision of the Library Board will be final.