

Collection Development Policy

Purpose of Collection Development Policy

The Collection Development Policy, approved by the Library Commission, is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Martinsburg Berkeley County Public Library's unique collection, the practices that maintain it over time, and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, MBCPL's collection will remain on course, reflecting the needs of the community, while creating unique experiences of meaning and inspiration of the individual customer.

Philosophy and Scope of the Collection

MBCPL collects materials, in a variety of popular formats, which support its function as a major information source for the demanding needs of a community. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic, and cultural diversity of the community. Customer use is the most powerful influence on the Library's collection. Circulation, customer purchase requests and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. The other driving force is the Library's strategic plan. In addition to customer demand, selections are made to provide depth and diversity of viewpoints to the existing collection. Inherent in the collection development philosophy is an appreciation for each customer of MBCPL. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preference's over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. Material for children and teenagers are intended to broaden their vision, support their recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. MBCPL does not intrude on the relationship.

Selection Criteria

Collection development staff use their training, knowledge, and expertise along with the following general criteria to select materials for the collection:

- 1) Relevance to interests and needs of the community
- 2) Extent of publicity, critical review, and current or anticipated demand
- 3) Current or historical significance of the author or subject
- 4) Local significance of the author or subject
- 5) Relevance to the existing collection's strengths and weaknesses
- 6) Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted in the editing and publishing industry
- 7) Suitability of format to library circulation and use
- 8) Date of publication
- 9) Price, availability, and library materials budget

Customer Recommendations

Customers may request items the Library does not own. Each request is reviewed for inclusion in the collection or for loan through interlibrary loan. Staff determine the best method for delivery of materials using the selection criteria.

Requests for Reconsideration

MBCPL selects material using established criteria and full consideration of the varying age groups and backgrounds of patrons. If a patron expresses his/her concern about a resource, a dialogue between the patron and staff or director is often sufficient in addressing those concerns.

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource

- 1) Patrons are required to complete and submit a reconsideration form to the library director or branch manager
- 2) The library will only consider requests for reconsideration from individuals have a current library card
- 3) For the duration of this process, the material in question will remain in circulation in the library collection
- 4) The library Director and staff member(s) will review the materials in question to consider if the resource follows the criteria stated in the collection policy.

- 5) Within 15 business days, the director will make a decision and send an email or letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
- 6) If the individual is not satisfied with the decision, a written appeal may be submitted within 15 business days to the Library Commission.
- 7) If the Library Commission plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
- 8) The Library Commission reserves the right to limit the length of public comments.
- 9) The decision of the Library Commission is final.

Collection Management Philosophy The library's collection is a living, changing, entity. As items are added others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location, and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Responsibility for Collection Management. The final authority for the library collection rests with the Library Director. Implementation of collection development policy and management of the collection is assigned to Library staff. MBCPL disposes of materials that have been withdrawn according to criteria for weeding and withdrawal outlines below.

Criteria for Weeding and Withdrawal. The following criteria are used in selecting materials for withdrawal.

- 1) Damage or poor condition
- 2) Current demand and frequency of use
- 3) Accuracy and Timeliness of nonfiction materials
- 4) Number of copies in the collection
- 5) Local interest
- 6) Relevance to MBCPL's research collections
- 7) Availability elsewhere including other libraries and online

Withdrawn Items

Items that have been withdrawn from the library's collection may be sold on the library's book shelves, donated to the Friends for resale, donated to individuals, groups or schools, or recycled. Any proceeds from the sale of used books goes back into the library's general budget.

Library Purchasing Guidelines for Authors

The library routinely acquires books published by commercial publishers that fit the Library's selection criteria and priorities for selection. We also may acquire self-published books when they fit the scope of the Library's collection and meet our selection criteria. A positive review in one or more of the major review journals (such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, and/or Publisher's Weekly) is the best way to bring a title to our attention. We are more likely to consider the addition of a self-published book if it has been reviewed in a major review journal.

Due to staffing and time constraints we are not able to meet with individual authors. Unfortunately, we cannot accept review copies or notify you if your book is not selected because of the number of submissions we receive. If your book is elected for purchase it will be added to the catalog within two months.

You may also bring your book to our attention by mailing or emailing us basic information about your book (title, author, ISBN, Publisher, date of publication, number of pages, price, and distributor). Please include: A link to your books' website and links to professional reviews or other coverage in the news media. A brief description of your book and its intended audience and information about how or where to buy it.

Memorial Book Policy

The Library's memorial program allows for individuals to contribute funds in memory of a person (for example, of a family member who has passed away, to honor a person's birthday, anniversary or some other special occasion). The donor may choose to give a general donation to the library or they may request that the donation be used to purchase books for the library's collection.

A donor may not request that a specific book be purchased or bring a book to add to the collection. The donor may specify subject categories that he/she would like to donate to, and the librarians will select titles which are needed in the library.

There is no guaranteed period of longevity for items donated to the library as memorial items. Memorial items are subject to the same weeding criteria as other books in the library's collection. Library staff weed books based on circulation, condition, relevance, and accuracy. Please see "Criteria for Weeding and Withdrawal" for more information.

Circulation Material Purchasing

All items to be included in material Library purchases must be approved by the library director or by librarians designated by the director. Items must be purchased through a purchase order or through OSA.

Donating a Book

Donated books are subject to the same selection criteria as books the Library buys. The Library Director, or librarians designated by the director, approve all materials added to the collection. Materials that are not selected will be sold in the library's book sale or may be donated or recycled.