

POLICY

SUBJECT: Collection Development
APPROVED BY: Board of Library Trustees
APPROVAL DATE: May 23, 2019
EFFECTIVE DATE: May 23, 2019
NEW () REVISED (X)

Supersedes Resource Development Policy adopted June 28, 2018.

Mission Statement

Enriching the community through lifelong learning and discovery.

Philosophy of Access

All Allen County Public Library materials are part of one collection which is distributed across many locations including the main library, the branch libraries, and online.

All cardholders, regardless of age, have the right to access all materials in the Library and to borrow any circulating item as governed by the Circulation Policy. Parents and legal guardians have the responsibility to monitor the use of library materials by their children. Selection of library materials for adults is not limited by the possibility that children may come in contact with the items. The Library does not act *in loco parentis* and is not responsible for inadvertent viewing at the library.

Library items are categorized broadly for the purpose of locating them in the adult, teen, children's or special collections. Otherwise, they are not marked or identified to indicate a suggested audience.

Scope of the Main Library

The main library serves the Allen County community as a whole, in addition to serving as a resource for the branch libraries. The main library places major emphasis on the provision of information regardless of format. It offers a strong collection that supports the information needs of Allen County residents. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, and interests of users of all ages.

Scope of the Branch Libraries

The branch libraries serve neighborhoods and specific communities in Allen County. The interests and needs of the actual and potential users of the branch are continually evaluated so that each library has a collection reflecting the evolving interests of the community that it serves. While the branch collection serves the basic information needs of its neighborhood, it does not duplicate the in-depth resources or special collections of the main library.

Special Collections

The Library maintains five special collections. The materials are carefully selected and curated for lasting value and long term access.

Fred J. Reynolds Historical Genealogy Collection (branded The Genealogy Center)

The Library attempts to collect comprehensively in the fields of United States and Canadian family and local history, with a secondary emphasis on the British Isles as well as Eastern and Western Europe family and local history. Included formats are paper, microtext, and digital collections. Specifically excluded are unorganized collections of manuscripts, vertical files, newspapers in newsprint format, and genealogical software.

Lincoln Financial Foundation Collection

The Lincoln Financial Foundation Collection exists to interpret and preserve the history and legacy of Abraham Lincoln through research, conservation, exhibits, and education. Management of the collection, owned by the State of Indiana, is shared by Allen County Public Library and the Indiana State Museum and Historic Sites Corporation. The Library houses the books, pamphlets, newspapers, documents, and photographs within the collection and adds to this collection in a selective manner.

Fine and Rare Books

The Library does not purchase “rare” books. However, the Library does maintain a collection of rare, fine, valuable, unique, irreplaceable, or exemplary items. Materials will be transferred to this collection if they are, or have become, rare; if they are extremely costly; if they have particular social or historical significance or if they are unique or irreplaceable such that special security precautions must be taken; if they demonstrate unique or significant techniques of paper making, binding, printing, illustration, decoration, or communication of ideas; or if, as otherwise worthy materials, they need the protection of the special environmental conditions maintained in the Fine Books Room.

These materials are determined by staff on a case-by-case basis. Once material is assigned to the Fine Books Room, it will not be reassigned to the circulating collection.

Government Documents

As a selective depository for United States Government Publications, the library acquires a number of government publications. It is also a regional depository for Indiana state publications. The library attempts to acquire local government publications of local units in Allen County.

Legal Collection

The Library maintains a collection of both print and non-print legal resources and makes them available to the community.

Collection Development Coordinators

Selection of materials for the library is done by staff members who have subject or format area specializations. These staff utilize their expertise, as well as rely on input from other staff and the public. Ultimate responsibility for the library's collection resides with the director.

Selection Criteria

Each year, far more titles than the Library can afford to purchase are published in print, audiovisual, and electronic formats. Therefore, staff must be selective in what they choose for the library's collection and consider factors such as customer interest, cost, and space. They also take into account anticipated or existing demand; local interest; reputation and skill of the author, performer, or artist; existing library resources in the subject area; published reviews; availability of titles from other sources; and the physical durability of the item.

The Library serves the interests of the community and, as such, strives to maintain an ever evolving collection of general interest materials with added breadth and depth in the area of local history. While working to ensure a collection that serves current interests, materials and formats are not maintained past their relevance. Textbooks and materials of a highly technical or specialized nature are more appropriate for research or special libraries and are generally excluded from the collection. Scholarly and highly technical or specialized materials are not acquired by the Library but are made available through the Library's interlibrary loan service depending on availability.

The Library also maintains a limited collection of recreational and informational materials in languages other than English. Every effort is made to provide materials for languages commonly spoken in Allen County. Foreign language needs are assessed through United States Census data, customer requests, circulation statistics, and community awareness. Any material in languages other than English should meet the criteria set out in this policy.

Selection criteria will also be applied to the following materials:

Independently Published Materials

The Library is often asked to include items that are written and/or published independently. This can include materials that are self-published/produced or items published through a vanity press company. The Library looks for material that will appeal to a wide audience and meet the selection criteria laid out in this policy. Special consideration will be given to items of local or regional interest.

Materials in New and Emerging Formats

The selection criteria remain the same for materials in new technologies and emerging formats that are selected by the Library.

Donations

The Library only accepts materials in excellent condition. All donations become the property of Allen County Public Library upon receipt and cannot be returned to the donor. The Library reserves the right to determine if the items will be added to the collection and to determine the conditions of display, storage and access.

All donated items added to the collection must meet the same selection criteria as purchased materials. Items not added to the collection are given to the Friends of the Allen County Public Library for disposition.

Donations may be acknowledged with a written receipt that lists the number and type of material donated but does not make a determination of the value of the donation. The Library maintains the right to refuse donations at any time.

Requests for Purchase

Any resident has the opportunity to suggest the purchase of a title for the library's collection. Those items will be considered using the same selection criteria as other materials and are not automatically added to the collection.

Requests for Reconsideration

Residents of Allen County may request the reconsideration of an item in the library's collection. Procedures have been established which ensure the serious review of a resident's request for reconsideration. Until a decision is reached, an item will remain in the collection.

Frankness of language and/or graphic content is not considered sufficient justification in itself to remove or restrict library items or formats. Titles with viewpoints or content deemed objectionable by a resident are judged as entire works, not on isolated passages or sections.

Collection Maintenance

With the exception of the previously noted Special Collections, the Library is not to serve as an archive of historical materials nor as an institute for advanced scholarly or professional research. To maintain a vital, current collection which meets the needs of the community, continuous review is necessary. Low-circulating and/or out-of-date items are reviewed on a regular basis and withdrawn as appropriate.

Withdrawn items are given to the Friends of the Allen County Public Library to sell or dispose of as they deem appropriate. The Friends of the Allen County Public Library exist to support library programs, services, and collections. Items may also be recycled or otherwise repurposed.

This Policy is supported by multiple operating procedures.