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## TRANSYLVANIA COUNTY LIBRARY COLLECTION DEVELOPMENT POLICY

**Mission Statement:** *The Transylvania County Library is committed to offering our community the opportunity to thrive by providing high quality programming, resources and customer service.*

### Purpose

The Transylvania County Library strives, within budgetary limitations, to purchase and make available the best materials in a variety of formats that are of permanent and current interest on a wide range of subjects based on the needs and requests of the community we serve. The Library seeks to meet the educational, informational, cultural and recreational needs of our patrons through the acquisition of a balanced collection of material and formats. Final responsibility for selection of all library materials rests with the Library Director, who operates within the framework of policies approved by the Board of Trustees of the Transylvania County Library.

### Material Selection

Selection of materials is based on the professional knowledge and judgment of the Library staff, whose expertise includes familiarity with all types of materials, familiarity with the strengths and weaknesses of the existing collections, and awareness of the needs of the community. Each title is judged individually according to its intrinsic merit, the subject treated, the reader interest, and need for the book in an organized collection. Each title is judged as a whole and isolated passages in themselves are not used as criteria. The selectors also consider professional review, authority and demand. Staff members consult standard bibliographic works and published reviews in professional and general periodicals and online resources for evaluations of available materials. Some works may be purchased based on the strength of an author's or performer's previous popularity before a published review is available. The Library participates in a number of electronic resource sharing consortia such as NCLIVE and the North Carolina Digital Library. Responsibility for digital content selection in these consortia is shared among a variety of libraries and organizations. The Transylvania County Library does not have complete control of content or inclusion of resources within these consortia.

## Gifts

The Library accepts gifts of books and other materials with the understanding that they become the property of the Library and are evaluated in the same manner as purchased materials. Acceptance by the Library of any gift does not mean that the item will be incorporated into the collection. The Library reserves the right to refuse any donation deemed unsuitable based on the aforementioned explanation. Gifts that are not added to the collection may be donated to the Friends of the Transylvania County Library.

## Collection Maintenance

The Library has an obligation to maintain an up-to-date collection that reflects the reading and research interests of the community. To accomplish this, items must periodically be designated for discard. Retention and withdrawal decisions are based upon an item's historical standing and importance, its replacement possibilities, age, physical condition, relevancy, lack of use, and whether there are multiple copies of the item. Items that are designated for discard will be reviewed carefully by Library staff before they are removed from the collection. Items in acceptable condition may at times be made available to the Friends of the Library for sale or discard. Occasionally, items of a classic nature, or of local importance that are not available for replacement and are in poor physical condition will be designated for rebinding, as funds allow.

## Intellectual Freedom Statement

The Library has a responsibility to serve all segments of the Transylvania County community. Materials useful to some may be objectionable to others. Selections are based solely on the merits of the work in relation to building the Library's collections and to serving the interests of readers. The Library attempts to represent all sides of controversial issues. The Library's function is to provide information, not to advocate specific points of view. Responsibility for what children read rests with the children's parents and/or legal guardians. Therefore, parents should be aware that controversial material may come into a child's possession even though items are catalogued and shelved appropriately according to content. In its selection of materials, the Library subscribes to the American Library Association's Freedom to Read Statement and to the Library Bill of Rights. (Attachments to this policy.)

## Reconsideration of Materials

No challenged materials which have been duly selected shall be removed from the Transylvania County Library's collection except upon the recommendation of the Library

Director or upon formal action of the Transylvania County Library Board of Trustees when a recommendation of the Library Director is appealed.

#### Procedure

1. A patron challenging any part of the collection should first be offered a copy of the Collection Development Policy to read.
2. If material is still questioned, a copy of the form "Statement of Concern about Library Resources" (form appended) should be filled out completely by the patron.
3. The Library Director will review the form and make a reply to the patron.
4. If the patron is not satisfied with the reply, he/she should bring the matter to the attention of the Transylvania County Library Board of Trustees, not less than one week prior to a regularly scheduled meeting.
5. The Board of Trustees will review the communication, the decision and the issues raised and will respond to the patron when the review process is complete.
6. Decisions by the Board of Trustees are final.

Approved by the Board of Trustees of the Transylvania County Library

November 15, 2012