

Collection Development

Responsibility of the Community

Collection Development Policy

1. *Purpose*
2. *Responsibility for Selection*
3. *Principles of Material Selection*
4. *General Criteria for Selection*
5. *Specific Criteria for Selection*
6. *Local Authors*
7. *School and Academic Materials*
8. *Audiovisual Materials*
9. *Digital Resources*
10. *Non-Traditional Materials*
11. *Government Documents*
12. *Materials for Children and Teens*
13. *Limitations*
14. *Controversial Materials*
15. *Collection Maintenance*
16. *Donated Materials and Memorial Gifts*

Customer Request for Consideration to Purchase an Item for the Library

Citizens Request for Reconsideration of Library Materials

Ohio Room Collection Policy

In order to exercise critical judgments and make wise choices, the residents of Jefferson County must have available a large body of reliable information, opinion and thought on all important issues and questions influencing people everywhere. Because it is impossible for most people to acquire personally the necessary collection of books and other library materials by reason of the limitations of money, space, and knowledge of book selection, an adequate public library is an indispensable part of every community and every resident must have free use of its services and resources.

Within the limitations of budget and space, the function of the Public Library of Steubenville and Jefferson County is to provide books, periodicals, and other library materials, other than the illegal or trivial, on all subjects in which any of the residents of Jefferson County claim an interest or for which they have a need.

The library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The Public Library of Steubenville and Jefferson County Library Board of Trustees affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections. (For ALA policy statements see addendum.)

Materials in the Public Library of Steubenville and Jefferson County collections should furnish information, education, inspiration, and enjoyment for persons of all ages, educational levels, and viewpoints. The library's collections should include both materials that represent topics of current interest, as well as those of enduring value.

The *Standards for Public Library Service in Ohio*, 2002 Revision, states: "The library considers the diversity of community needs, interests, and demands for titles and formats in the materials selection process." By providing free and open access to diverse information and viewpoints, the public library may serve as a cornerstone of our democratic society.

Responsibility of the Community

The public library is unique among institutions as an unbiased repository for the recorded expression of thought. Therefore, it must accept responsibility for providing free public access to all points of view. The community must accept the following givens are vital functions:

- Inclusion of materials in the library's collection acknowledges the importance of diversity of views and interests; it does not represent an endorsement or imply agreement with any particular viewpoint, or suggest approval of the content of any item.
- The collection will represent all sides of controversial issues as far as availability of materials, space, and what the budget allows.
- Selection will be based upon the criteria given throughout this policy statement.

- The race, religion, sexual orientation, nationality or political views of an author; frank or coarse language; the controversial content of an item; or the endorsement or disapproval of an individual or group in the community will not cause an item to be automatically included or excluded.
- The responsibility for a child's reading material rests with parents or legal guardians. Selection on materials for the adult, young adult, and children's collection is not restricted by the possibility that children may obtain materials that their parents consider inappropriate.
- All public libraries are likely to contain some materials that some patrons may find objectionable. In addition, collections may not contain all materials that some patrons feel are important. In both cases the library has established procedures to hear the voice of the community. (see Citizens Request for Reconsideration of Library Materials section below)

Collection Development Policy

1. Purpose of this Policy

Building a library collection is an ongoing activity: the collection evolves as the needs of the community evolve and as changing technology provides additional or alternative resources.

This Collection Development Policy has been created to:

- Clearly state the policies of the PLSJ Board of Trustees
- Identify the responsibility for collection development
- Provide staff with guidelines for development and maintenance of the collection
- Provide a process for public input
- Protect the freedom of information and guard against censorship

2. Responsibility for Selection

Final responsibility for selecting materials lies with the Director who administers under authority of the Board of Trustees and supervises the staff who have been given selection responsibilities based on their qualifications through education, training, interest, and job classification.

Designated staff contribute to the development of a patron-oriented collection by:

- Engaging in open, continuous two-way communication with library patrons and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics.
- Interacting with patrons with understanding, respect, and responsiveness.
- Handling all requests equitably.
- Working in partnership with one another to understand and respond to community needs.
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes.

- Recognizing that materials of varying complexities and formats are necessary to satisfy the diverse needs of library users.
- Balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information
- Seeking continuous improvement through ongoing measurement
- Reviewing the collections on a regular basis to identify areas of community interest that may need to be strengthened.

Suggestion for purchase are accepted from staff members and customers and are given due consideration.

3. Principles of Material Selection

Public libraries are diverse and represent a broad demographic of the community they serve. With a patron base that can include infants to the elderly, selection criteria takes into account the various interests and needs of the communities the Public Library of Steubenville and Jefferson County serves. Library staff have a professional responsibility to be inclusive, not exclusive, in selecting materials for the library collection and in providing access to materials through resource sharing. The library will work to provide patrons with access to legally obtainable materials and policies will not exclude materials even if such materials offend a staff member or some members of the community.

4. General Selection Criteria

In general when staff select materials for the library collections they are considering a wide variety of formats including: print, audiovisual, and electronic. In selecting materials and developing collections for adults, teens, and children, library staff include materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity not only of the region PLSJ serves but also the state, national, and international perspectives. PLSJ collections will provide a broad range of opinion on current issues.

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. Selection of materials shall be made on the basis of their value or interest, information, and enlightenment of all people in the community. Works are not excluded or included in the collection solely on the race, nationality, or religious, political, or social views of the author.

The materials selected should include the widest possible coverage of subjects and viewpoints consistent with the needs and interests of the community. The materials should present **ALL** points of view concerning the problems and issues of our times, international, national, and local.

5. Specific Criteria for Selection

The library considers the following criteria to be of importance in selecting books and/or library materials:

- Value – literary, educational, informational, or recreational

- Authority of author or creator
- Accuracy, presentation of subject, viewpoint of author
- Accessibility – ease of use by unique segments of the community (e.g., adult new readers, children and teens, customers with disabilities)
- Relative importance of subject matter to the collection
- Timeliness and importance for contemporary society
- Reputation of publisher
- Suitable physical format
- Price and availability via purchasing or borrowing from other local libraries
- Comparative scarcity of material on the subject
- Community use and demands
- Attention of critics, reviewers, media and the public

Tools used to aid in selection are Publisher’s Weekly and the New York Times Book Review.

The selections of any given item does not constitute an endorsement of contents by the library or library staff members. The library recognizes that some materials may be controversial and may offend some patrons. Library materials are evaluated as a whole and not on the basis of a particular passage or passages. A work will not be excluded from the collections because it presents a view of life honestly or because of frankness of expression.

6. Local Authors

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

Self-published local authors who wish to submit their works for the circulation collection may donate a copy for consideration. The donated copy becomes the property of PLSJ and will not be returned. Some submissions may be considered for the Ohio Room Collection rather than the circulating collection if the work meets those criteria.

7. School and Academic Materials

School and academic libraries are the best suited to meet the curriculum needs of their students, however PLSJ accepts the responsibility of providing supplementary reading and reference materials. PLSJ may choose to support specific school curriculum programs and homeschoolers through its collections, equipment, and access to digital resources (e.g. AtoZ Databases). The library will not attempt to furnish materials needed for formal courses of study offered by elementary or secondary schools and institutions of higher learning.

8. Audiovisual Materials

PLSJ collects a broad range of audiovisual materials for adults, teens, and children that reflect the educational, informational, and recreational needs of the entire community. PLSJ recognizes that there can be additional concerns related to audiovisual materials in the public library. Therefore, parents or guardians of minors are encouraged to participate in the

choosing of these materials with their children. No subject content will be excluded unless it does not meet the criteria listed in the “Specific Criteria for Selection” section of this policy.

9. Digital Resources

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

Categories of digital resources provided by PLSJ include:

- Databases – materials provided by a subscription service paid for by the library. Content in the database is curated by the provider and not the library.
- Links – The material is created, generated, and maintained elsewhere and the library is pointing to its location for use.
- E-Books and E-audiovisual materials – electronic books offered through the digital library on PLSJ’s website. Items may be curated by PLSJ, another library in Ohio, or the service provider of the digital library.

PLSJ considers the following criteria when selecting digital resources:

- a. Content that is useful to the largest number of public users and staff and which are authoritative, current, and durable in nature.
- b. Resources that are accessible throughout the library system and remotely are highly valued. Printing and saving features are also preferred.
- c. The resource should be easy to use and require a minimum amount of training.
- d. The amount of support required by staff to make the resources available must be considered.
- e. The resource should meet acceptable, commonly used digital formats, protocols, practices and technical standards.
- f. The resource should operate on equipment and operating systems either currently or expected to be available.
- g. Consideration must be given to the cost, licensing agreements and usage restrictions.

10. Non-Traditional Materials

Collections of items not typically found in a library (A Library of Things) may be assembled to support the life-long learning and enrichment of the community. These collections are developed to meet the informational, educational, and recreational needs of library customers of all ages.

11. Government Documents

PLSJ is a selective State of Ohio depository library 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 Federal depository items and local documents. Designated library staff are responsible for maintaining the collection following the guidelines presented in the State of Ohio Depository manual, the Federal Depository Library manual, and this policy.

12. Limitations

PLSJ will work within the limitations of budget and space to provide materials on all subjects in which the residents of Jefferson County may have an interest or need for.

13. Controversial Materials

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon the criteria stated in this policy. The race, religion, nationality, or political views 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 does not cause an item to be automatically included or excluded from the library's collection.

All public libraries contain materials that some patrons may find objectionable. The library asserts its right and duty to keep on its shelves a representative selection of materials on all subjects of interest to its readers that are not prohibited by law.

14. Collection Maintenance

In order to maintain a collection that is current and relevant to the community's needs, library staff periodically evaluate the collection as a whole and specific items within it. When deciding what items to withdraw from the collection, staff may consider:

- The material's condition
- Frequency of use
- Timeliness
- Accuracy
- Damage to the material – Item may be replaced with exact copy or updated to newer item
- Lack of space

Materials withdrawn from the collections may be used for programs, given to local organizations such as schools, or saved for a book sale to raise money for the library. Proceeds from fundraising book sales shall accrue directly to benefit the library in a fashion consistent with accepted library policies and services as determined by the PLSJ Board of Trustees.

15. Donated Materials and Memorial Gifts

PLSJ understands that donated materials are an important way for the Jefferson County community to benefit from the generosity of their neighbors. Donations are evaluated using the same criteria as purchased materials. The library reserves the right to dispose of any gifts that are given to the library. The library will decide the best manner in which to incorporate such materials into existing collections. Materials not added to the collections may be used for programs, given to local organizations such as schools, or saved for a book sale to raise money for the library.

PLSJ understands and appreciates that the community may want to honor loved ones through memorial books or memorial gifts to the library. The library will evaluate these items using

the same criteria as purchased items in order to maintain a collection of materials that is current and relevant to the community's needs. Materials withdrawn from the collections may be used for programs, given to local organizations such as schools, or saved for a book sale to raise money for the library.

Proceeds from fundraising book sales shall accrue directly to benefit the library in a fashion consistent with accepted library policies and services as determined by the Board of Trustees.

Customer Request for Consideration to Purchase an Item for the Library

The Public Library of Steubenville and Jefferson County serves a diverse public, and, on occasion, a patron may think that the library should add a particular item to the collection. Patrons may request the addition of an item by contacting the library staff and filling out a "Customer Request for Consideration to Purchase an Item for the Library" form (see appendix). Forms are available at the library service desks. The completed form will be forwarded to the staff member responsible for selecting in that area of the library and the patron will be contacted about the library's decision.

Citizens Request for Reconsideration of Library Materials

The Board of Trustees believes that censorship should be an individual and personal matter and declares that, while anyone is free to reject for himself any book and/or other library material of which he does not approve, he cannot exercise this right to restrict the freedom of another to read.

Occasionally, patrons may have a concern about a title that is included in the PLSJ collections. Patrons may use the following procedure to request the reconsideration of material they find objectionable.

The patron should first discuss their concerns with the manager of the library location where they encountered the material. The manager may be able to convey the reasons why it was included in the collection and allay the patron's concern.

If the patron still wants to have the item reconsidered, then they should fill out a "Citizens Request for Reconsideration of Library Materials" form (see appendix). This completed form should be mailed to:

Library Director
Public Library of Steubenville and Jefferson County
407 S Fourth St
Steubenville, OH 43952

Upon receipt of the form the Library Director will appoint a Library Materials Reconsideration Committee. The committee will include appropriate library personnel depending on the title under consideration.

All members of the committee will receive a copy of the "Citizens Request for Reconsideration of Library Materials" form as filled out by the patron 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 patron's complaint as to why it is inappropriate for inclusion in the library's collection.

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

In the event the patron is not satisfied with the decision of the Library Materials Reconsideration Committee, they may submit a written appeal to the Board of Trustees of the Public Library of Steubenville and Jefferson County. The letter should be addressed to:

President, Board of Trustees
Public Library of Steubenville and Jefferson County
407 S Fourth St
Steubenville, OH 43952
Attention: Request for Reconsideration

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

Ohio Room Collection Policy

Purpose and Scope of the Ohio Room Collection:

The Ohio Room preserves materials that document the history, cultural heritage, government, and genealogy of Jefferson County and to make these materials available to researchers and the general public. The Ohio Room holds these materials in trust for future generations, and therefore they can be examined in the Ohio Room only.

The Ohio Room Collection is a repository for the documents and materials which relate to the history and current development of Jefferson County, which includes Steubenville, Toronto, Tiltonsville, Wintersville, Mingo Junction, Dillonvale, Mt. Pleasant, Adena, Yorkville, Rayland, Richmond, Bergholtz, and the unincorporated areas. Subject areas include: early settlers, ethnic groups, family history, business, basic legal materials, types of work, religions practiced in the area, and prominent individuals and events. Materials on these subjects will not be declined based on language.

The broader scope, while not exhaustive, relates to people and events of the Tri-State Area and Ohio Valley. The history of Jefferson County must be seen in the context of the state as a whole, therefore a general Ohio collection of books is maintained. This part of the collection provides the citizens of Jefferson County with information about their state, both past and present, and is intended to represent general knowledge and not in-depth research materials.

Types of Materials:

The Ohio Room Collection houses materials in a variety of formats including, but not limited to, books, pamphlets, maps, photographs, periodicals, brochures, newspapers, video recordings, oral histories, city directories, genealogies/family histories, microforms, school yearbooks, and some

government documents. Special materials and archival collections are maintained only if they can be made available to the general public.

Since the library does not function as a museum, gifts of items intended for display or exhibits are not accepted. The library does not collect the records, i.e. archives, of agencies or organizations, nor does it collect the personal papers, i.e. manuscripts, of individuals unless the materials have been organized, labeled, and contain an inventory sheet so they can be assessed for the collection.

The library does not collect artifacts. Only non-book materials which have a direct relationship to the Jefferson County area are included in the collection.

The Ohio room is not under any obligation to add to its collections everything about Ohio or produced by author, printers, or publishers with Ohio connections.

Materials Selection:

The Head of the Ohio Room is primarily responsible for making selections of materials for the Ohio Room that adhere to the general criteria and to collection-specific guidelines. Titles or items may be purchased, donated, photocopied, or scanned from borrowed originals.

Genealogical Materials:

The Head of the Ohio Room selects genealogical materials which aid in researching family relationships, especially those in the Jefferson County area. Genealogical materials are collected from across the US with the major concentration on counties in the Ohio Valley area of Ohio and the states of West Virginia, Pennsylvania, and Ohio because of their ancestral connections to southeastern Ohio.