



## **Collection Development Policy**

### **I. Purpose**

The mission of the Three Rivers Regional Library System (TRRLS) is to provide constituents, through its Member Libraries, access to print and non-print informational, educational, and recreational resources to empower an informed citizenry and enable lifelong learning. For this reason, we shall make available a wide variety of learning tools to our patrons, including current technology.

In order to fulfill this mission, TRRLS will select and make available, without bias or limitation on the right to know, a comprehensive collection of print, non-print, and electronically-accessed materials to meet the needs of all citizens of Brantley, Camden, Charlton, Long, McIntosh, and Wayne Counties.

As ours is a free society, TRRLS will provide access to information in diverse fields, formats, and points of view. Encompassing eight Member Libraries in six counties containing a diverse citizenry, TRRLS recognizes that the needs of its users and the collections of its Member Libraries are also diverse and unique, in terms of format, content, and scope. This policy aims to recognize the wide variety of materials collected and the individuality of the users and communities served, while providing consistent guidelines for ethically, thoughtfully, and professionally developing and maintaining those collections.

TRRLS, in collecting and acquiring publications and related materials representing the widest diversity of views, will include items that reflect controversial, unorthodox, and unpopular ideas.

### **II. Responsibility for Collection Development**

The final authority for the determination of policy to guide the selection and acquisition of library materials is vested in the Regional Board of Trustees of the Three Rivers Regional Library System.

The ultimate responsibility for selecting materials for the Member Libraries rests with the TRRLS Director. Under the Director's authority, selection responsibilities are delegated to appropriate staff members to promote the development of collections that best meet the local needs of individual Member Libraries.

### **III. Guidelines for Selection of Materials**



Staff members responsible for selecting materials evaluate the merits and quality of the materials available for selection using rigorous criteria. They select those items that best meet the needs of the community of the library for which the material is intended, while weighing financial and spatial

limitations. The availability of materials through the resource sharing capabilities of the regional library system and the wider Georgia PINES network is also taken into consideration.

Criteria used for selection of materials for the collections of TRRLS Member Libraries include, in no particular order:

- Quality of writing and production, as determined by review sources
- Importance of subject matter
- Timeliness and currency
- Reputation of the publisher/producer
- Readability and popular appeal
- Authoritativeness
- Reputation or significance of the author/artist/composer/producer/etc.
- Accessibility of format and compatibility with existing library access technology
- Requests or recommendations from library patrons
- Price
- Recommendations of work in standard review sources or inclusion in standard bibliographies
- Value in fulfilling the TRRLS mission
- Potential local use
- TRRLS does not purchase textbooks, but study guides, required readings from literature, and other education-related materials that otherwise meet selection criteria may be considered

#### **IV. Collection Maintenance**

TRRLS uses weeding as a collection development tool to ensure that its Member Libraries' collections continue to support the mission and purpose of the library's collections. All collections need to be weeded on a continuing and scheduled basis. Regardless of use, materials should be removed if they:

- Are damaged, worn, or missing parts
- Contain dated or obsolete information
- Are superfluous duplicates
- Have been replaced by a newer edition.

#### **V. Patron Requests**



TRRLS welcomes suggestions from patrons for titles, subjects, and formats to be considered for purchase. All suggestions are considered according to the criteria outlined in sections III and IV of this policy. Not all suggestions will result in purchase.

## **VI. Reconsideration of Materials**

Any patron has the right to request reconsideration of an item in the collection of a TRRLS Member Library. Should a member of the community question the place of a book or other material in the collection, they may submit a Reconsideration of Materials form to the TRRLS Director. This form is available in all Member Library locations and as Appendix B to this policy. The TRRLS Director and staff will reevaluate the item to determine if it meets the mission and evaluative criteria stated in this policy.

TRRLS supports the American Library Association's (ALA) Bill of Rights, Freedom to Read, Free Access to Libraries for Minors, and Freedom to View Statements. These ALA statements may be accessed in Appendix A to this policy.

## **VII. Gifts and Donations**

TRRLS welcomes gifts of library materials, funds, or tangible property which furthers its mission. All gifts become the sole property of the individual Member Library or TRRLS as specified by the donor. All gifts are tax deductible to the full extent of the law. TRRLS and its Member Libraries will acknowledge gifts for tax purposes as required, but will not provide appraisals or valuations for tax or any other purposes.

Donations of books and other library materials are accepted with the understanding that the Member Libraries may make any use of the materials that the library deems appropriate. Items are evaluated on the same basis as purchased materials and may be added to the libraries' collections; sold to benefit the respective library or given to the Friends of the Library, if one exists, for such book sales; or disposed of if deemed unacceptable for the above uses.

TRRLS collectively and the Member Libraries individually accept monetary donations. Monetary donations may be directed for a specific purpose that furthers the mission of the library if desired by the donor; if unspecified, gifts will be directed towards the most appropriate purpose as determined by the Library Manager, TRRLS Director, and the library's mission.



Donations that have stipulations attached are not accepted without prior approval from the TRRLS Director and TRRLS Board of Directors. TRRLS and its Member Libraries reserve the right to refuse donated items or monetary donations due to space limitations, condition of items, or if the donation does not further the mission of the library.



## **Appendix A: American Library Association Statements of Intellectual Freedom**

Library Bill of Rights: <http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read Statement: <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Free Access to Libraries for Minors:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>

Freedom to View: <http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>



**Appendix B: Patron Request for Reconsideration Form**

Request for Reconsideration of Library Materials

Please complete and return to: Director, Three Rivers Regional Library System, 280 S. Mahogany St, Jesup, GA 31546 or at your library location; you will receive a written response as soon as possible. Thank you for your interest and concern. *(Please attach additional pages to this form if necessary.)*

Request Initiated By:		
Name:	Phone:	
Address:		

- Resource on which commenting: (please circle all that apply):

Title	
Author	
Format (for example: book)	

- What brought this material to your attention?

- Have you read/listened to/seen the entire work?

Yes		No	
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If checked “no,” what part concerned you and why?

- What action do you wish to see as a result of your concern?

Signature:	Date:
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*Last updated May 24, 2018*