



Collection Development Policy

Approved by Board of Trustees
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COLLECTION DEVELOPMENT POLICY

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Mission Statement

The mission of the Akron-Summit County Public Library is to enrich our community by providing every person with effective access to the human record.

Adopted by the Board of Trustees, February 27, 1997

Statement of Purpose

The purpose of this collection development policy is to guide the Library staff in building and maintaining the Library's collection of materials, and to inform the public about the principles and philosophy upon which collection development decisions are made.

Responsibility to the Community

The public library is unique among institutions as an unbiased repository for the recorded expression of human thought. It must, therefore, accept responsibility for providing open access to all points of view; however, the inclusion of an item in the collection in no way represents an endorsement by the Library of any theory, idea or policy contained in that item.

CONTROVERSIAL MATERIALS

The collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection will be based upon 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 will not cause an item automatically to be included or excluded from the Library's collection.

All public libraries contain materials that some customers may find objectionable. Libraries may omit from the collection materials that some customers feel are important. In either case, the Library has procedures that customers may use in requesting the reconsideration of materials (see Appendix).

USE OF THE COLLECTION BY PERSONS UNDER THE AGE OF 18

The responsibility for monitoring an individual child's reading, listening, and viewing habits rests with the parent, legal guardian, or person serving *in loco parentis*. Selection of materials for the entire library collection is not restricted by the possibility that children may obtain materials that their parents consider inappropriate.

RECONSIDERATION OF MATERIALS

Any person may request that materials be purchased for inclusion in the library collection. If the Main Library Division Manager responsible for that part of the collection chooses not to purchase the item, a request for reconsideration of materials may be made. Once made in writing, this request will be forwarded to the Library Materials Reconsideration Committee.

The Library's willingness to reconsider a collection development decision also applies to items that have been added to the collection. Should a person object to the inclusion of an item in the library's collection, the following reconsideration procedure shall be used:

PROCEDURE FOR RECONSIDERATION OF LIBRARY MATERIALS

The Akron-Summit County Public Library is a tax-supported institution which provides books, other printed materials, data bases, various non-print media, and audio and video recordings to meet the needs of people regardless of age, race, sex, nationality, economic and social background, educational level, or political affiliation. To serve such a diverse public, the Library offers information on as many subjects as possible representing varied, and potentially conflicting, viewpoints.

Occasionally, Library customers are concerned about certain titles that the Library purchases. In that case, the Library invites the customer to use the following "Procedure for Reconsideration of Library Materials."

1. If the title that the customer wishes to have reconsidered is part of a branch collection, the customer should discuss the title with the Branch Manager who may be able to explain why it was included in the collection and allay the customer's concern.
2. If the customer wishes to pursue reconsideration of a title, the customer should discuss the selection with the appropriate person at the next level of responsibility. If the title is an adult book, it should be discussed with the Division Manager of the appropriate Main Library subject division. Film, video and audio recording titles should be discussed with the Manager of Audio Visual Services Division of Main Library. If the title is a juvenile book or juvenile audio recording, it should be discussed with the Manager of the Main Library Children's Room.
3. If the customer still wishes a title to be reconsidered following this discussion, the customer must complete a "**Request for Reconsideration of Library Materials**" form and send it to the Librarian-Director, Akron-Summit County Public Library, 55 South Main Street, Akron, Ohio 44326-0001.
4. Upon receipt of the completed "Request for Reconsideration of Library Materials" form, the Librarian-Director will appoint a Library Materials Reconsideration Committee. The committee will be composed of the Librarian-Director, the Assistant Director, the Main Library General Manager, the Branch & Mobile Services General Manager, the Youth Services Coordinator, and other appropriate Library personnel depending upon the title under consideration. All members of the committee will receive a copy of the "Request for Reconsideration of Library Materials" form as completed by the customer 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 customer's complaint as to why it is inappropriate for inclusion in the Library's collection.
5. The Librarian-Director will inform the customer in writing of the decision of the Library Materials Reconsideration Committee.

6. If the customer is not satisfied with the decision of the Library Materials Reconsideration Committee, the customer may appeal, in writing, to the Board of Trustees of the Akron-Summit County Public Library. The letter should be addressed to the President, Board of Trustees, Akron-Summit County Public Library, 55 South Main Street, Akron, Ohio 44326-0001, Attention: Request for Reconsideration. The board will render a decision and inform the customer in writing.

Responsibility for Selection

While the Library's Board of Trustees is responsible for the library materials selected in accordance with this Collection Development Policy, the direct selection of library materials is and shall be a responsibility delegated by the Board of Trustees to the Librarian-Director. The actual selection of materials is performed by members of the professional staff who are determined by the Librarian-Director to be qualified by reason of education, training, experience, and job classification.

The Main Library collection is the central reference and referral source for the community, with a broad range of circulating and non-circulating materials for adults and children. The branch libraries and Mobile Services serve their particular communities by providing a circulating collection, reference collection, electronic resources, and access to additional resources through library networking. Each agency is responsible for its own collection, including retrospective development, as long as those materials selected are within the parameters of this policy and other relevant actions of the Board of Trustees.

The Akron-Summit County Public Library has a number of selectors on the staff, each responsible for a different level of collection development:

1. The General Manager of Main Library, and the General Manager of Branches and Mobile Services have the system-wide responsibility for the overall selection and maintenance of all materials and formats within the collection of the Library. This responsibility is monitored by the Librarian-Director and the Librarian-Assistant Director, and is delegated to these individuals as a result of their education, training, experience, and job classification.
2. All materials and formats are selected or approved for the library's collection by a Main Library Division Manager, or by staff members within that division, who are qualified to do so by reason of education, training, experience, knowledge of subject area, and job classification.
3. All materials, as selected or approved above, and only those materials are available to be selected for the various collections within each Branch Library or Mobile Services unit by the Branch Library Manager, Mobile Services Manager, or other agency staff who are qualified to do so by reason of education, training, experience, or job classification.

Principles of Materials Selection

MATERIALS

“Materials” refers to physical entities that serve as carriers of information, e.g., books, magazines, audio and video recordings, and electronic information sources.

Materials should include the widest possible coverage of subjects and viewpoints consistent with the needs and interests of the community, the budget available, and the physical limits of library facilities. These materials shall address the needs of current and potential users regardless of age, race, sex, nationality, economic and social background, educational level, religion, or political affiliation. Any material or format may be collected or purchased to meet identified collection needs.

Any materials, which have the dominant purpose of appealing to prurient interests, shall not be included in the library collection. The Library shall not purchase or retain materials within its collection that have been deemed to be obscene or harmful to juveniles by a local court of appropriate jurisdiction.

The library collection shall include representative materials for a variety of races and nationalities, and reflects diverse political, religious, economic and social views. The same criteria for selection are used for all materials, regardless of format. In acquiring materials, the Library shall apply one or more of the following selection criteria:

1. Value – literary, educational, informational, or recreational
2. Authority, accuracy, objectivity, and effectiveness of expression
3. Accessibility – ease of use by unique segments of the community (e.g. children, teens, adult new readers, and the physically challenged)
4. Relative importance of subject matter to the collection
5. Timeliness and social significance
6. Importance of the author or creator in the field
7. Relationship to other works in the same field
8. Comparative scarcity of material on the subject
9. Community use or demand
10. Cost and availability elsewhere
11. Suitability of format for library purposes
12. Attention of critics, reviewers, media, and public

The overall value of each item is the chief criterion of selection. Works by local authors or of regional interest may be given special consideration.

FORMAT

“Format” refers to the form in which materials are provided. The Library makes a conscious effort to select materials in a wide variety of formats, e.g., books, pamphlets, periodicals, government documents, electronic information sources, and audiovisual forms.

COMMUNITY NEED

In the continuing effort to meet community needs, the Library welcomes customer requests for purchase. It is the Library, however, that has the final responsibility for the selection of materials.

SCHOOL AND ACADEMIC LIBRARIES

Although school and academic libraries have the primary responsibility for providing materials to their students, the Library accepts responsibility for serving students with supplementary reading and reference materials. Although textbooks should be purchased only when they may be the best or only source of information on a subject, the Library may choose to support specific school curriculum programs through its collections (i.e. Books in Boxes).

Audiovisual Materials

The Library collects a broad range of audiovisual materials for adults and children that reflect the educational, informational and recreational needs of the entire community. We recognize and are sensitive to the particular issues involving audiovisual material in the public library. Therefore, we urge the parent or guardian of minors to participate in the choosing of audiovisual materials for their children. No subject content will be excluded as long as the material meets the other criteria listed in the Principles of Materials Selection section of this document.

The Library evaluates a particular audio or visual work as a whole and not on the basis of particular scenes or segments, just as a book would not be judged based on an individual paragraph. A work will not be excluded from the collection because it presents aspects of life honestly or because it exhibits frankness of expression.

AUDIO MATERIAL

Musical recordings are selected to provide a wide range of representative recordings available in a variety of musical genres and styles. Parental Advisory notes on the original packaging are preserved by the Library in its processing procedures.

Spoken recordings are selected to parallel most areas of the general collection. This includes fiction and nonfiction in abridged and non-abridged formats.

A variety of formats are selected based on availability and popular demand.

VISUAL MATERIAL

The video collection is intended to complement rather than compete with local video rental stores by offering a different collection philosophy. Entertainment is but one component of a policy designed to provide an extensive representative historical and educational collection.

Many videos include the MPAA Rating Guide on the original package, which is generally maintained by the Library in its processing procedures. This gives decision-making information to customers.

NEW FORMATS

The development of new formats is monitored for possible addition to the collection, weighing the following factors:

1. Acceptance of the format in the community and availability of equipment, if required.
2. Usefulness in meeting the immediate and long-range needs and interests of the community.
3. Durability of the materials.

4. Cost of material in the new medium or format.
5. Costs of processing and circulating the new materials.
6. Space available for storage and display.
7. Funds available and the need to maintain existing formats in the collection.

Electronic Resources

Electronic resources are defined as the category of material accessible through the Library that requires the use of computers and Internet sites.

Electronic resources at the Akron-Summit County Public Library include:

Archived – Material is hosted here and the library intends to keep the intellectual content of the material available on a permanent basis. Reasons for archiving include perceived usefulness of the material, lack of availability of the material elsewhere, and uniqueness of the material.

Licensed or Subscribed – A copy of the material residing elsewhere is hosted here, and the library makes no commitment to archiving. Also, a provider other than the library has the primary responsibility for the content and its maintenance.

Linked – The material is generated elsewhere and the library points to it at that location. The following criteria are considered when selecting electronic resources for the collection:

1. Content. The library gives priority to resources which will be of interest to the largest number of public users and staff, and which are authoritative, current and durable in nature.
2. Added Value. If the material in electronic format is also available in print, the electronic resources should provide added value over its print equivalents, including timely access, lower costs, enhanced searching, or access from multiple workstations. The ability to make the resource available throughout the library system and remotely is a high priority.
3. Ease of Use. The work should be easy to use, requiring minimum training. Documentation supplied by the vendor must be clear. Items should be evaluated through an on-site demonstration.
4. Maintenance. The amount of support required by staff to make the resources available must be considered. The decision to collect resources requiring significant amounts of staff time to preserve, including migration to newer formats, must be weighed against the current and future value of the resources.
5. Standards. The work should meet acceptable, commonly used technical standards, digital formats, protocols, and practices.
6. Equipment. The work should operate on equipment and operating systems either currently or expected-to-be available. Resources requiring extensive, specialized, and/or expensive new equipment or storage space to make them available will be acquired only if the research value is indisputably high.
7. Output. The work should provide convenient output to printers and/or users' files.

8. Cost. Consideration must be given to cost, licensing agreements and usage restrictions.

Internet Statement

The Internet is a global electronic network that provides dynamic resources and facilitates communication. Although the Library provides customers with access to the Internet, the material found on the Internet has not undergone a collection development regimen as described in this policy. Internet-based information, often of questionable authority, changes rapidly and unpredictably.

Although Library staff does select and make links to some Internet websites of particular interest, using the same selection criteria outlined in this policy, the vast array of information found on the Internet is not a part of the Library's collection. Instead of the Library, it is the Library customer using the Internet who is responsible for selecting Internet sites to view.

Government Documents

The Akron-Summit County Public Library was designated as a Federal document depository in 1952. A selective depository, the Library collects items available from the Government Printing Office. The goal is to have a current collection with local interests well represented to meet the needs of the community. Ohio depository items received from the State Library of Ohio are collected and housed with the government documents. Efforts are made to collect local documents (i.e. local municipal ordinances).

Designated librarians in the Main Library subject divisions that receive depository items are responsible for selection and maintenance. Paper is the preferred format of documents selected, however many documents may be available only in microfiche or electronic formats. The Library routinely purchases additional copies of popular depository items that are then catalogued and shelved with the rest of the library's collection. Many times the extra copies that are purchased are bought to provide circulating copies, since the library does not circulate the documents it receives through the depository system. The Library does subscribe to Internet databases provided by the Superintendent of Documents and also works to provide access to government information on the Internet. Depository items are selected, maintained and weeded following the guidelines presented in Federal Depository Library Manual and the overall Collection Development Policy.

The Library has also been a Patent and Trademark Depository Library since 1995. The Library houses the materials provided by the United States Patent and Trademark Office in accordance with the guidelines provided by the Patent and Trademark Depository Library Program.

Special Collections

The purpose of the Special Collections Division of the Akron-Summit County Public Library is to collect, preserve and provide access to materials pertaining to the history of Summit County, and to provide a comprehensive collection of genealogical research materials for the residents of Summit County.

SCOPE OF COLLECTION

The *Local History Collection* consists of primary and secondary source materials pertaining to the people, history and culture of Summit County and the communities therein. It includes current and historical material about organizations, institutions, businesses, the arts, architecture, events and individuals representing all socio-economic, ethnic and racial groups of which the county is comprised.

The collection consists of books, photographs, ephemera, scrapbooks, letters, personal papers, manuscripts, newspaper clippings, oral histories, periodicals, audiovisual materials, and materials stored in electronic formats.

Materials generally not included in this collection include 3-dimensional objects or art.

The *Local Author Collection* includes works by current or long-term residents of Summit County, or individuals who created works while living in the county. For inclusion in this collection, the author's contribution to the work should be more than a single chapter, editing, ghost writing, or an acknowledgement. This collection may also include materials published locally, and works by creative artists whose works have been written, produced, and/or performed locally.

The *Genealogy Collection* focuses on the United States, with an emphasis on all counties of Ohio, and also on counties in numerous states that provided emigrants to Ohio, such as Virginia, West Virginia, New York, Pennsylvania, Maryland, Kentucky, and North Carolina.

Materials in this collection include county histories, county records, military records, passenger and immigration records, historical atlases, maps, census records, family histories, indexes, periodicals, and materials in electronic formats.

COLLECTION GUIDELINES

Gifts are accepted, provided they conform to the above stated criteria for inclusion in the collection. Acceptance of gifts requires a signed Deed of Gift agreement that transfers ownership to the library and specifies copyright or access restrictions, if any. Items deemed inappropriate for the collection will be referred to other repositories. The library does not offer appraisals for tax purposes, and the donor must assume all appraisal costs.

The Special Collections Division reserves the right to remove materials inappropriate to the collection or in poor condition. Removed items may be returned to donors, offered to other repositories, donated to the Friends of the Library, or discarded.

COOPERATION AND RESOURCE SHARING

The Akron-Summit County Public Library recognizes other organizations engaged in the collection and preservation of local historical and genealogical materials. Every effort will be made to cooperate with, share resources with, and make referrals to these organizations.

Materials for Children and Teens

The Children's Collection concentrates on materials for children from birth through sixth grade and for adults working with children. There is necessarily a wide range of reading

and interest levels and all material may not be appropriate for all children. Only the individual parent and child can make the decision of what is appropriate for their family.

Materials are selected in accordance with the Akron-Summit County Public Library System's principles of materials selection—with special attention being paid to those materials that will engage the interest and attention of children. The Children's Collection in each of the Library's facilities may be considered a library-within-a-library, but children's access to library materials is not limited to this area. The Children's Collection contains both print and non-print materials, including but not limited to: board books, picture books, beginning readers, fiction and nonfiction, big books, magazines, books-on-tape or CD, music cassettes and CDs, and videos. Materials may also be included that benefit adults working with children such as parents, teachers, librarians and other professionals.

The *Teen Collection* serves as a bridge between the Children's Collection and the Adult Collection. This collection is not designed to be an exhaustive library-within-a-library for teens. It is expected that teens will also need to make use of the Children's Collection and the Adult Collection. Rather, the Teen Collection is developed as a concentrated blend of materials that are developed for or appeal specifically to the teen audience.

The Teen Collection concentrates on materials of interest to grades 7-12. However, a wider range of reading levels is taken into consideration when developing this collection. Thus, some materials written at the upper-elementary level and high interest/low vocabulary nonfiction can also be included in the Teen Collection. Conversely, some materials written at the adult level can also be included where appropriate.

Books are selected for the Teen Collection in accordance with the Akron-Summit County Public Library System's principles of materials selection—with special attention being paid to those materials that will engage the interest and attention of teens.

The Teen Collection contains both print and non-print materials, including, but not limited to: fiction and nonfiction books, magazines, books-on-tape or CD, and electronic resources. Classic works and contemporary works for teenagers that have been held in critical acclaim are contained in the Teen Collection. Paperback books and series books are especially popular with the teen reader. Thus, both are widely represented in the Teen Collection. Multiple copies of titles in high demand may be purchased for the Teen Collection.

Due to the varied nature of individual interests, needs, development and reading levels during the teen years, the Teen Collection includes materials for a wide spectrum of adolescents in our community. Some items may be considered appropriate by one parent, but not by another. Only the individual parent and teen can make the decision that is appropriate for their family.

Gifts

MATERIALS

The Library welcomes gifts. The appropriate staff members as would routinely have purchased such materials shall evaluate on the same basis and gift materials. Gifts are accepted with the explicit understanding that the item may be retained or disposed of at the discretion of the Library.

No monetary appraisal is made of gift materials. The Library will acknowledge the quantity of the gift in writing to the donor.

Gifts of large collections, which fall into, subject categories or areas not previously developed by the Library shall receive careful study. The implications of cost, maintenance, growth of the specific collection, and relevance to the overall mission of the Library shall be considered before final acceptance.

Gifts of materials sponsored by commercial or special interest groups will be carefully scrutinized to ensure that they conform to the selection criteria set forth in this policy.

Gifts received by the Library, which are not added to the Library's collection, shall be forwarded to the appropriate Friends of the Library organization for their disposition at a future sale. The proceeds from this sale shall accrue directly to the benefit of the Library, in a fashion consistent with accepted Library policies and services as determined by the Board of Trustees. Any items unsold by the Friends of the Library may then be donated to another organization or discarded.

FUNDS

Funds may be given for the purpose of acquiring materials recommended by library staff as prescribed in this policy, or for purchase of specific items suggested by the donor. When the Library receives a cash gift for the purchase of materials, the library staff must make the selection with the general selection principles set forth in this policy.

Collection Maintenance

This section serves as a guideline for adding to the present collection, and also for determining which materials to bind, which lost or worn-out materials to replace and which materials to weed.

WEEDING

It is the routine practice of this library to systematically remove materials that are outdated, worn-out or mutilated, or no longer in high demand. Frequency of use, community interest, condition and availability of newer and more relevant materials are primary reasons for retaining or discarding materials. Some items may be retained because of historical value.

BINDING

The choice of materials for binding is made in accordance with the established policies of original selection, weeding and replacement. Consideration factors include value, use of title, physical condition and possibility of replacement.

MENDING

Materials are mended to prolong their use or as a temporary measure while a title is in the process of being reordered.

REPLACEMENT

Some materials withdrawn because of loss, damage or general condition may be considered for replacement. Others may be replaced with more timely materials on the subject. The same principles used for original selection shall be applied to replacements.

Resource Sharing

The Library affirms its commitment to interlibrary cooperation. In some cases the most satisfactory service to a library customer is retrieval of materials via an interlibrary loan, or by referral to another library or community agency. In all cases, the staff of the Library shall offer to use all avenues of resource sharing available in order to meet the informational needs of the customer.
