

# **NEUSE REGIONAL LIBRARIES**

## **COLLECTION DEVELOPMENT POLICY**

### **POLICY #2018-02**

#### **Table of Contents**

I.	Introduction	3
A.	Purpose of the Policy	
B.	Library Mission	
C.	Intellectual Freedom	
D.	Collection Development Objectives	
II.	Selection Process	5
A.	Responsibility for Selection	
B.	Special Consideration	
C.	Selection Tools	
III.	Criteria for Selection	5
A.	General	
B.	Nonfiction Selection Criteria	
C.	Fiction Selection Criteria	
D.	Reference Materials Selection Criteria	
E.	Children's Materials Selection Criteria	
F.	Young Adult Materials Selection Criteria	
G.	Criteria for Selected Areas of the Collection	
1.	Human Reproduction and Sexual Behavior	
2.	North Carolina Reference Collection	
3.	Foreign Language Collection	
H.	Collection Development Policies for Other Formats	
1.	Non-Print Materials	
2.	Periodicals and Newspapers	
3.	Electronic Resources	
IV.	Maintenance of Collection	9



A.	Weeding	
B.	Replacements	
C.	NC Cardinal	
D.	Reserves	
V.	Gifts	10
A.	General	
B.	Books Donated in Honor/Memory	
VI.	Reconsideration of Library Materials	11
	Appendix A. Neuse Regional Libraries Gifts and Donations	14
	Appendix B. Donation of Materials Agreement and Receipt	15

## **NEUSE REGIONAL LIBRARIES**

### **COLLECTION DEVELOPMENT POLICY**

#### **POLICY #2018-02**

##### **I. Introduction**

###### **A. Purpose of the Policy**

The Neuse Regional Library Board has adopted the following Collection Development Policy to guide library staff and to inform the public about the principles upon which the library's collections are developed and maintained.

###### **B. Library Mission**

Neuse Regional Libraries are centers for community connections that provide evolving technologies, programming, and services to meet 21<sup>st</sup> century literacy needs, while making accessible a collection that is as diverse and intergenerational as the people of Lenoir, Jones and Greene Counties.

###### **C. Intellectual Freedom**

The Neuse Regional Libraries' patrons represent a wide variety of cultural, educational, ethnic, religious, political, and economic backgrounds. The Library is committed to providing access to materials and information sources that reflect and respond to the nature and diverse interests of the population it serves. The Library's role is to make ideas and information accessible to everyone. It does not endorse every idea or information resource by including them in the collection or by providing access to them electronically. The Library does, however, support each person's right to access them.

The Neuse Regional Library Board affirms its commitment to making available the widest possible diversity of views and modes of expression, including those that may be thought unusual, unorthodox, or unpopular. The resources to which the Library provides access, regardless of format, are available equally to all the population and are not restricted to anyone or controlled beyond what is required to protect materials from theft or damage. Individuals, regardless of age, may select and use materials and access information for themselves. Only parents and legal guardians may restrict their children's – and only their children's – access to library materials, resources, and services. The freedom of others to read, listen, view, and inquire may not be restricted.

The Library does not create labels for materials except for those that indicate where or how an item is to be shelved. Neither does the Library rate materials. Labels and ratings on an item that is received from a publisher or producer, however, are considered an integral part of the item and are not removed or altered.

In carrying out its mission to provide and promote access to information, the Library is guided by the American Library Association's Library Bill of Rights and Freedom to Read Statement. The most recent versions of these documents may be found on the American Library Association's Office of Intellectual Freedom website at:

<http://www.ala.org/advocacy/intfreedom/librarybill>

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

#### **D. Collection Development Objectives**

The collection development objectives of Neuse Regional Libraries are as follows:

- To ensure that the Neuse Regional Libraries collection fulfills the needs of all segments of the population for information and materials
- To provide timely access to materials for patrons
- To strive for a collection that is balanced, comprehensive, and of adequate size, quality, and diversity to meet the needs of its users
- To ensure that all parts of the collection are up-to-date, attractive, and well maintained
- To provide guidelines for selection of materials to librarians, public service staff, and others interested in the collection
- To strive to provide a balance of viewpoints on all subjects in its collections
- To employ collection usage statistics to ensure an optimal allocation of the materials budget
- To continually evaluate present formats and to identify new formats that will make the collection more valuable to patrons
- To maintain a virtual collection of resources that is continuously accessible
- To explore partnerships and consortiums with other libraries that can potentially increase the amount of materials available to patrons

## **II. Selection Process**

### **A. Responsibility for Selection**

The responsibility for materials selection rests with library staff and the Director of Libraries, who operate within the framework of policies determined by the Neuse Regional Library Board.

### **B. Special Consideration**

The decision on any situation concerning the inclusion of certain materials within the Neuse Regional Library collection not covered by this Collection Development Policy shall rest with the Director of Libraries who, working under the directives and advice of the regional board, will render a decision based on the merits of each case.

### **C. Selection Tools**

Tools used in selection include professional journals, trade journals, subject bibliographies, select online resources, publishers' promotional materials, and reviews from reputable sources. Purchase suggestions from patrons are encouraged and provide librarians with useful information about interests or needs that may not be adequately met by the collection. Final decisions on patron suggestions will be governed by this Collection Development Policy in making additions to or deleting items from the collection.

## **III. Criteria for Selection**

### **A. General**

Library materials are selected to meet the informational, educational, recreational, and cultural needs and interests of the community. The Library will attempt to represent all approaches to public issues of a controversial nature. The Library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint. An item, however, need not meet all of the criteria in order to be acceptable. If a scarcity of information in a particular subject area exists, material in that area may be selected, even though it does not meet the usually applied standards. The Library may purchase or accept donations of self-published books if they are positively reviewed in professional journals, or if they highlight unique local information and meet the standard of professional high quality content. Anticipated demand, community interests, strengths and weaknesses of the existing collections system-wide, availability, physical space limitations, acquisitions procedures, and available budgets are all factors taken into consideration. Materials are acquired in multiple formats when appropriate, including print, audiovisual and digital resources. Highest selection priority is given to those materials in formats having the broadest appeal.

### **B. Nonfiction Selection Criteria**

The Library acquires materials of both permanent and current interest in all subjects based upon the merits of a work in relation to the needs, interests, and demands of the community. Each item is evaluated in its entirety and not on the basis of a particular section. While a

single standard cannot be applied to each work, the following general criteria are to be considered when selecting nonfiction materials for purchase:

- Accuracy of information
- Adequate breadth and depth of coverage
- Authoritativeness of the writer and reputation of the publisher
- Availability of similar material within the community and other area libraries
- Cost
- Favorable reviews or inclusion in basic collection guidelines
- Good quality illustrations
- Historical value
- Local author or illustrator
- Timeliness of data
- Popular demand
- Physical qualities of the book
- Relationships to existing materials in the collection
- Timeliness of data

#### **C. Fiction Selection Criteria**

Works of contemporary fiction, best sellers, genre fiction, graphic novels, and classic works of enduring value are included in the collection. Fiction is selected according to the following criteria:

- Availability of similar material within the community and other area libraries
- Cost
- Favorable reviews
- Literary or artistic merit
- Local author or illustrator
- Physical qualities of the book
- Popular demand
- Reputation of the author and publisher
- Whether a title is part of an existing series

#### **D. Reference Materials Selection Criteria**

In selecting additions to the Reference Collection, the primary criteria are the Library users' informational needs and the format in which it is available. These decisions will be based upon cost, content, currency, and ease of use. In addition to the general selection criteria mentioned above, the following must be considered in acquiring materials for the Reference Collection:

- Expense of ongoing maintenance
- Favorable reviews or inclusion in basic Reference Collection guidelines
- Importance of subject matter to the collection
- Reputation of the author or publisher
- Thoroughness of coverage
- Unavailability of information from other sources

Reference resources are non-circulating and are distributed throughout the region. Items not generally considered reference materials may be designated Reference to assure their availability, to protect them from theft, or because they provide information not available in other formats.

#### **E. Children's Materials Selection Criteria**

The Children's Collection, which serves children through age 12, as well as their families and teachers, focuses on highly recommended picture books for preschoolers and on popular reading for children of school age. The Neuse Regional Libraries cooperate with the local schools so that the services offered complement each other. The Library also partners with other libraries and the State Library of North Carolina to provide shared access to a digital collection. The collection for children is carefully chosen with the emphasis on materials that entertain, stimulate the imagination, develop reading ability, and enable children to learn about the world around them.

Selection criteria for children's materials include:

- Age and interest appropriate content and presentation
- Awareness of the curriculum-based needs of public, private, and home school students
- Emphasis on quality, critically acclaimed materials as demonstrated by awards and/or reviews
- Information and stories that represent a spectrum of family styles and values
- Materials that meet the particular developmental needs of youth at different ages
- Materials that represent the richness and diversity of the local and world community
- Quality and aesthetics of illustrations

The Library believes that individuals may reject materials that they find unsuitable for themselves or their children, but cannot make those decisions for others. Parents or legal guardians who wish to limit or restrict the reading selection of their own children should personally oversee their children's selections.

#### **F. Young Adult Materials Selection Criteria**

The Young Adult Collection focuses on patrons 13 to 18 years of age with awareness of the variety of interests, backgrounds, reading, and developmental levels within this age group. Plot, characterization, theme, writing style, and appropriateness for the YA reader are taken into account. Emphasis is on books that feature characters and content relevant to this age range, widen the boundaries of adolescents' thinking, enrich their lives, and help fulfill their recreational and emotional needs. The Library also provides a separate School Reader Paperback Collection in support of area school reading lists.

Books ordered for the School Reader Paperback Collection include books on school reading lists. Graphic novels and popular high demand young adult fiction titles and series are also shelved in the YA Area system-wide. Persons in this age group are of widely varying levels of maturity and interests. It is the responsibility of parents or legal guardians to decide if an item is suitable for their child.

## **G. Criteria for Selected Areas of the Collection**

### **1. Human Reproduction and Sexual Behavior**

This collection will include complete information clearly presented in a straightforward, unbiased manner about all aspects of human sexuality. The purpose of this collection is to provide accurate information in accessible language. Illustration is explicit to any degree necessary to communicate information clearly to all library users.

This material will be cataloged, shelved, and circulated in the same manner as material about other subjects, without special labels or restrictions. Supervision of the use of such materials is beyond the Library's right and mandate and will not be practiced. Selection of adult material will not be restricted by the possibility that the materials may come into the possession of minors. The responsibility for a child's use of library materials, regardless of format or content, lies with the parents or legal guardians, not the Library. Children's collections will contain individual materials in a range of reading levels, treatments, and comprehensiveness. Materials are selected both for use by parents or legal guardians with their children and by children themselves. The emphasis will be on works giving complete, accurate information in an age-appropriate format.

### **2. North Carolina Reference Collection**

The North Carolina Reference Collection, housed in the Bizzell Local History Room at the Headquarters Library, with smaller collections at several branches, brings together historical, statistical, and limited genealogy materials on North Carolina, with an emphasis on Lenoir, Jones, and Greene Counties. It provides specialized information for the study of North Carolina and local history as well as state and local government and politics. This collection is available for browsing but does not circulate. Selection criteria include the following considerations:

- Budget constraints
- Electronic/Internet availability
- New works
- Patron requests
- Present and potential relevance to the community/Internet availability

Since this collection is archival, materials are discarded judiciously. Materials are weeded only for the most obvious physical wear or inaccuracies and are repurchased if available.

### **3. Foreign Language Collection**

The Library purchases books and other materials for the informational, educational, recreational, and cultural needs and interests of patrons whose native language is not English. Materials are selected based on current population demographics within the region.

## **H. Collection Development Policies for Other Formats**

### **1. Non-Print Materials**

The Library maintains a well-rounded collection of non-print materials and strives to provide a diversity of viewpoints without the constraint of labeling or prejudging materials on the basis of moral, religious, or political beliefs. Criteria for selection include the following standards:

Critical acclaim as demonstrated in awards, nomination for awards, and/or review by the performing arts community  
Popular demand  
Presentation or experience that is unique to format and provides an alternative to print

## **2. Periodicals and Newspapers**

Browsing collections of periodicals, newspapers, and online magazines are selected to meet the community's interest. Most periodicals are retained for the current year only; newspapers are retained for one month.

Selection of periodicals and newspapers is based on cost-to-use ratio, appeal to the general interest reader, and preservation of a balanced viewpoint within the collection.

## **3. Electronic Resources**

Electronic resources are intended to increase access and supplement print materials. The selection of material in any new format may result in the Library's decision to retire specific items or material formats from its collections in order to accommodate trends or user demands and/or changes in technology.

When deciding whether to replace or augment existing formats with new electronic resources, the following factors are considered:

- Accessibility and ease of use
- Availability to multiple, concurrent users
- Cost
- Currency and frequency of maintenance
- Staff requirements for implementation, maintenance, and training
- Technical capacity and support availability
- Staff requirements for implementation, maintenance, and training
- Unavailability of information in existing collection or through NC LIVE or other partnerships/consortia

## **IV. Maintenance of Collection**

### **A. Weeding**

The Library's collection of resources, regardless of format, is continually and systematically reviewed, evaluated, and weeded to keep it responsive to patron's needs, to ensure its vitality and usefulness to the community, and to make room for newer materials. Weeding is the regular ongoing and systematic evaluation process whereby library materials are withdrawn from the collection based on specific criteria. Under the direction of department heads, delegated staff are responsible for determining which resources need to be weeded

as well as which ones will be repaired, updated, or replaced. The collection review process includes the following factors:

- Ability to satisfy the needs and interests of the community
- Adequacy of other resources in the subject area to meet patrons' needs
- Appearance in standard lists
- Availability of the resource or information outside the Library, including whether it can be accessed or checked out, through NC Cardinal or online.
- Available space
- Ease of replacement by purchasing another copy or a similar resource
- In-print status
- Number of circulations, requests, and reserves over a set period of time
- Number of copies in the collection
- Number of circulations, requests, and reserves over a set period of time
- Obsolescence of information

The Library selectively repairs materials in poor physical condition. Duplicate copies of titles are removed from individual branch collections and from the collection as a whole when they are no longer being frequently used. Resources not frequently used at one branch may be rotated to another branch. Items that have gained historical significance, assumed reference value, or increased dramatically in value may be considered for inclusion in special collections. Materials withdrawn from the Reference collection that retain informational value may be transferred to the circulating collection. Materials that no longer meet expectations for the collection are discarded, and the record for them is deleted from the Library's catalog. They are then offered to the public through one of the Library's book sales. Some items, including those in extreme disrepair, may be disposed of. The Library does not accept requests to hold weeded materials for individuals.

## **B. Replacements**

Materials are withdrawn from the collection due to wear, damage, dated information, or low demand. These materials are not automatically replaced with the same titles, though they may be replaced with a newer title.

## **C. NC Cardinal**

As a member of the NC Cardinal Consortium, the Neuse Regional Libraries are able to offer patrons free access to millions of books across North Carolina. While access to this consortium does not replace existing collection development practices, it does provide additional resources to patrons through shared resources across the consortium. Requests can be made by patrons through the Library's online public access catalog (OPAC) or through library staff. More information and policies can be found at the State Library's website for NC Cardinal.

## **D. Reserves**

Any materials in the collection, other than reference materials, periodicals, and some audio-visual materials, may be reserved.

## **V. Gifts**

### **A. General**

Neuse Regional Libraries gratefully accept gifts of library materials, monetary contributions, or donations of real property under the terms of the Donation of Materials Agreement (Appendix B). The Library will accept donations of stocks or mutual funds, but it will be required to sell upon receipt. The Library appreciates flexibility in the use of the monetary donation; however, it will, whenever possible, purchase particular materials or books on certain subjects that are requested. All gifts are tax deductible. The Library will provide the donor with a letter of acknowledgement, upon request, to serve as a tax receipt. The Library does not place a value on material donations. The Library will not accept newspapers, magazines, or items contaminated by insects, mold, mildew, or hazardous materials as donations. The Library Board will consider all other donations, such as photographs, artwork, etc., on an individual basis. Donated materials are not accepted unless given to the Library without restriction. Once accepted, the donated materials will be evaluated according to the Library's selection criteria. If donated items are not added to the Library's collection, the Library reserves the right to either sell them at library book sales or to otherwise dispose of them. Proceeds from library book sales are used to supplement the Neuse Regional Libraries book fund. Exceptions to this gift policy may be approved by the Director of Libraries.

### **B. Books Donated in Honor/Memory**

Books or other library materials may be donated in honor/memory of a friend or relative, and are marked with a special bookplate. Materials that are both appropriate to the collection and relevant to the memory of the deceased or honored may be requested. A thank you card will be sent to the donor, and, when appropriate, a notification card will be sent to the family of the deceased or person being honored, acknowledging the receipt of the gift. A copy of the Neuse Regional Libraries Gifts and Donations form is appended to this policy. Items donated in honor/memory are subject to the same weeding guidelines as all other materials.

## **VI. Reconsideration of Library Materials**

A singular obligation of the public library is to reflect within its collection differing points of view. Neuse Regional Libraries do not endorse particular beliefs or views, nor does the selection of any item express or imply endorsement of the viewpoints of the author. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from theft or damage. It should be recognized that some materials chosen may be offensive, shocking, or boring to some readers but may be meaningful or significant to others. Works being considered should be viewed as a whole, not in isolated parts.

The Neuse Regional Library Board of Trustees has the legal responsibility for the collection and its protection under the First Amendment of the United States Constitution and under the Neuse Regional Library Regional Agreement as provided for in Chapter 153A, Article 14, of the North Carolina General Statutes.

Electronic materials and research resources in aggregated collections selected by library staff or made available by consortia to which the library belongs may contain hundreds of millions of individual books, audiobooks, videos, full-text articles, digitized newspapers, language learning tools and more. These resources generally are developed by library or education industry publishers and are commonly offered by libraries throughout the United States and the world. In the case of resources made available through consortia, licensing on a consortia-basis dramatically reduces the cost of providing them and offers the library resources it would not be able to afford otherwise. Because it is impossible to review every individual item in aggregated collections, local selectors and those managing consortia collections assess the value of e-resource databases as a whole. Decisions are not made on the basis of the presence or content of individual items.

- The Library welcomes expression of opinion by patrons, but will follow the Collection Development Policy in making additions to or deleting items from the collection.
- A Request for Reconsideration of Library Materials form must be filled out completely for each item requested for reconsideration. The Director of Libraries may decline to review requests for which forms are not filled out completely or on which the patron indicates not having read or viewed the item in its entirety.
- The patron making the request for reconsideration must reside in Lenoir, Jones, or Greene Counties and have been a library cardholder for a minimum of 30 days in good standing (no overdue or lost items).
- A patron requesting removal or relocation of an item must read or view the work in its entirety before requesting reconsideration.
- A patron may request reconsideration of no more than three items in any one-year period.
- Any number of patrons representing a single group or organization may request reconsideration of no more than three items in any one-year period.
- No more than five requests for reconsideration will be accepted in any one quarter due to the time required to review and respond to such requests.
- For items retained in the collection following a reconsideration request, no further reconsideration requests for the same item will be accepted for a period of five years.

The form, along with the item, is then sent to the Director of Libraries. Upon receipt of a formal written request, the Director will consult with the Leadership Team as to criteria used in ordering the material in question, its place in the collection, and reasons for having the material in the collection.

The Director will review the information provided by the Leadership Team and provide a written response with the final decision within 60 days to the person who initiated the request for reconsideration. If the patron is not satisfied with this response, they may appeal in writing to the Chairman of the Neuse Regional Library Board within 30 days of receipt of the Director of Libraries' response. Upon receiving a written appeal to the Director of Libraries' response, the Chairman will inform the Board of the complaint at its next regularly scheduled meeting. Requests for review received within 30 days of a regularly scheduled meeting will be deferred to the next regularly scheduled meeting. The Board must make a formal response to the complaint within 30 days of the meeting. The Neuse Regional Library Board is the final authority in reference to public library materials.

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March 14, 2023

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March 19, 2024

**APPENDIX A**

**NEUSE REGIONAL LIBRARIES  
 GIFTS AND DONATIONS**

Library Location: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Gift or Donation: Book(s) \_\_\_\_ Subscription \_\_\_\_ Money \_\_\_\_ Other \_\_\_\_

Amount: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

Please circle one: In Honor of                      In Memory of                      Other

If other, please describe:

\_\_\_\_\_

Requested Title/ Subject(s): \_\_\_\_\_

Given by: \_\_\_\_\_

(Mr., Mrs., Ms., etc.)    First Name                      Middle Initial                      Last Name

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (City)    (State)    (Zip)

Card to: \_\_\_\_\_

(Mr., Mrs., Ms., etc.)    First Name                      Middle Initial                      Last Name

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (City)    (State)    (Zip)

----- LIBRARY USE ONLY -----

Card mailed: \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

(Last Name)    (First Name)    (Middle)

**APPENDIX B**

**NEUSE REGIONAL LIBRARIES**

**DONATION OF MATERIALS AGREEMENT AND RECEIPT**

I am donating the following materials to Neuse Regional Libraries to be used as needed for its collection or in a Library book sale, or to be disposed of in any suitable manner. I understand that by signing this form I relinquish ownership of these materials and that materials donated will not be returned to me, even if they are not added to the Library's collection. I further certify the materials I am donating are not duplicated in violation of copyright law, are not contaminated with insects, mildew, or mold, and do not contain hazardous materials.

Date \_\_\_\_\_

Donor Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Number of Items _____	Type of Materials (use reverse for additional space) (Books, Paperbacks, magazines, videos, etc.)
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Donor Signature \_\_\_\_\_

Library Staff Signature \_\_\_\_\_

Neuse Regional Libraries gratefully acknowledges your donation. Assessment of value for tax purposes is the responsibility of the donor.