

COLLECTION DEVELOPMENT POLICY

KINCHAFOONEE REGIONAL LIBRARY SYSTEM

Revised April 22, 2002
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Amended August 8, 2019

Purpose

The purpose of this document is to help our patrons understand why certain materials are added to the library's collection and others are not. It also serves as the guide for library staff for collection development and maintenance.

Roles

The Kinchafoonee Regional Library Board of Trustees, using the ALA Public Library Association's Planning & Role Setting for Public Libraries, has adopted the primary role of a popular materials library with the secondary role of a **gathering place (internet computers, wifi, programming and services)**. With reference to these roles, the Board developed the mission statement.

Mission Statement

To direct the development of the Kinchafoonee Regional Library, the Board of Trustees has adopted the following mission statement:

The Kinchafoonee Regional Library provides the materials, services, and facilities necessary to meet the current and future informational and recreational reading needs of the residents of Calhoun, Clay, Quitman, Randolph, Terrell, and Webster counties. Special emphasis is placed on offering popular materials and services. Resources for independent learning, as well as current, and historic local information are also important. Materials and services appropriate to all ages are available.

In addition to print media, the Library collections include non-print and electronic media. Mutually beneficial, cooperative agreements, which lead to improved library services for the community by avoiding unnecessary duplication, will be initiated by the Libraries with other area libraries and institutions.

The Kinchafoonee Regional Library System is a member of the Georgia Library Public Information Network for Electronic Services (PINES) and provides the citizens of the State of Georgia with free and reliable access to its public library

collections and information through an Internet-based multi-system union catalog.

This mission statement is implemented through five goals. The goals are:

Goal I: The Libraries provide high-demand, high-interest materials of a popular nature in a variety of formats to meet the entertainment and recreational needs of the communities.

Goal II: The Libraries provide online reference materials/databases and services that answer the informational needs of the communities, or that provide direction to additional sources of information.

Goal III: The Libraries provide materials and services that enable community members of all ages to pursue practical and/or intellectual self-directed learning independent of the formal educational process.

Goal IV: The Libraries collect, preserve, and provide access to a variety of types of materials that are by and/or about Calhoun, Clay, Quitman, Randolph, Terrell, Webster, and other Georgia counties and its citizens in both a current and historic context.

Goal V: The Libraries evaluate current services and make plans for new services that will meet the current and future needs of the communities.

The materials selection policy is based on the mission statement and the five goals.

Community

The six county region, Calhoun, Clay, Quitman, Randolph, Terrell, and Webster Counties is located in the southwest quadrant of the state, approximately 150 miles south of Atlanta and is bordered by Stewart, Marion, and Sumter counties to the north, Lee and Dougherty to the east, Baker and Early counties to the south and the State of Alabama to the west.

The counties have an area of 1,631 square miles and are characterized by gently rolling upland plains and low-lying plains. The climate of the area is moderate with mild winters and long summers. The total population for the six counties is 29,584 in fiscal year 2019.

Selection

For budgetary reasons we can acquire only a limited number of the thousands of books published annually. We are forced to select carefully. Our selection is based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship.

In a world in which change is so rapid and pervasive, the libraries' obligations extend beyond meeting present conditions. The libraries must also strive to anticipate future needs of the community. Books have always been, and will continue to be, a proper concern of the libraries, but ever-greater amounts of information are now being contained in other forms. As research continues in the field of communication, and as the community changes and develops, the libraries must be a media center, acquiring appropriate materials, regardless of form, and integrating each into its total services.

Responsibility for Selection

The Board of Trustees of the Kinchafoonee Regional Library, along with the Director and Assistant Director, determine the Collection Development Policy for the library system. The responsibility for administering this policy rests with the Director of the Library System.

Criteria

Each resource must be considered for its value, its format, and the audience for which it is intended. No single criterion is applicable to all purchase and access decisions. Some resources may be judged primarily for their artistic merit, scholarship, or value to humanity; others are chosen to satisfy the informational, recreational, or educational interests of the communities.

Librarians apply their judgment and experience in selecting materials according to the criteria listed below. All criteria do not apply to each item. Works of imagination are judged by different standards than are works of information and opinion. Works that present an aspect of life honestly are not necessarily excluded because of frankness of expression. Materials are judged as a whole rather than on isolated passages. In considering individual titles in the selection process, librarians and library managers consult reviews and other evaluative sources.

However, the libraries generally purchase all current best sellers, giving higher priority to demand than to reviews or other relevant criteria. The criteria include:

- suitability of physical form for library use;
- suitability of subject and style for intended audience;
- present and potential relevance to local interests and needs;
- appropriateness and effectiveness of medium to content;
- number and nature of requests from the library users;
- historical significance;
- importance as a document of the times;
- relation to existing collection, alternative formats, and other material on the subject;
- reputation and/or significance of the author/artist and publisher/producer;
- authority, competence, and purpose of the author/artist;
- attention of critics, reviewers, and the public;
- comprehensiveness and depth of treatment;
- objectivity;
- clarity, accuracy, logic of presentation, and/or ease of use;
- representation of a minority point of view;
- relevance to the experiences and contributions of diverse populations;
- artistic presentation and experimentation;
- quality of illustrations;
- originality;
- vitality, readability, or ability to sustain interest;
- effective characterization;
- authenticity of historical or social setting;
- value of resource in relation to its cost.

Addition or Reconsideration of Library Materials

The public has a right to request additions to the collection and to question material now in the collection.

During the process of reconsideration, questioned materials remain in the active collection until an official decision is made.

Collection Development Objectives

The collection development plan of the Kinchafoonee Regional Library system centers around three levels of service: the Terrell County Public Library in Dawson, the libraries in Edison, Fort Gaines, Georgetown, Cuthbert, Preston, and its outreach services. This permits the allocation of resources to meet the broad needs of library users.

The collection of the headquarters library, Terrell County, shall be an in-depth, general collection, current and retrospective. The objective of this collection is to serve the practical education and informational needs of the Terrell County citizens and the regional users within its secondary role as a popular materials library. The collection shall be designed to support and supplement the resources of the smaller collections available in the system. Individuals can use these collections, either directly, through the branch libraries, or through outreach services. They are intended to provide a generally high level of subject strength supporting the broad scope of user interests.

The branch libraries have smaller collections. The chief function of a branch library is to meet the general needs of the people within the local community served by the branch library. Branch collections shall be current, popular, flexible, and general, molded very closely to the needs, interests, and goals of the particular clientele served. These collections will be developed according to the characteristics of the community to be served. In addition, it often serves as the primary library for people whose opportunities to use other libraries are limited, particularly the youngest and the oldest. The Main Library collections and staff supplement the resources of the branch library.

Outreach services include deliveries, as needed, to the area nursing homes and retirement centers. The branch libraries maintain an informal cooperative agreement to supply requested materials to the area elementary, high schools, and colleges. If requested, the branch libraries assist with the selection of materials to be sent to area jails, prisons, and correctional institutions.

Collection development focuses on the needs of specific demographic groups, with an emphasis on materials in high demand by these user groups. The collections of the Main Library and the branches serve as resources for individual requests or interests.

Nonfiction

The nonfiction collection emphasizes timely, accurate, and useful informational materials to support individual, business, government, and community interests. It also emphasizes materials that are current and high-demand. Materials are available for all ages and reading levels and in a variety of formats.

Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with continued value and those of current, accepted authority are part of the library collection. Textbooks are included when they are the only source available on a subject, when useful to those doing independent study, or when they give an overview of a subject, but are not added in support of a

specific curriculum. As a new field emerges, the library attempts to respond with timely additions.

While most non-fiction materials are selected for their utility, others are acquired for their capacity to enrich and entertain. When choices exist, selection is based on readability, clarity, and appeal. Requests from library users are given high priority.

Fiction

The collection focuses on twentieth and twentieth-first century literature including classic and standard titles. There is no single standard for inclusion in the fiction collection. Each work is evaluated in comparison with other fiction works or authors of similar type. Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. Patron requests for materials of this type influence the addition of multiple copies.

An effort is made to insure access to the titles on required reading lists issued by the public and private school systems of the six counties.

Hard copies are preferred to paperback because of durability. Some paperbacks are still purchased because many titles are only available in this format.

The fiction collections at the branch libraries reflect that which is currently popular with its users. The branch libraries draw upon the collection at the Main Library and on PINES for titles in less demand.

SPECIAL COLLECTIONS

The Kinchafoonee Regional Library maintains special collections, the development and management of which differ from the general statements in this Collection Management Plan. Special Collections include the Local History Collection, the Periodical Collection, the Reference Collection, Nonprint Materials, and the Large Print Collection.

The Local History Collection

The Kinchafoonee Regional Library collects local history materials and houses them in the Local History Rooms or sections of the Terrell County Library, Calhoun County Library, Clay County Library, Quitman County Library, Randolph County Library and Webster County Library.

The Libraries acquire materials, in all formats, dealing with the six county region.

The Libraries adhere to the gift policy requirements concerning gifts to this collection.

The materials in the Local History Rooms may only be used within the Libraries.

The Periodical & Newspapers Collection

Periodicals are serials that are issued at stated intervals, generally more frequently than annually, and which contain separate articles, stories, and other writings. Periodicals are an important source of new ideas and topics before such information is available in book form. In addition they provide recreational, how-to, and consumer information.

All libraries in the region loan periodicals. Single subscriptions of a title are maintained in each library. The current and the previous year publications are retained for checkout. All other reference inquiries are handled through the Georgia Library Learning Online, (GALILEO) data base.

The Children's Department at each Library purchases periodicals for children ages 4 through 12. Formats that appeal to children are sought. These periodicals are loaned.

The periodical collection is reviewed annually for additions and deletions.

Gifts of magazine and newspaper subscriptions are encouraged.

The newspapers of each county are the priority purchases followed by the newspapers of surrounding areas.

The Large Print Collection

Each library in the region seeks to develop a small core collection of large print titles. Purchasing popular fiction in large print instead of regular print is encouraged when there is insufficient funding for duplication.

Reference/Genealogy Collection

Reference/Genealogy materials are for use in the library. They provide quick, concise, and up-to-date information and index other material in the collection. Inclusion in the Reference Collection is determined by factors such as cost,

complexity, format, authoritativeness, frequency of use, and indexing. Reference works include such standards as encyclopedias, dictionaries, handbooks, directories, bibliographies, etc., as well as more specialized materials which directly support the various information needs of library users. When demand dictates and cost permits, additional copies are purchased for lending.

Materials in electronic format will be selected based on:

- Demand for information contained on product
- Ease of use, including instructions for end users
- Cost efficiency

Non-print Materials

Sound Recordings: The Kinchafoonee Regional Library Collection includes spoken recordings on compact discs. Spoken recordings (e.g., recorded novels, plays, how-to's, etc.) are selected to parallel most areas of the general collection. Efforts are made to select on a variety of topics and to appeal to a range of interests. Quality of recording and suitability of the subject for oral interpretation are among the selection criteria. Packaging may also affect selection decisions, particularly for multi-part sets. Necessary purchases are made, however, regardless of how the material is packaged.

Each Library has the option to select for the Adult and the Children's Collections.

Video: Video materials are selected in DVD format. They are acquired by purchase and gifts. The Libraries make a concerted effort to purchase a wide variety of video materials to meet the needs of a broad cross section of users. The aim is to acquire time-enduring titles, and selections are made in these areas:

Non-Theatrical--General interest non-fiction and short fiction works produced for the education and home video markets including items such as documentaries, how-to, self paced learning and instructions, sports, health, etc.

Feature--Full-length fiction dramatizations including foreign, classic, award winning, children's features.

Rare and Valuable Materials

The acquisition of valuable or rare books is not a function of the Kinchafoonee Regional Library. An exception is made when an item is of bibliographic importance to a particular area of the collection wherein the library has a special responsibility, e.g., the Local History Collection. The retention of such items

already in the collection is governed by the item's bibliographic importance to the library's collection.

This does not preclude the library's acceptance of gifts that might be valuable or rare. Acceptance, however, is made with the understanding that for inclusion in the collection the item must meet the criterion stated above.

WEEDING AND DISCARDING OF LIBRARY MATERIALS

To maintain the vitality of the collection, materials are regularly weeded. This is the process of withdrawing materials which no longer meet the criteria for inclusion in the Libraries' collections and is an integral part of collection management.

Factors involved in the decision to weed materials are:

- poor physical condition
- superfluous because of duplicate titles or because demand no longer exists
- obsolete, superseded edition, no longer accurate.

CREW: A Weeding Manual for Modern Libraries (c2008) will be used as a general guide in the Libraries.

This does not sanction the removal of materials because of controversy.

If suitable, discarded materials will be given to the Friends of the Library to sell with income to benefit the Library.

04/05/-02 fm
10/21/02 fm
08/17/09 nw
8/8/19 LLP

APPENDIX 1: LIBRARY BILL OF RIGHTS/American Library Association

"The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

APPENDIX 2:

Freedom to Read/A Joint Statement by: American Library Association & Association of American Publishers

"The freedom to read is essential to our democracy. ...

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority. ...

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated. ...

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author. ...

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable to adolescents, or to inhibit the efforts of writers to achieve artistic expressions. ...

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous. ...

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

....

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one. ..."

This statement was originally issued in May 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

APPENDIX 3: CHALLENGED MATERIALS

AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the Library Bill of Rights, and which is approved by the appropriate governing authority.

Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The Library Bill of Rights states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article 2, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line.

The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990, by the ALA Council.

**APPENDIX 4: KINCHAFOONEE REGIONAL LIBRARY SYSTEM
PROCEDURE FOR
HANDLING A COMPLAINT ABOUT MATERIALS**

The Kinchafoonee Regional Library subscribes to the American Library Association's Library Bill of Rights and the Freedom to Read Statement. Any complaints from a library patron concerning the Libraries having or not having a selected item is to be handled using the following procedures.

1. Request the complainant complete the information on form, "Request for Reconsideration of Library Materials."
2. As the staff member receiving the complaint, you should prepare a written statement detailing the interchange with the patron. Your written statement and the completed patron's form should be given to the Director or Librarian by the end of the working day.
3. Upon receipt of the written complaint and the staff statement, the Director or Librarian will acknowledge receipt to the patron using the standard form letter (attached).
4. The written complaint will be referred to the Library's professional staff for immediate investigation. A written report of findings will be provided to the Director within 5 working days.
5. At the same time that the complaint is sent to the professional staff for investigation, a copy of the complaint will be given to the members of the System's Library Board of Trustees as a matter of information.
6. Upon receipt of the professional staff's report, the Director will notify the complainant of the recommended action.
7. At the same time that the complainant is notified of the professional staff member's recommendation, the Kinchafoonee Regional Library Board of Trustees will receive copies.
8. The complainant will be given the opportunity to appeal the recommendation of the professional staff to the Kinchafoonee Regional Library Board of Trustees. He will be notified of this option in writing at the time the initial recommendation is sent to him.
9. If a request for an appeal is filed with the Kinchafoonee regional Library Board of Trustees, the complainant will be placed on the agenda of the next regularly scheduled meeting.

10. The decision of the Kinchafoonee Regional Library Board of Trustees shall be considered final.

11. Throughout the process, communication will be maintained with the Chairman of the Georgia Library Association Intellectual Freedom Interest Group, with the American Library Association's Office of Intellectual Freedom, and with the person assigned to the Library by Georgia Public Library Services.

APPENDIX 5: KINCHAFOONEE REGIONAL LIBRARY REQUEST FOR RECONSIDERATION OF LIBRARY MATERLALS

DATE: _____
LIBRARY CARD NUMBER: _____
FULL NAME: _____
TELEPHONE NUMBER: _____
MAILING ADDRESS CITY ZIP CODE: _____

WHOM DO YOU REPRESENT?
Self Organization (Please specify) _____

Author _____
Title _____
Subject _____
Hardback Paperback A/V Material Periodical
Classification number of item _____

REQUEST FOR RECONSIDERATION OF ITEM IN LIBRARY COLLECTION

1. Have you read the book or listened to/viewed the item in its entirety? If not, why not? _____
2. Have you seen or heard reviews of this material? If yes, please name the source. _____
3. What do you believe is the theme of this work? _____
4. To what in the work do you object? Please be specific, cite pages. _____
5. What would you like the Library to do with this material? _____
6. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject? _____

REQUEST FOR RECONSIDERATION OF MATERIAL NOT OWNED BY LIBRARY

1. Why do you feel that this material should be in the Library? _____
2. Please list any reviews or recommendations of this material. _____

The Kinchafoonee Regional Library appreciates your interest in our Library's collection. You will receive written notification of the disposition of this request.

SIGNATURE OF COMPLAINANT: _____

RECEIVED BY: _____

DATE & TIME RECEIVED: _____