

COLLECTION DEVELOPMENT POLICY

Approved April 28, 2008, Revised July 24, 2014; Revised May 27, 2021

The Policy

The purpose of this document is to provide a guide for the growth and development of collections in support of the library's mission "to connect all people with materials and services in a welcoming facility to meet the informational and recreational reading needs of Worth County residents."

Worth County Library System provides free access to materials in a number of formats (print, media and electronic) to all patrons. Library users make their own choices as to what they will use based on individual interests and concerns. Worth County Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian. Worth County Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

Special emphasis is placed on offering popular materials, access to online resources, and databases, resources for independent learning, as well as current, and historic local information.

About the Library and Its Community

Worth County is located in the southwestern quadrant of Georgia, and agriculture is its largest economic engine. With a land area of 570 miles, Worth County's County Seat is Sylvester and three other municipalities – Poulan, Sumner and Warwick.

Families in poverty are a concern—93% of children in the public schools qualify for free lunch. The issues of early literacy and school readiness require targeted public library collections and services.

The Collection

WCLS's collection of books and other media provides a wide range of literary, cultural, educational, informational and recreational materials for people of all ages. Collections include popular and in-demand materials as well as special formats, such as large print books, tax and business information, school and career information, historical, consumer, health and medical information.

The variety of formats collected include:

- Print: books, documents, magazines, newspapers, and maps.
- Media: videos on DVD.
- Electronic: databases, books, audio books, magazines, music, movies and television shows. The library also provides access to the Internet.
- Other: microforms, educational kits, and selected audiovisual equipment.

Worth County 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.

Criteria for Selection

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- public demand, interest or need,
- contemporary significance, popular interest or permanent value
- attention of critics and reviewers
- prominence, authority and/or competence of author, creator or publisher
- timeliness of material
- relation to existing collections
- statement of challenging, original, or alternative point of view
- authenticity of historical, regional or social setting
- accessibility for multiple users of electronic formats

Responsibility for Selection

While the WCLS Board of Trustees determines the Collection Development Policy, the responsibility for administering this policy rests with the Director.

Suggestions for Additions to the Collection

To assure the acquisition of resources desired by Library users, patron suggestions are always considered for their addition to the collection. Patrons can request that specific items be purchased by contacting the Library Director. Decisions are based on demand and budget.

Collection Maintenance, Replacement and Weeding

The Director regularly reviews items in the collection to ensure that they continue to meet patron's needs. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed. It is the responsibility of the director to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand and budget.

Gifts

Worth County Library accepts gifts of new or gently-used print or media items. Decisions on whether and how donated items will be added to the Library's collections are based on the same evaluative criteria that are applied to purchased materials. A donated item becomes the property of WCLS. The library is under no obligation to add a donated item to the collection or to notify the donor of the disposition of that item. Items not added to the collection are placed in the Book Sale or the Little Free libraries in the county.

Resource Sharing With Other Libraries

WCLS is a member of Georgia Public Library Service's PINES (Public Information Network for Electronic Services). PINES is the public library automation and lending network for 300 libraries covering 146 counties. It provides equal access to information for all Georgians. Patrons with a PINES library card have access to materials beyond what is available on their local shelves and enjoy the benefits of a shared collection of

10.6 million books and other materials that can be delivered to their home library free of charge.

Request for Reconsideration of Materials

The Library welcomes citizens' expressions of opinion concerning materials purchased. Requests to remove materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials is asked to complete and sign the Request for Reconsideration Form, available at Worth County Library.

The form will be forwarded to the Library Director who will consider the request in a timely fashion. The questioned material will be reviewed, in its entirety, and once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person, explaining the decision.

If the person indicates dissatisfaction with the resolution, he/she may appeal to the Library Board. The Board will reconsider the decision based on whether or not the particular title conforms to the Board-approved Collection Development Policy, as outlined in the "Criteria for Selection," above.

Worth County Library System Request For Reconsideration of Library Materials

Date: _____

Library Card Number: _____

Name: _____

Phone Number: _____

Mailing Address _____

City _____ Zip Code: _____

Whom do You represent? Self or Organization (Please specify) _____

Author: _____

Title: _____

REQUEST FOR RECONSIDERATION OF ITEM

1. Did you read or view the entire work? _____ What parts did you read or view?

2. To what in the work do you object? (Be specific; cite pages, sections etc.)

3. What do you believe is the theme of this work?

4. In your opinion, is there anything good about this work?

5. What do you feel might be the result of reading or viewing this work?

6. What would you like the library to do about this material?

___ Do not allow my child to check the material(s) out

___ Take it to the Library Board for reconsideration

___ Withdraw it from the collection

7. Which title would you suggest as substitute? _____

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