

Johnson City Public Library Collection Development Policy

The Board of Directors of the Johnson City Public Library has adopted the following Collection Development Policy based on the Library's mission statement to guide its librarians in the selection of materials, and to inform the public about the principles upon which the Library's collection is developed and maintained.

Responsibility for selection

The ultimate responsibility for selection, whether by purchase, donation, or any other means, rests with the Library Director who operates within the framework of policies determined by the Library Board. The Director assigns to the Adult Services librarians and the Head of Youth Services the responsibility of overseeing collection management for their respective departments. All professional staff have collection development responsibilities. All staff members and library patrons may recommend material for consideration and are encouraged to do so.

Selection guidelines and criteria

The Library selects materials, within the limitations of its budget, based on reviews in the media both print and electronic, recommendations from the public, examination materials from publishers or producers, consensus among recognized subject authorities, and the knowledge and expertise of the Library staff. Materials are selected on the basis of content and style, and the present and potential informational, educational and recreational needs of the community. Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, and a recognition of the needs of the community. The Library strives to select material that will build a well-rounded collection.

The Library makes a positive effort to provide materials of sound factual data and honest opinion representing all points of view on topics of public interest and importance. Titles are not excluded on the basis of moral, racial, religious, or political prejudice. Materials are evaluated on the significance of the entire work, not on selected passages or sections. The following criteria will be considered when making selection decisions. An item need not meet all of the criteria in order to be acceptable.

- accuracy and authoritativeness
- attention of critics and reviewers
- availability of material elsewhere in the community or through interlibrary loan
- cost and availability
- coverage of the subject in existing collection
- currency of information, relevancy
- enduring value as a standard work
- format, durability and ease of use
- importance as a document of its times
- inclusion in a standard bibliography or index
- insight into human and social conditions
- literary, artistic, historic or scientific merit

popular demand and/or interest
quality and suitability of subject, style, and format for intended audience
regional interest
relevancy
reputation of author, editor, illustrator, publisher, producer, performer or translator
uniqueness or special features

While the substantial holdings of the Library are its various book collections, the Library also collects materials in other formats. New formats will be considered for the collection when, by industry reports, national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collection. Other selection criteria may be applicable to specific formats, in addition to these general criteria.

The Library currently maintains an Internet website (www.jcpl.net) which provides links to other Internet resources of interest and value to its patrons. These links are chosen for inclusion on the Library's website by using the previous selection criteria for general content, along with additional criteria specific to the medium. Additional criteria include but are not limited to accessibility and stability of the website, design and usability of the website, commercial aspects of the website, and responsibility/ownership of the website. The Library favors websites that offer substantial content without charge. Linked Internet resources are re-evaluated on a regular schedule to determine if they still meet the Library's criteria. Websites may change rapidly and unpredictably, and, as the Library has no control over the Internet, it cannot be held responsible for their content.

Gifts/Donations

Gifts/donations to the collection can be in the form of money or actual library materials. Library materials are accepted with the understanding that they will be considered for addition to the collection in accordance with this Collection Development Policy. Items are accepted without donor stipulations or conditions, and become the sole property of the Johnson City Public Library. The Library cannot provide an estimate of the fair market value of gift materials. A receipt for tax purposes, if requested at the time the donation is made, will be given to the donor, acknowledging only the receipt of the gift. The Library reserves the right to dispose of gift materials not added to the collection. In most cases, such materials will be given to the Friends of the Johnson City Public Library to be sold or otherwise disposed of with any proceeds going to the Friends. The Library cannot act as a depository for records and/or memorabilia belonging to local clubs or organizations.

When the Library receives a cash gift as a memorial or tribute, the money will go into the General Book Fund and the gift will be recorded in the Memorial Register. The Library prefers cash gifts as memorials because of the nature of the circulating collection. However, some donors may want a specific book to be designated as a memorial or tribute book. In this case, the donor and an Adult Services librarian or the Head of Youth Services will choose the book in accordance with this Collection Development Policy. If a cash gift does not equal the value of a book or other

library item, the money will be placed into the General Book Fund. The Library will use its own standard memorial bookplate to so designate memorial or tribute books.

Special considerations

Tennessee Room collection

The Library places priority on filling contemporary needs rather than building historical and rare book collections, except for the acquisition of materials of both past and current significance to Tennessee with emphasis on the Northeast Tennessee region. The Tennessee Room contains material on the history, description, and development of Johnson City and Washington County. The Library acquires and maintains materials that are a permanent record of the past and present activities of the community. Histories of the surrounding area of Northeast Tennessee, Southwest Virginia, and Western Carolina are included to a lesser extent, particularly those covering localities and events closely related to the initial development of this region. Genealogical materials and family histories relating to Washington County and the surrounding counties are also acquired. Many of these items are irreplaceable; therefore it is necessary to make Tennessee Room materials available for use within the Library only. The Library cooperates with local historical and genealogical societies in the acquisition of this collection.

Youth Services collection

In selecting materials for the Youth Services collection, the Library's responsibility is to serve the needs of children of varying backgrounds and interests, taking into account age and development levels. The Library makes available a collection that satisfies the informational, educational, recreational, cultural and inspirational reading needs of children from infancy through young adulthood, and the needs of those who serve the child - parents, teachers, and youth workers.

The Library also serves to promote the love of reading "for reading's sake," to develop appreciation and discrimination, to satisfy natural curiosity and to contribute to the growth of the child as an individual and a future citizen in an expanding world. Materials are purchased with the idea that the young reader is not only the influential adult of tomorrow, but a person in his/her own right today.

Youth Services material is selected using the selection guidelines and criteria stated in this policy. Additional criteria may be considered when selecting children's materials. Materials for children should broaden mental and aesthetic horizons and assist in the formation of sympathetic judgments; cultivate appreciation of beauty through format, expression or content; add to the fund of useful knowledge; present ideals of conduct and achievement worthy of emulation; provide enjoyment and stimulation for further reading, and be a part of the child's literary heritage.

Adolescence is the transitional age from childhood to maturity and an experimental stage during which young people investigate a wide variety of interests. Young adults may use a wider range of library materials than any other age group. While the entire collection is

available to the young adult, the Library recognizes that certain materials have a special appeal or message for this group.

The young adult collection includes recreational reading particularly appropriate to adolescents age 12 through 18. It is not intended to be a comprehensive collection serving all the needs and interests of young adults, nor is it the Library's intention that young adults should be confined to the use of this material. Materials are selected for this collection to broaden the horizons of young adults and help them cope with the problems of adolescence. To fulfill these needs, the collection will inevitably include materials on controversial topics.

Responsibility for the reading/viewing/listening of children and young adults rests with their parents and legal guardians. The Library does not serve *in loco parentis* (in the place of a parent) to restrict the access of minors to library materials. Selection of adult material will not be limited by the possibility that such material may come into the possession of children.

Audio/Visual Collection

The Library may purchase or accept as donations R-rated feature films and documentaries for the adult VHS/DVD collection, if such items are deemed appropriate for the collection. Such items will have the appropriate rating designation clearly marked on the box, and patrons must be 18 years old or older to check out such items, in accordance with T.C.A. 39-17-911 (Sale, loan or exhibition of material to minors).

The Johnson City Public Library does not purchase or accept as donations X-rated or NC-17 rated feature films or documentaries for its VHS/DVD collections.

Textbooks/Home schooling needs

School libraries serve the curriculum needs of students. The Library does not attempt to acquire textbooks or other curriculum-related materials except as such materials may also serve the general public. The Library recognizes the need to provide a wide variety of cultural and recreational reading matter for students in traditional schools and those being home schooled, and to provide basic materials for students seeking to complete assignments outside school hours.

Maintenance of the collection

Materials are withdrawn from the Library's collection through systematic weeding by the library staff or because of loss or physical damage. Material that has been lost or damaged may be replaced using the same criteria as for selection. Additional criteria considered when deciding on replacements include the current availability of the item, availability of newer material on the subject, the importance of the work in its field, and its listing in standard bibliographies.

Systematic weeding of the collection is essential to maintain the purposes and quality of the Library, to insure its usefulness to the community, and to make room for newer materials. In addition to giving the Library a fresh, inviting appearance, systematic weeding gives the Library a reputation of having a current, reliable collection, allows the Library to utilize space in the best and most economical way, aids in locating materials which need to be repaired or replaced, and identifies areas where additional material is needed. Systematic weeding is a responsible public service which generates increased library use.

Standard bibliographic tools will be consulted to determine an item's historical or literary value. The following criteria will be considered when making weeding decisions:

- antiquated appearance
- duplicate copies no longer needed
- materials which have not circulated in last five years
- outdated, invalid information (much material, such as scientific, medical, technical and travel, is expendable within five years)
- poorly bound, printed or constructed
- superseded editions
- worn beyond use

Items meeting one or more of these criteria will not necessarily be removed. Weeded materials are disposed of in the most appropriate manner. No material will be held for or given to individuals. Some items may be offered to other libraries or institutions. Many of these items will be given to the Friends of the Johnson City Public Library to be sold or otherwise disposed of with any proceeds going to the Friends.

Reconsideration of materials

A singular obligation of the public library is to provide differing points of view within its collection. The Johnson City Public Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsements of the viewpoint of the author. Using the selection criteria described in this Collection Development Policy, the Library endeavors to provide books and other materials that reflect the diversity of viewpoints within the community. 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. The Library supports the right to read and the right of free access to the Library collection, and believes that these rights are essential to the individual's freedom of thought.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this Collection Development Policy in making additions to or deleting items from the collection. Patrons not finding desired material in the Library's collection may fill out a "Purchase Suggestion/Interlibrary Loan Request" available at the public service desks. Patrons finding certain library material objectionable may request that it be reconsidered by filling out the "Request for Reconsideration of Library Materials" available at the public service desks.

The Library will respond to a “Request for Reconsideration of Library Materials” (the Request) in the following manner:

1. When the Request is completed and turned in to a staff member, it will be given to the Library Director immediately.
2. The Library Director will acknowledge in writing the receipt of the Request and specify a date by which the initiator will be given a formal response. The date should be not more than 30 days from the date the Request is received.
3. The Library Director will notify the Board of Directors that a Request has been received.
4. The Library Director will attempt to bring about a resolution of the Request with the initiator within the specified time.
5. If the initiator does not accept the proposed resolution, the President of the Board will call a special meeting for the purpose of reviewing and discussing the Request.
6. The Board will appoint an advisory committee to read, view or listen to the work which is the subject of the Request. This committee shall consist of five members: one shall be a librarian currently on the staff of the Library, one shall be a current Board member and three shall be local citizens who are not affiliated with the Library.
7. If the review committee is formed, it will be given two weeks for all members to read, view or listen to the work in question. A meeting will then be held to discuss the Request and to make a formal recommendation to the Board of Directors concerning the action which is sought in the Request.
8. Upon receipt of the report and recommendation of the review committee, the Board of Directors shall call a special meeting for the purpose of considering the Request and the committee’s report. The Board will then make a final determination on the Request.
9. The Library Director and the Board President will convey in writing the Board’s decision to the initiator of the Request.

Review and revision of this materials selection policy

This Collection Development Policy including any attachments will be reviewed periodically, at least every five years, by the library staff and the Library Board. It may be revised only with the formal approval of the Board.

Approved by the Board of Directors
March 14, 2006