

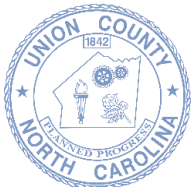
## **Collection Development Policy Union County Public Library**

### **Introduction**

The mission of the Union County Public Library is to inspire our residents to explore, create, and learn.

The purpose of this document is to outline Union County Public Library's policy regarding the development of the collection of materials. The Union County Public Library adheres to the following collection development principles:

- Union county Public Library serves patrons of all ages and cultural backgrounds and realizes that patrons have diverse needs, interests, value systems and reading abilities.
- Union County Public Library encourages parents to use the library with their children and supports parents' rights and responsibilities to guide their children's reading and viewing of library materials. Library staff are available to assist parents and children with accessing and choosing the most appropriate materials. The Union County Public Library does not make a determination of what children should read, view, or borrow from the library. The Library does not act in loco parentis, but provides materials that support parents and children's searches for diverse materials and ideas.
- Materials are provided in varying formats that meet the educational, recreational, and informational needs expressed by patrons and that represent divergent and alternative views. Not all materials will be suitable for, nor of interest to, all segments of the community. What may be offensive to some may be significant and of value to others.
- Resource sharing is viewed as an additional means of providing patrons access to a larger volume of materials and information.
- Purchase suggestions from patrons are encouraged.
- Through a process of ongoing assessment and maintenance, collections are kept relevant in content and format and useful to patrons.
- The Union County Public Library endorses and defends the concepts of intellectual freedom as protected by the United State Constitution. The Library adheres to the Library Bill of Rights and Freedom to Read Statement as outlined by the American Library Association.



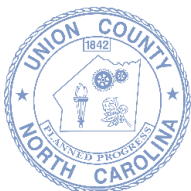
## Legal Responsibility

The ultimate responsibility for selecting materials for the Library rests with the Library Director who delegates selection responsibilities to appropriate staff members.

### 1) Criteria & Format

The Union County Public Library uses the following criteria to select materials:

- Need for information in a subject area
- Suitability of reading level, interest, and treatment of subject for intended audience
- Accuracy
- Community interest and popular demand
- Balance and diversity of viewpoint
- Impartiality of opinion, or clearly stated bias
- Timeliness
- Quality of writing, illustrations, performance, or design
- Sustainability and quality of production
- Reputation and/or authority of author, editor, illustrator, publisher, or performer
- Price, format, and ease of use
- Positive reviews and/or widespread critical attention
- Inclusion in standard bibliographies and indexes
- Adequate breadth and depth of coverage
- Appropriateness and relevance of subject to the Library's patrons
- Historical value
- Organization and style appropriate to the material and to patrons
- Special features, such as bibliography and index
- Availability of similar material within the community and other area libraries
- Space limitations
- Locally authored as defined in the section on the Local Author Collection



## 2) Print Materials

### a) Fiction

Fiction collections are a large component of the library's collections. The variety of reading interests and needs of the community are the key considerations when developing these collections of popular and literary works.

### b) Nonfiction

The library acquires materials of both permanent and current interest in all subjects, based upon the merits of a work in relations 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.

### c) Teen Materials

The Library's teen collections serve youth age 13 to 17. Emphasis is on materials that widen the teen's boundaries of thinking, enrich his/her life, and help fulfill recreational or emotional needs. Plot, characterization, theme, writing style, subject area, and appropriateness for the teen reader are taken into account.

### d) Children's Materials

The Library's children's collections serve children from infancy through age 12. Materials for the collection reflect the wide range of reading and interest levels that this age group includes. The children's collections exist to encourage children to develop a lifelong habit of reading for both recreational and informational needs.

## 3) Non-Print Materials

### a) Visual Media

DVDs and Blu-Rays will be purchased for both children and adults. These collections are intended to provide quality entertainment materials for home use. Only materials published and released within the last 2 years will be purchased. Only television shows that are original to a media subscription service or paid premium cable network will be purchased.

### b) Audiobooks

The Library's goal is to provide a collection of recorded instructional, educational, and recreational literature that parallels most areas of the general collection for adults, children, and teens. Only unabridged selections will be purchased.

## 4) Special Collections

### a) Reference

Reference materials are those that can provide quick, concise, and current information for use within the library.

### b) Genealogy and Local History

The Dickerson Room staff selects, arranges, and makes available for research, materials concerning local history and that aid in tracing family relationships. The major collection is housed at the Main Library in Monroe although the branch libraries may provide basic genealogical resources.



The collection aims to be most inclusive for those families who have lived in Union County and the surrounding counties. Emphasis is also give to the State of North Carolina as a whole.

The local history collection concentrates on the history of Union County, North Carolina and surrounding counties which includes portions of South Carolina.

The collection contains a variety of formats in both print and non-print. Some items may be kept in locked files based on the format, rarity, and condition of the items. These materials are available upon request and must be used in the presence of library staff.

Microfilm and/or digital records are collected in the following categories:

- Local newspapers
- Census
- Courthouse and military records
- Other such as church records and journals

**c) Foreign Language**

The foreign language collections contain both print and non-print materials for all ages to support our foreign language speaking community. The foreign language collection contains instructional, educational, and recreational materials.

**d) Large Print**

Large print materials are collected for adult fiction and nonfiction. Selection of large print materials will follow the same criteria for general material selection.

**e) Periodicals**

Periodicals in print and non-print are selected and evaluated annually to supplement the book collection for adults, children, and teens. The Library provides newspapers of local, state, and national interest.

**f) Digital Materials**

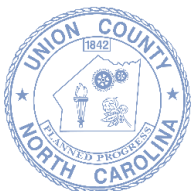
The Library purchases eBooks and eAudiobooks for adults, children, and teens using the same general criteria as print materials.

The Library provides access to digital materials and content not selected by the Union County Public Library and does not necessarily reflect the Library's policies. This includes but is not limited to content provided by NC LIVE and Hoopla.

**g) Local Author Collection**

The Local Author Collection located at the Main Library includes donated, print works by local authors. Local authors are defined as authors who currently reside or who have spent a significant part of their lives in Union County or adjacent counties.

The Library may accept one donated copy of a local author's work to be reviewed by the Library staff for inclusion in the collection. All donated works are subject to the same criteria for selection and removal as other materials. Donations must be submitted with a completed Local Author Collection Agreement. The author must represent and warrant full ownership and legal rights to publish the material.



## 5) Other Considerations

### a) Donations and Gifts

The Union County Public Library welcomes gifts of both materials and money to purchase materials. Materials donated or purchased with monetary donations are subject to the same criteria for selection and removal as other materials.

Material and monetary donations may be made in honor or in memory of someone. Monetary gifts to purchase materials are encouraged. Donors may specify types of materials to be purchased but are asked to keep in mind that specific titles may not be available.

All materials gifted or donated become the property of the Union County Public Library and may be added to the collection, sold at book sales, or otherwise disposed of at the discretion of the Library staff. The Library does not assign a monetary value to donated materials for tax purposes, but does issue a receipt indicating number of boxes or items given

The Library does not accept gift periodical subscriptions unless approved by the Library Director. In order to be eligible for acceptance the periodical must meet the general selection criteria for other materials and be established by the donor directly with the periodical for a minimum of three years. Gift periodical subscriptions received by the Library that have not been previously approved will be discarded.

The Library does not provide special shelving or separate location for gift items. Gift items, including memorials, are subject to the same de-selection criteria as purchased materials and are not retained indefinitely.

### a) Requests

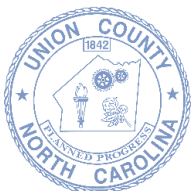
Patron requests are evaluated and fulfilled based on the selection criteria outlined in the Collection Development Policy.

### b) De-Selection

Material is typically withdrawn from a collection for the following reasons:

- Poor physical condition
- No longer circulating regularly
- A duplicate of a title that is not in demand
- Contains outdated information and is of no widespread historic or reference interest
- No longer meeting current selection criteria

Material withdrawn from the collection remains property of Union County.



## 6) Reconsideration of Library Materials

Should a member of the community question the inclusion of a book or other material in the collection, he/she may submit a "Patron's Request for Reconsideration of Library Materials" form to the Library Director. After completing the form the following procedure will be followed:

- (1) The Library Director will answer the request in writing within fourteen working days.
- (2) The patron accepts written statement from the Library Director or the patron rejects the statement and requests a hearing with the Library Board of Trustees in writing.
- (3) The Library Director forwards the request to the Library Board Chairman. At the Chairman's discretion, an emergency meeting can be called according to the rules stated in the By-Laws or the hearing can be scheduled at the next Board meeting. The Board Chairman conveys the time, place, and nature of the hearing to the patron issuing the request for reconsideration and to the Library Director in writing.
- (4) At the hearing, the patron issuing the request and the Library Director shall state their cases. The Board Chairman will serve as Mediator with the sole power to call additional witnesses as needed.
- (5) The Library Board will meet separately and issue their decision in writing.



**Patron's Request for Reconsideration of Library Materials**

**UNION COUNTY PUBLIC LIBRARY SYSTEM**  
MAIN LIBRARY – 316 EAST WINDSOR STREET, MONROE, NC 28112

Please submit to Library Director in writing. Thank you.

Date \_\_\_\_\_

Patron's Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Title \_\_\_\_\_

Format \_\_\_\_\_ Call # on spine \_\_\_\_\_

1. Have you read, viewed, or listened to the entire work? If not, what parts? \_\_\_\_\_

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2. Why do you want the Library to reconsider this material? \_\_\_\_\_

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3. Signature: \_\_\_\_\_

