

Collection Development Policy

Library Mission

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

Library Vision

Union County Library will be at the heart of our community's educational and cultural interests by enriching the lives of all people through diverse services and innovative programming.

Purpose

The Collection Development Policy, approved by the Library Board of Trustees, outlines the Union County Library's policy regarding the selection, acquisition, and retention of all Library resources.

Philosophy of the Collection

This policy is guided by the Union County Library's Mission and Vision as well as its Strategic Plan. The Library collection includes, or provides access to, resources in varying formats, which includes print, non-print, and digital. The variety of formats serve the educational, recreational, and informational needs expressed by patrons and reflect the diversity of the community.

Union County Library serves patrons of all ages and cultural backgrounds and realizes patrons have diverse needs, interests, value systems, and reading abilities. Not all materials will be suitable for, nor of interest to, all segments of the community and the Library does not place value on one patron's needs or preferences over another's. What may be offensive to some may be significant and of value to others.

Materials for children and teenagers are intended to support recreational reading, encourage and facilitate reading skills, supplement their educational needs, support their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community and our world. The Library does not determine what children should read, view, or borrow from the Library and does not act in loco parentis.

Intellectual Freedom

In support of its mission "to inspire our residents to explore, create, and learn," the Union County Library fully endorses and defends the concepts of intellectual freedom as protected by the United States Constitution. The Library adheres to the principles documented in the Library Bill of Rights and Freedom to Read Statement of 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.

Union County Library

316 E. Windsor St.
Monroe, NC 28112

T 704.283.8184



Selection Tools and Sources

The Library uses a variety of professional journals, publisher catalogs, and digital resources offering reviews and recommendations. Some of the sources used for the selection process include: *Booklist*, *Library Journal*, *School Library Journal*, *Publishers Weekly*, *Kirkus Reviews*, and the *New York Times* Best Seller List. The Library chooses the most appropriate vendor(s) based on criteria such as discount, availability, vendor services, reliability, and speed of delivery.

Criteria

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

- Accuracy
- Appropriateness and relevance of subject to the Library's patrons
- Availability of similar material within the community
- Community interest and popular demand
- Diversity of viewpoint
- Historical value
- Impartiality of opinion
- Inclusion in standard bibliographies and indexes
- Locally authored as defined in the section on the Local Author Collection
- Need for information in a subject area
- Price, format, and ease of use
- Professional reviews and/or widespread critical attention
- Quality of writing, illustrations, performance, or design
- Reputation and/or authority of author, editor, illustrator, publisher, or performer
- Space limitations
- Suitability of reading level, interest, and treatment of subject for the intended audience
- Sustainability and quality of production
- Timeliness

The following elements, in addition to the appropriate aforementioned criteria, should be used in consideration of acquiring and/or maintaining online databases or other virtual services:

- Breadth vs. depth of information provided by the database or service
- Cost per use
- Databases or services providing access to the widest group of customers
- Resources already offered in another format or service provided by the Library
- Usage
- Use as a standard reference source
- Viable alternatives to the database or service being considered



1) **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 to enrich one's life, and help fulfill recreational, educational, or informational needs. Plot, characterization, theme, writing style, and subject area for the teen reader are taken into consideration.

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 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.

2) **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.

3) **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 given 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:

- Census
- Courthouse and military records
- Local newspapers
- 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 Library and does not necessarily reflect the Library's policies. This includes, but is not limited to, content provided by NC LIVE, Hoopla, and Kanopy.

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.



h) Graphic Novels

Graphic novels and manga are a literary medium through which a combination of text and sequential art are used to tell a story. The Union County Library graphic novel and manga collection is made up of core and popular titles that serve the informational and recreational reading interests of children, teens, and adults.

The Library will collect graphic novels and manga based on popular demand, reviews, author and publisher reputation, and literary and artistic merit.

Graphic novels and manga with a rating of E (Everyone) or Y (Youth Ages 10+) with children as the primary audience are placed in the children's collection. The teen collection includes graphic novels with a rating of T (Teens Ages 13+) and OT (Older Teen 16+) with an emphasis on manga. Those graphic novels with adults as the primary audience, or with a rating of M (Mature), are placed in the adult collection.

i) Independently Published Material

Union County Library is often asked to include items in our libraries written and/or published independently. This can include self-published/produced materials or items published through a vanity press company. Due to lack of editorial oversight and professional reviews, the Library does not purchase/add independent/self-published materials. The Library looks for material with regional connections and collection relevance appealing to a wide audience. The best way to bring an item to the Library's attention is through reviews. A positive review in one or more of the library review journals, such as *Library Journal*, *School Library Journal*, *Kirkus Reviews*, *Booklist*, *Publisher's Weekly* or in the Sunday edition of the local daily paper will give an independently published book an improved chance for selection by Union County Library. Recommendations can be submitted online or in person. Exemptions may apply; refer to Local Author Collection.

Donations and Gifts

The Union County 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 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 subscriptions unless approved by the Library Director. In order to be eligible for acceptance, the gift must meet the general selection criteria for other materials and be established by the donor directly. 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.



Patron and Staff Recommendations

The Union County Library accepts recommendations from patrons and staff regarding additions to the collection. Recommendations are evaluated and fulfilled based on the selection criteria outlined in this Policy. These recommendations can be made online or in person.

De-Selection

The goal of the Union County Library is to provide timely and relevant Library materials, resources, and services in good condition for patron use. Weeding should entail the same care and thought as materials selection. Materials withdrawn from the collection remain property of Union County. Material is typically withdrawn from a collection for the following reasons:

- Contains outdated information
- Format is no longer widely supported with current technology
- Is of no widespread historic or reference interest
- No longer circulating regularly
- No longer meeting current selection criteria
- Poor physical condition

Reconsideration of Library Materials

Any Union County resident has the right to express concerns about Library resources and expect to have the objection taken seriously. Patrons wishing to recommend the removal or reclassification of a particular item in the Union County Library's collection are encouraged to first discuss their concerns with a Library Manager. If the patron is not satisfied with the response to their request, the manager will provide the patron with information and a form to request formal reconsideration of the Library resource.

Should a member of the community wish to pursue a formal reconsideration request, the "Patron's Request for Reconsideration of Library Materials" form will need to be completed and submitted to the Library Director. The request will be reviewed by the Library Director and staff, bearing in mind the Library's mission statement, philosophy, and the selection criteria of this Collection Development Policy.

A questioned item will be considered in its entirety, and not judged solely on portions taken out of context. Questioned items will remain in circulation during the reconsideration process. After evaluating professional journal reviews and other materials submitted by the patron and the staff, the Library Director will respond within 30 days of receiving the formal request.

If the person indicates dissatisfaction with the resolution, the person may appeal to the Library Board.

Policy Revision

This statement of policy will be reviewed annually. Suggestions for revisions will be submitted to the Library Director for review. The Library Director will then present the revisions to the Library Board of Trustees for adoption.



Union County Library
316 E. Windsor St. Monroe, NC 28112

Please submit to Library Director in writing.

Date _____

Name _____

Do you represent: Yourself _____ An Organization _____ Organization Name _____

Telephone _____ Email _____

Address _____

City _____ State _____ Zip Code _____

Material Title _____

Format _____ Call Number _____

1. Have you read, viewed, or listened to the entire material? Yes _____ No _____

2. If not, what portions? _____

3. Why do you want the Library to reconsider this material? _____

4. What professional reviews of this material did you check? _____

5. How does this material violate the Union County Library's Collection Development Policy?

6. How could your concerns about the material be resolved? _____

Signature: _____

A copy of the request form without identifying patron information will be submitted to the American Library Association Intellectual Freedom Committee.