

**NEW HANOVER COUNTY  
PUBLIC LIBRARY**

**COLLECTION DEVELOPMENT GUIDELINES**

REVISIONS MAY-SEPTEMBER 2006

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## **I. STATEMENT OF GENERAL PURPOSE**

The Library Collection provides the citizens of New Hanover County with resources for cultural enrichment and public discourse; free, timely access to print, electronic, audio-visual and archival information.

## **II. RESPONSIBILITY FOR SELECTION**

The Library Director is ultimately responsible for the Library=s Collections. However, the management of collection development activities has been assigned to the Associate Director. Selection responsibilities are delegated by him to the professional staff.

## **III. CRITERIA FOR SELECTION**

The following are general criteria for selection of materials, regardless of collection location or format. See individual collections (p. 1-16) for more specific criteria, as applicable.

- A. The observed strengths and weaknesses of the existing collection
- B. Reviews or citations in professional journals, basic collection guides, recommended reading lists or other annotated bibliographies
- C. Reputation or significance of the author, illustrator, publisher, editor or other contributor to the content
- D. Currency of the topic
- E. Cost
- F. Availability in digital format

## **IV. PROCEDURES**

- A. In accordance with the Criteria for Selection, various librarians are assigned specific subject areas in which to locate material to recommend for the collection.
- B. Additional items for consideration may be brought to the staff=s attention through a variety of sources, such as patron requests, promotional literature, advertisements and media sources.
- C. Recommendations for purchase are made after the selector determines that the item meets one or more of the criteria for selection. The Library may also acquire access to materials selected by a consortium of which New Hanover County Public Library is a member.
- D. Items recommended for purchase are submitted to the Associate Director for final review.
- E. The Associate Director determines the number of copies to be purchased and their appropriate holding locations.
- F. Orders are generally placed through a jobber, sales representative or publisher, with priority given to the supplier who can provide the best discount, greatest fill rate, or product services for a specific order.
- G. Generally, materials are kept on back order for a period of ninety days. Orders which cannot be filled by a vendor are discarded if another vendor cannot be found.
- H. Materials acquired through gift rather than purchase may also be added to the collection, provided they meet the Criteria for Selection guidelines for that type of material.
- I. Materials are catalogued in accordance with currently accepted international library standards.

- J. Materials may be housed at any branch of the system, as space allows and use dictates.

## **V. DESELECTION PROCEDURES**

- A. In order to maintain an actively used collection, New Hanover County Public Library regularly withdraws outdated or seldom used materials. This process is conducted under the supervision of the subject specialist. The last copy of a fully cataloged item should not be removed from the collection without further review by the professional staff.
- B. Items identified as significant or otherwise notable for their contribution to the field of knowledge or literature will not be discarded.
- C. Items may be removed from the collection if it is determined that the information is dated and newer information is available to replace it; physical condition makes their continued use impossible; or items with a poor circulating history need to be removed to make room for newer material.
- D. Every effort is made to retain fiction to the extent that a continued readership and shelving space considerations may dictate.
- E. Items withdrawn will be removed from the library's database and officially stamped *DISCARDED*.
- F. No item will be discarded at the request of an individual for purposes of purchase or sale.
- G. Individuals requesting the deselection of an item must do so in accordance with the process for reconsideration.
- H. Discarded materials may be made available in a used book sale.

## **VI. Selection Tools**

- A. Journals, websites and other critical review sources, with special emphasis given to sources specializing in material for public libraries
- B. Award winners and annual lists of recommended titles
- C. Community reading lists and curriculum topics
- D. Community requests, with emphasis given to titles whose credentials can be confirmed by reviews or to frequently-requested popular titles or series.
- E. Subject specialists.

## **VII. Process for Reconsideration**

Occasionally, objections by members of the public to library material may arise, and a specific procedure has been established whereby individual residents of New Hanover County may ask for the reconsideration of library material. This reconsideration is taken within the context of the library=s special responsibility in a democratic society to encourage the free expression of ideas. As such, the Library supports the ALibrary Bill of Rights@, the AFreedom to Read@, and the AFreedom to View@ statements endorsed by the American Library Association.

- A. Individuals are first encouraged to discuss their concerns with the librarian on duty.
- B. If the individual is not satisfied with the response he should be referred to the collection supervisor or branch manager.
- C. If, after these discussions, the individual is still unsatisfied, the supervisor will provide the opportunity to talk with the Associate Director and/or with a Request for Reconsideration form.
- D. On receipt of a fully completed reconsideration form, the Associate Director will ask the Library Director to form a review committee from the Professional Staff.
- E. The Committee will provide a response to the complaint to the Library Director within ten working days.
- F. The Library Director will review the staff findings with the Intellectual Freedom Committee of the Library Advisory Board.
- G. The Intellectual Freedom Committee will present their conclusions at the next Library Advisory Board meeting and make a recommendation to the Library Advisory Board regarding the appropriateness of the item to the library=s collection.
- H. The recommendation of the Library Advisory Board will be given to the Library Director for appropriate action.
- I. The initiator of the complaint will be informed in writing of the decision.
- J. This process will be regularly reviewed with the library staff.

## **VIII. ADULT CIRCULATING COLLECTION**

### **A. PURPOSE OF COLLECTION**

The New Hanover County Public Library attempts to provide residents with a general collection of reliable materials embracing the broader fields of knowledge with due regard for variations in educational level, reading ability and reading interest. In addition, current and popular recreational reading, representing all genres, styles and varieties of literary technique are also deemed to be appropriate areas for acquisition. Materials to satisfy highly specialized interests are purchased if real or potential demand exists. These materials generally are purchased in limited quantities for a limited period of time, and may be shelved separately or integrated into the collection, depending on the nature and duration of demand for them. The library recognizes that it has a special obligation to provide materials for an informed public, and in keeping with this, selects a representative sampling of materials representing all sides of significant issues and literary styles.

### **B. SCOPE OF COLLECTION**

With the exception of special collections, the library selects and acquires current materials only. Older materials may be acquired in order to complete series or fill in gaps in the collection. In all instances, the depth of a specific area of the collection is reflective of its use and demand at the time of purchase, and no attempt is made to maintain or provide a quantitative equality of materials. The Main Library serves as a central depository of materials within the library system and, as such, retains materials for a longer period and in greater depth than other locations. Due to space and financial considerations, branch collections are limited in scope to current material, and do not retain material of limited or infrequent use. The library selects materials in a wide range of formats to meet the stated purpose of the collection, and makes these selections in accordance with both general and specific collection development guidelines.

The types of materials in the Adult Circulating collection include fiction by both American and international authors, general nonfiction, an extensive Large Print fiction collection along with a limited number of Large Print nonfiction titles, and a browsing paperback collection. A limited quantity of foreign language material is purchased for the collection to meet the needs of that population as demand dictates. More in-depth needs are met by the library's subscription to the North Carolina Foreign Language Center, which provides a rotating deposit collection, quarterly, and from which other titles may be ordered.

### **C. RESPONSIBILITY FOR SELECTION**

The professional staff is responsible for making selections of Adult Circulating materials, following the general criteria outlined above and giving special attention to timely or high-demand materials. The assistant director of the library designates each professional's area of responsibility and oversees the processes of collection development.

## **IX. YOUTH SERVICES COLLECTION**

### **JUVENILE BOOKS**

#### **A. PURPOSE OF COLLECTION**

To serve the reading and information needs of children ages birth-adolescence and their families, teachers and caregivers through a wide range of high-quality materials.

#### **B. SCOPE OF COLLECTION**

The Juvenile book collection serves age groups ranging from babies through middle school students, and represents a wide variety of genres and nonfiction areas. A variety of formats (print, audio and digital) are represented, targeting developmental stages and interests within the age range. While the Library considers the issues of age-appropriateness and content-appropriateness during the selection process, the final responsibility for the choice of appropriate reading and listening materials for an individual child rests with that child's parents or legal guardians.

#### **C. RESPONSIBILITY FOR SELECTION**

The Youth Services librarian is primarily responsible for making selections of materials that adhere to the general criteria and to collection specific guidelines.

#### **D. ADDITIONAL CRITERIA FOR SELECTION**

- 1) Generally acknowledged classics of writing or illustration for children.
- 2) Suitability of subject, style, and difficulty for the intended audience.

#### **E. ADDITIONAL SELECTION TOOLS**

- 1) Journals, websites, and other critical review sources, with special emphasis given to sources specializing in material for children.

## **X. YOUTH SERVICES COLLECTION**

### **JUVENILE MUSIC**

#### **A. PURPOSE OF COLLECTION**

To provide access to a range of critically acclaimed and/or popularly recognized music for children.

#### **B. SCOPE OF COLLECTION**

The Library's collection concentrates on quality music produced and performed for preschool to elementary age children. Within this interest level, a range of musical genres is covered, including traditional and folk songs, world cultures, and new compositions.

#### **C. RESPONSIBILITY FOR SELECTION**

The Youth Services librarian is primarily responsible for making selections of materials that adhere to the general criteria and to collection specific guidelines.

#### **D. ADDITIONAL CRITERIA FOR SELECTION**

- 1) Recordings which complement early literacy or curriculum areas for the target age groups.

## **XI. YOUTH SERVICES COLLECTION**

### **YOUNG ADULT BOOKS**

#### **A. PURPOSE OF COLLECTION**

To serve the fiction reading needs and interests of adolescent readers.

#### **B. SCOPE OF COLLECTION**

The Young Adult collection consists of acknowledged classics of writing for adolescents, as well as literary fiction and popular writing for this age group. Young Adult fiction is distinguished from Juvenile fiction by the older intended reading audience, the use of adolescent concerns as dominant themes and/or topics, or a general assumption of a wider intellectual and emotional experience on the part of the reader. New Hanover County Public Library's collection concentrates on material intended/reviewed for the younger adolescents, but some material for older adolescent readers is also included. While the Library considers the issues of age-appropriateness and content-appropriateness during the selection process, the final responsibility for the choice of appropriate reading and listening materials is shared by the adolescent reader and that adolescent's parents or legal guardians.

#### **C. RESPONSIBILITY FOR SELECTION**

The Youth Services librarian is primarily responsible for making selections of materials that adhere to the general criteria outlined above.

## **XII. AUDIOVISUAL SERVICES COLLECTION**

### **SPOKEN WORD SOUND RECORDINGS**

#### **A. PURPOSE OF COLLECTION**

To provide access to a wide range novels and nonfiction titles, recorded in a variety of current formats. By its nature, this collection is especially useful to the visually impaired and, in conjunction with library-assisted access to state and national services for the blind or physically handicapped, this population's information and recreational needs are being addressed.

#### **B. SCOPE OF COLLECTION**

New Hanover County Public Library will strive to collect a cross-section of titles representing all genres of fiction and all aspects of nonfiction. Preference will be given to unabridged works of fiction and high-interest areas of nonfiction.

#### **C. RESPONSIBILITY FOR SELECTION**

The Audiovisual Librarian is primarily responsible for making selections of audiovisual materials that adhere to the general criteria as outlined above.

#### **D. ADDITIONAL CRITERIA FOR SELECTION**

- 1) Inclusion of titles held by the library in print format.

#### **E. ADDITIONAL SELECTION TOOLS**

- 1) Digital audio titles are purchased by the consortia to which New Hanover County Public Library belongs. These purchases adhere to the larger organization's collection development policies, but are generally in keeping with the Library's own criteria.

## **XIII. MUSICAL RECORDINGS**

#### **A. PURPOSE OF COLLECTION**

To provide access to a wide range of critically acclaimed, culturally significant and/or popularly recognized musical recordings in a variety of current formats.

#### **B. SCOPE OF COLLECTION**

New Hanover County Public Library will strive to collect a cross-section of musical styles from diverse periods and cultures. While the majority of the collection will consist of Western Classical music, special attention will be paid to those works that play an important part in American musical development and/or those featuring significant local composers or performers. A sample of traditional and popular musical styles such as jazz, country/western, new age and folk music which reflect the best of these styles will also be purchased.

## **XIV. AUDIOVISUAL SERVICES COLLECTION**

## **VIDEO RECORDINGS**

### **A. PURPOSE OF COLLECTION**

To supplement the library's print collection by offering quality entertainment, family interest materials, and nonfiction resources that can assist the individual in understanding and learning about a particular subject, in a variety of current formats. Additionally, the closed-captioning of most contemporary films serves the needs of those who are hearing impaired, in keeping with our commitment to the community at large.

### **B. SCOPE OF COLLECTION**

Every attempt will be made to represent a cross section of nonfiction materials, while the entertainment section shall consist of a balance of time periods and film genres. The Library recognizes that it is not a video store, but rather a selective resource for video materials and, as such, seeks to house materials not readily available in the community.

### **C. RESPONSIBILITY FOR SELECTION**

The Audiovisual Librarian is primarily responsible for making selections of audiovisual materials that adhere to the general criteria and to collection-specific guidelines.

### **D. ADDITIONAL CRITERIA FOR SELECTION**

- 1) Works which are filmed locally and offer recognizable scenery, noted regional actors, or storylines involving the communities of the region.
- 2) Nonfiction materials with subjects which are best explained visually, or whose understanding can be enhanced by a visual representation.
- 3) Material that possesses an archival or historical value, and/or represents a significant aspect of life in the Lower Cape Fear region.
- 4) Materials comprising specialized collections that meet current community needs. (i.e., Described Video Service titles, which provide enhanced opportunities for the visually-impaired.)

### **E. ADDITIONAL SELECTION TOOLS**

- 1) In the absence of a reliable review, nonfiction materials may be considered for purchase when recommended by an individual of acknowledged expertise or on a preview basis, with the condition that any materials can be returned if, for any reason, they are deemed unsuitable for the Library's collection.

## **XV. REFERENCE SERVICES COLLECTION**

### **A. PURPOSE OF COLLECTION**

To provide a non-circulating collection of print and electronic resources designed to meet the basic research and information needs of the community in all subject fields.

### **B. SCOPE OF COLLECTION**

The Library's reference collection will cover the broad range of knowledge in both print and digital formats. While branch libraries will have smaller collections that meet the basic reference needs of their customer base and the space logistics of their facilities, the Main Library reference collection will be more comprehensive. In addition to general and ready reference titles, there will be expanded collections dedicated to education, careers, business, grants, literature, and legal reference materials. The reference department will also house any federal, state, and local government documents pertaining to the region for review by the citizens. Government documents of long-term interest will be retained for community access in the Local History Room.

Print resources will be purchased in standard formats that meet basic research needs and can be used within a limited period of time. Digital resources will include reference texts, databases, and other types of information resources and will be available in the libraries and for website access outside the libraries as licensing, programming, and funding permit.

### **C. RESPONSIBILITY FOR SELECTION**

The staff of the reference department, under the guidance of the Head of Reference, is responsible for making selection of reference materials in a timely and fiscally responsible manner, providing a wide range of resources that adhere to the general criteria, as well as to collection-specific guidelines.

### **D. ADDITIONAL CRITERIA FOR SELECTION**

- 1) Standard reference works will be selected based on community needs.
- 2) Materials will be provided in the format that best supports the information.
- 3) Digital resources purchased by consortia to which New Hanover County Public Library belongs will be accepted. These purchases adhere to the larger organization's collection development policies, but are generally in keeping with the Library's own criteria.
- 4) Federal, State, and local government document pertaining to the region will be made available at the request of the agencies.

### **E. ADDITIONAL SELECTION TOOLS**

- 1) Professional experience of the librarians and subject specialists
- 2) Industry standards

## **I. CONSUMER HEALTH LIBRARY COLLECTION**

### **A. PURPOSE OF COLLECTION**

To assure that all library branches have open access to current and accurate sources of health information in print and non-print formats.

### **B. SCOPE OF COLLECTION**

New Hanover County Public Library will provide materials on: general health and wellness, health issues and diseases, drug information, complementary medicine, and other areas of health that may be of interest to the community. Information will be provided in print, non-print, and Internet links in English and Spanish. A small reference collection is maintained that incorporates some professional-level items. The collection will be limited to current information with 90% of the materials being no more than 5 years old.

### **C. RESPONSIBILITY FOR SELECTION**

The Consumer Health librarian is primarily responsible for making selections of materials. Every attempt is made to stay aware of the informational and intellectual needs of the community and to select materials that adhere to the general criteria as well as to collection-specific criteria.

### **D. ADDITIONAL CRITERIA FOR SELECTION**

- 1) When selecting materials the overriding consideration is appropriateness for the needs of the community. Materials in a variety of reading levels are chosen to support the various literacy levels.
- 2) Audiovisual materials selected will be of high quality from known producers and meet a need for information in that format that replaces or supplements print materials.

## **XVII. LAW LIBRARY COLLECTION**

### **A. PURPOSE OF COLLECTION**

To support the general legal research needs of the citizens of New Hanover County and to provide access to the most commonly used legal tools for local attorneys and court employees.

### **B. SCOPE OF COLLECTION**

In addition to the General Statutes of North Carolina and local ordinances (Wilmington, Wrightsville Beach, Carolina Beach, Kure Beach and New Hanover County), a variety of up-to-date manuals and legal form books shall be maintained, along with a number of ready-reference case law subscriptions, in both print and electronic formats. The law library is not an historical repository nor does it maintain an in-depth research collection.

### **C. RESPONSIBILITY FOR SELECTION**

The Law Librarian is primarily responsible for making selections of materials that adhere to the general criteria and to collection-specific guidelines.

### **D. ADDITIONAL CRITERIA FOR SELECTION**

- 1) Applicability to local needs.
- 2) Ease of access – electronic format which makes the materials available to the public outside of normal business hours will be given preference over print materials.

### **E. ADDITIONAL SELECTION TOOLS**

- 1) Noted publishers of legal materials will be given preference for subscriptions and standing orders
- 2) Recommendations from local attorneys or other legal services workers.

## **XVIII. LOCAL HISTORY ROOM COLLECTION**

### **A. PURPOSE OF COLLECTION**

The purpose of the Local History collection shall be to centralize and organize the historical materials and records of New Hanover County and its environs through collecting, cataloguing, preserving, protecting, and restoring when necessary, those records and materials pertaining to the history of the people and events within the community. A North Carolina collection is maintained to allow the citizens of New Hanover County access, within a restricted and controlled environment, to information regarding their state. The collection shall be developed for community use. Special materials and archival collections are maintained only if they can be made available to the general public and relate to the people and events of southeastern North Carolina.

### **B. SCOPE OF COLLECTION**

The New Hanover County North Carolina Local History Collection is the depository for documents and material which relate to the history and current development of New Hanover County, which includes Wilmington, Wrightsville Beach, Kure Beach, Carolina Beach and the unincorporated areas. The collection is not limited to any one format, but includes books, pamphlets, maps, photographs, magazine articles, brochures, newspapers, video recordings, compact discs, oral histories, city directories, genealogies, manuscript collections, memorabilia, microforms, school yearbooks, theses and dissertations, and government documents associated with New Hanover County. Only non-book materials which have a direct relationship to New Hanover County and environs are included in the collection. The library does not collect artifacts.

In addition, recognizing that the history of New Hanover County must be seen in the context of the state as a whole, a general North Carolina collection of books is acquired. This part of the collection provides the citizens of New Hanover County with information about their state, both past and present, and is intended to represent general knowledge and not in-depth research materials.

Genealogical materials are collected from across the state with the major concentration on eastern North Carolina. Included are materials from coastal Virginia, South Carolina and other Atlantic seaboard states because of their ancestral connections to southeastern North Carolina. Some nationwide indices, i.e., census and immigration records, are purchased to respond to the demand of new local residents.

The New Hanover County Public Library collects both fiction and non-fiction of authors who write about the area.

The Library collects Civil War titles with the Broadfoot imprint, a local and prolific publishing company.

### **C. RESPONSIBILITY FOR SELECTION**

The Special Collections Librarian is primarily responsible for making selections of materials that adhere to the general criteria and to collection-specific guidelines.

### **D. ADDITIONAL CRITERIA FOR SELECTION**

- 1) Cultural importance of the material.
- 2) Relationship to Southeastern North Carolina.

### **E. ADDITIONAL SELECTION TOOLS**

- 1) Book reviews including, but not limited to, *North Carolina Historical Review*, *North Genealogical Journal*, *National Genealogical Society Journal*, and *Bulletin of the Federation of North Carolina Historical Societies*.
- 2) Titles recommended by local historians and genealogists.

## **XIX. SERIALS**

### **A. PURPOSE OF COLLECTION**

The Main Library maintains a representative collection of magazines and newspapers intended to supplement the book collection and further the mission of the New Hanover County Public Library System. The focus of the serials collection is to collect publications that will provide current and timely information on a variety of popular interest and practical research topics. Smaller collections are also maintained at branch libraries. These collections are tailored to fit the unique interests and leisure activities of the communities they serve.

### **B. SCOPE OF COLLECTION**

Included in the Main Library collection are general business and financial industry journals as well as titles dealing with health issues, consumer product evaluations, hobbies and crafts, arts and entertainment, history, social sciences and publications of local interest. In order to include the widest variety of subject matter in this collection, the library must limit selections to representative titles for most subject areas. Magazines that are indexed and used extensively for research purposes are bound and retained indefinitely; titles used less often are retained in their original format for 5 years. General newspapers are retained in their original format for 3 months, while financial newspapers are retained for one year. Publications of special interest to the region are retained for archival purposes, either in their original format, on microfilm, or digitized.

### **C. RESPONSIBILITY FOR SELECTION**

The Serials Librarian is primarily responsible for making selections of journals that adhere to the general criteria and to collection-specific guidelines.

### **D. Additional Criteria for Selection**

- 1) Its inclusion in indexes received by the library.
- 2) Coverage of the publication's subject area in the library's existing collection.

### **E. ADDITIONAL SELECTION TOOLS**

- 1) Gift subscriptions are considered for inclusion only if they are offered to the library for a minimum of two years and meet the guidelines stated above. Gift subscriptions must meet the same criteria as other donations. The library does not accept gift subscriptions which have not been approved in advance by the materials selection committee.