

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

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# I. INTRODUCTION

## Purpose

The purpose of this policy is to

- assure that the collections further the mission, goals, and objectives of the Library
- provide documentation of the current policies and practices by which the Library manages collection development
- assure that the policies by which the collections are shaped are clearly stated and understandable to the public, the staff, the Library Board and other interested parties
- provide guidance to the Board, the director, and the staff when encountering challenges to materials in the collections, and
- establish a framework for continuous collection evaluation and improvement.

## Environment

Tazewell County, established in 1799, is situated in southwestern Virginia, encompassing 520 square miles, and is bordered by Buchanan, Russell, Smyth, and Bland counties in Virginia, and by McDowell and Mercer counties in West Virginia.

The rural population of 43,787 (Cooper Center, 2008) has declined by 1.8% since the 2000 Census and is aging. Those under 18 (19.9%) are fewer than the state average (23.5%), while those 65 and older (16.4%) are more numerous than the state average (12.1%).

The ethnicity of Tazewell County residents is far more homogenous than that of the state as a whole, with 95.5% white and 2.8% black residents, compared with 73% and 19.9%, respectively. Fewer residents represent other ethnic backgrounds: American Indian .2% (.4% statewide), Asian .8% (4.9% statewide), Hispanic/Latino origin .6% (6.8% statewide). The county is home, however, to a number of international medical professionals (one community, where 100 nationalities are represented, is sometimes referred to as the Little United Nations). Hispanics have been slower to move into Tazewell County than in other parts of southwest Virginia, due to limited employment opportunities, but are gradually beginning to establish themselves.

In addition to public schools, the county is home to a community college, a private four-year liberal arts college, and a private four-year business college. Educational attainment is lower than the state average. Those adults 25 years of age and older who have completed high school are 67.5%, compared with 81.5% statewide, and those with a bachelor's degree are 11.0%, compared with 29.5% statewide.

Income is also significantly less than that of the state as a whole, with median household income at \$34,800, compared with \$61,210 statewide. Residents living below the poverty level comprise 17.6%, compared with 10.2% statewide. This is an important factor in the Library's goal to provide free access to materials to the entire community and to respond adequately to their informational needs.

The local economy has traditionally been based on coal and on agriculture, with recent gradual diversification into healthcare and technology. Tazewell County is home to the world-famous Pocahontas No. 3 seam of bituminous coal, the largest field in the world, which was first mined in Pocahontas in 1882 and which brought rail transportation to the region, along with a booming industry for many years. Agriculture has dominated the southern part of the county, including Thompson Valley, The Cove, and Burke's Garden, known for its unique geography, alpine microclimate, biological diversity, 100-year export cattle industry, and pastoral beauty. Two hospitals operate within the county, one profit-based, the other a community facility.

Businesses are increasingly focused on technology. One firm manufactures space shuttle components for NASA and night vision goggles for the Department of Defense, another exports mining technology and training to China, and the county is developing a technology business park for financial institutions and others requiring remote backup security.

Tazewell County is experiencing the same challenges arising in many other places when the interests of technology and commerce seem to conflict with environmental concerns. The Clinch River, which originates in Tazewell County, is one of only 20 "Last Great Places" in the world, according to The Nature Conservancy, with the world's largest collection of rare and endangered fresh water mussels. This designation has created difficulties for industrial development. Energy companies interested in developing alternative sources of energy, e.g., wind, have encountered resistance from environmental interests.

Regional cooperative efforts to promote the area are common today. Tazewell County participates with Mercer County in West Virginia in The Two Virginias Four Seasons Country focus on the region's appeal for business as well as a desirable place to retire. The County is developing the Spearhead Trails to connect seven counties in southwest Virginia in a tourism initiative to provide outdoor recreation and economic development for the region. The county is also working with Mercer County in a joint venture to link The Town of Pocahontas with the Town of Bramwell and the Hatfield-McCoy Trail and to develop history tourism.

### **Library Profile**

Tazewell County Public Library serves all residents of the county through the Main Library in Tazewell and two branches in Bluefield and Richlands. The Library was established in 1964 as a demonstration library operated by the Virginia State Library. In 1966 the Library was turned over to Tazewell County.

The Main Library, a 10,126 square foot building located on Main Street in Tazewell, was constructed in 1966. In the more than forty years of operation, it has grown substantially in collections, staff, and services, and is experiencing growing pains. The Richlands Branch opened in 1984 in a renovated historic landmark, the Dr. W. R. Williams house. The 7,900 square feet are distributed in numerous small rooms on four floors, only two of which can be used for collections. The current facility for the Bluefield Branch was built in 1986-7 and has 7,500 square feet. At all three facilities, collections are filling available space to capacity. The lack of space is a critical factor in the implementation of the collection development policy and plan.

The Library is supported primarily by annual appropriations from Tazewell County. Supplemental funds are provided by the Commonwealth of Virginia, occasional grants from the Federal government, and private donations. State Aid provides the bulk (81%) of the materials budget.

The Library acquires and makes available a wide variety of popular and informational materials to meet the intellectual, educational, social, cultural, recreational, and community information needs of the people of the area. In addition, the Library provides reference and information services, children's and adult programming, outreach programs to various institutions, special collections such as the Parents Shelf, the Consumer Health Collection, the Virginia Room, free access to the Internet, and space for meetings and tutoring. Collections are shared among the three facilities in the system through delivery via staff two to five days a week.

The Library's collections are extended and enriched through membership in the Holston Associated Libraries consortium (HAL) comprised of two college libraries and two public libraries.

The Library is governed by a five-member Board of Trustees appointed by the Board of Supervisors. The Board is responsible for setting policies and for management oversight. Day-to-day operational management is delegated to the Director, who is appointed by and reports to the Board.

## **II. LIBRARY PRINCIPLES AND POLICIES**

### **Mission Statement**

The mission of Tazewell County Public Library is to strengthen the area's quality of life by providing access to information, promoting the joy of reading, and encouraging lifelong learning in a professional and welcoming atmosphere.

### **Service Roles**

The service roles assigned to the main library and branches establish the focus of collections. These roles articulate the type of service that the Library seeks to offer the community.

- **General Information:** The library helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.
- **Formal Education Support Center:** The library assists students in meeting educational objectives established during their formal courses of study.
- **Lifelong Learning:** The library provides a collection of circulating materials, appropriate for all age groups and on a wide variety of topics, that will enhance opportunities for self-directed personal growth and development.

- **Current Topics and Titles:** The library will provide current, high-demand, high-interest materials in a variety of formats to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.
- **Local History and Genealogy:** The library addresses the desire of community residents to know and better understand personal or community heritage.

## **Goals**

The primary goals of the collection development policy are to

- Provide collections of materials which contribute to fulfillment of the Library's mission
- Build a collection that is balanced, and of adequate size, quality, and diversity to meet user needs
- Develop collections which meet special needs and interests such as those of job seekers, businesses, parents, consumers, and the aging
- Provide materials in alternative formats as necessary to meet the needs of all library users
- Insure that all parts of the collection are up-to-date, attractive, and well-maintained
- Promote the knowledge and involvement of all staff in collection development and management
- Insure an optimal allocation of the materials budget through review of usage data

### **III. SELECTION PROCESS**

#### **Collection Philosophy**

Tazewell County Public Library strives to serve impartially all members of its community, and to achieve excellence in both its collections and in its services. To this end, it maintains a core collection of books and other materials in a variety of formats that is current, balanced, and representative of the interests of the public, including materials that are timely and those that have withstood the test of time. The Library seeks to cooperate with other libraries in the area to provide the broadest possible access to information and to avoid unnecessary duplication of materials.

By necessity, the Library's selection decisions are influenced by budget and space considerations as well as the availability and accessibility of alternative information resources.

The Library subscribes to the principles of intellectual freedom as stated in the Library Bill of Rights, the Freedom to Read, and Freedom to View statements of the American Library Association..

#### **Responsibility for Selection**

The responsibility for selecting materials for the collection legally rests with the Library Board. The Board delegates selection to the Library Director and his/her designees. Department heads participate in the selection process and all staff are encouraged to submit recommendations for purchase.

## IV. SELECTION SOURCES

Whenever possible, purchases are made on the basis of professional reviews from both library review journals and other standard sources. Selectors have access to a wide variety of sources for reviews and information about publications. Every effort will be made to select the best literature published each year and to anticipate and fulfill community demand.

### **Professional Library Review Sources**

*Booklist*

*Kirkus*

*Library Journal*

*Publisher's Weekly*

*HornBook*

*School Library Journal*

*VOYA*

*Audiofile*

*Video Librarian*

### **Other Review Sources**

Amazon.com

BarnesandNoble.com

*Book Page*

Fiction\_L and other online tools

*The New York Times Book Review*

Local and regional newspapers

Specialized databases, e.g., NoveList

Standard bibliographies such as *Public Library Catalog*, *Children's Catalog*, *Fiction Catalog*, "best book" lists such as those compiled by ALA, *Booklist*, *Library Journal*, and the *New York Times Book Review*, and collection development lists published in *Library Journal* will be consulted to round out the collection and for retrospective collection development.

### **Patron Requests/Staff Recommendations/Interlibrary Loan Requests**

All requests from patrons and staff are considered for purchase or referred to Interlibrary Loan. Periodically the Reference Librarian reviews Interlibrary Loan transactions and makes recommendations for purchase.

### **Publishers' Catalogs**

Since not all items are reviewed, catalogs from publishers and producers sometimes provide the only available information about a title. Catalogs are especially useful in identifying new editions of standard titles and material for subject needs. Selectors take into consideration the reputation of a publisher and exercise caution about automatically accepting their description of a work.

## **Standing Orders**

The Library subscribes to several standing order plans. The reasons for this are threefold:

- Some titles are seldom reviewed in the professional journals because they are new editions of a standard title
- The books are important enough to the collection that receiving them automatically without evaluating individual volumes is better than missing them
- Plans such as Automatically Yours assure that the Library will receive new books by popular authors as soon as they are published

Standing orders may be placed for specific types of material such as reference books, large print, genre collections, audiobooks, and others.

The standing order and automatic continuation titles are re-evaluated annually. Titles may be cancelled, new titles added, or the number of copies adjusted to accommodate patron interest.

## **Vendors/Sales Representatives**

Some books are brought to the attention of selectors during sales visits from publishers' representatives. As a rule, orders are not placed on the spot. Staff often need more time to check for duplication or to verify a need for specific subject matter before an order is placed.



## V. SELECTION CRITERIA

### Reviews

In general, materials are selected based on value, demand, need, format, and availability. Selections are made on the basis of reviews in recognized reviewing media whenever possible, and patron requests are given serious consideration. An item considered for purchase must be measured against other materials available, including what is already in the collection, to determine what seems wisest in view of needs and funds available. When considering particular titles for inclusion in the collection, critical questions to be considered are: Does the title in question support service roles; and is the title most appropriate for the main library, a particular branch, or appropriate for all facilities. Balance is a desired factor, both in types of material and points-of-view.

At least one favorable review is usually necessary for selection. If the first review is not definitive, the selector usually waits for more reviews, or bases the selection decision on some of the other selection criteria.

### Selection Standards

Nonfiction and reference materials are evaluated on these criteria:

- Authority of author, creator, publisher, or sponsoring group
- Significance of subject matter
- Accuracy of information, presentation, subject
- Aesthetic quality of writing, design, illustrations, or production
- Potential or known demand, including repeated Interlibrary Loan requests
- Importance to total collection
- Inclusion in bibliographies and lists
- Availability elsewhere in community
- Price
- Availability and suitability of format
- Appropriate presentation for the interested audience
- Relevance to community needs
- Insight into the human, social, cultural, and psychological condition
- Contemporary or permanent value
- Reviews
- Organization of the contents, including indexes and bibliographies

Fiction materials are judged on the following:

- Literary merit
- Characterization, theme, plot, and setting
- Popular or limited appeal
- Contribution to the value of the Library's total collection
- Any appropriate nonfiction criteria listed above

Items will not be included in or excluded from the collection because of

- Race, religion, nationality, sexual orientation or views of the author
- Depictions or descriptions of violence or sexual activity
- Controversial content
- Endorsement or disapproval by any individual or community group

### **Audiovisual Issues**

The following issues are considerations in the selection of audiovisual materials:

- Audiobooks: The expertise of the reader and the issue of format
- Feature Films: Recreation is the primary consideration
- Nonfiction DVDs: Reviews are important to identify quality titles

### **Authors/Performers**

The author's qualifications and previous publications are major factors in selecting both fiction and nonfiction. For audiovisual materials, the expertise of the performer (reader, actor, director, artist, etc.) is an important consideration.

### **Date**

The date of publication is not a factor in recreational reading or in titles of literary merit. For informational materials, the publication date must be timely.

### **Demand**

Adult fiction titles in considerable demand because of extensive publicity, local interest, author popularity or other factors are usually purchased, even if the title did not receive good reviews. Adult nonfiction titles in demand are also usually purchased, unless there are serious questions about the accuracy of their information or the qualifications of the author.

### **Editions**

Decisions are based on the type and quality of the edition. Cost may be a factor as well, especially when purchasing items such as expensive art books. Some popular titles in high demand are purchased in both hard cover edition and paperback. When purchasing paperback editions, the trade format is preferred to mass market whenever possible. The Library rarely buys abridged editions.

## **Examination**

Some items are selected by evaluating the items in local bookstores or while attending conferences and determining that they are suitable for the collection.

The Library does not generally accept materials on approval for examination due to lack of time for a thorough reading and review.

## **Formats**

The Library acquires materials in a variety of formats: books in both hardcover and paperback; periodicals and newspapers; pamphlets; microforms; compact discs; DVDs; audiobooks on CD and Playaway; and digital materials (ebooks, downloadable audiobooks, databases).

The Library selects materials in the media most appropriate to their efficient use. In certain circumstances the same work may be acquired in more than one format.

Books must have durable bindings, clear print and good quality paper. Workbooks and books with perforated pages are generally avoided. Book club and some reprint editions are frequently of inferior quality and are not added to the collection unless they are important items and better quality editions are not available. Audiovisual items should be tough enough to stand up to the heavy demands of library circulation.

The Library continuously reviews and revises the mix of formats it acquires in response to the development of new media and to the demonstrated and perceived needs of its users and demand.

## **Holdings**

Each title considered for purchase is evaluated in terms of the library's present holdings. If the Library has sufficient titles in a certain area, the selector may not choose to add a new title, even though it has received good reviews. Alternately, the Library may buy titles that are of somewhat marginal quality if nothing else is available on the subject.

## **Local and Regional Authors**

The Library acquires titles by authors born or residing in Tazewell County that are published by mainstream presses. Titles by local writers that are self-published or pay-to-publish or vanity press titles are not purchased unless there is a compelling reason to do so, such as valuable local content or high local interest.

## **Price**

Price is an important and necessary consideration, not only as a budgetary matter but also in determining the extent to which the items being purchased will add value to the collection.

Consideration is also given to the patron, who must pay for items that are lost or damaged beyond repair. The price of some audiobooks with large numbers of CDs prohibit their purchase and would be very costly to the patron if the item is lost.

Discounts also play a role in selection. Publications that are not heavily discounted, such as university presses and textbooks, are bought more sparingly.

### **Publishers**

Publishers tend to establish expertise in certain fields and this is taken into consideration in evaluating a title. Some publishers are so well known for their specialties and high quality products that selection decisions may be made on the basis of the publisher. Publishers who produce marginal works are avoided unless a work gets excellent reviews.

Self-published and desktop publishers produce works of varying quality and are seldom reviewed. These items are generally not purchased, unless the subject is in high demand and the books are examined and found to be of merit. Staff may exercise the option of accepting such material from a local or regional author when the item is donated rather than purchased.

### **Series**

Although series entries are selected on a title-by-title basis, if the Library has purchased previous titles in a series, and those titles have been popular, the selector will usually buy others in the series. Ideally, the Library maintains all titles in very popular series, but this ideal is difficult to achieve.

## **VI. GIFTS**

### **Materials**

Tazewell County Public Library accepts donations of material from patrons. The Library reserves the right to incorporate donated materials into its collection, to donate them for a Friends of the Library book sale, or to dispose of them as the staff see fit. The Library will not accept donations if the donor places restrictions on the disposition of the material. The Library cannot place a monetary value on donated materials, as it is an interested party in the transaction, per IRS regulations. When a donor requests it, a receipt noting the number of materials accepted is given.

Gifts must meet the same standards for inclusion in the collection as items that are purchased. Materials such as old textbooks and Reader's Digest Condensed books are not accepted.

Donations of back issues of periodicals are not normally accepted by the Library, although exceptions may be made for titles for which the Library has specific need. Periodicals may be accepted for a book sale if the Friends Coordinator determines that there is a good market for the title being offered. National Geographic magazines are not accepted for either the Library or for book sales.

Free materials, such as newsletters, will be accepted under the same conditions as other gifts and donations, but the Library will not accept multiple copies of brochures, realtor lists, sales lists or other materials intended for distribution to the public unless they are from government agencies.

### **Monetary Donations**

The Library welcomes individuals and organizations to support its activities through gift funds. Contributions will enable the Library to purchase materials, equipment, or support special programs. Selection of specific titles will be made by Library staff.

- The Library encourages unrestricted monetary gifts to allow for the greatest flexibility in supporting the Library.
- Donors can recommend a type of material, an area of subject interest, and a preferred library branch location.
- Recommendations for purchasing specific titles are discouraged and the Library reserves the right to decline such monetary donations.
- All monetary donations will be acknowledged by the Library.

### **Memorials and Other Special Donations**

A memorial is created when money is donated to add one or more books or other materials to the collection, usually in memory or in honor of an individual or group. The following guidelines apply:

- The Library reserves the right to make the final decision regarding all materials.

- Materials may be purchased “In Memory of”, “In Celebration of” and “In Honor of”.
- A form should be completed for each memorial or other special donation.
- Gift plates, identification plaques or other appropriate recognition identifying the donor or person being honored may be displayed in items purchased from gift funds, upon request.

## VIII. REPLACEMENT COPIES

The Library does not automatically replace items withdrawn from the collection due to loss or damage. The following criteria are taken into consideration:

- Availability of newer and better materials in the field
- Availability of a more recent edition
- In print status of the withdrawn title
- Need for the title
- Appearance in standard bibliographies such as the *Public Library Catalog*
- Authority and importance of the author
- Existence of other titles in the Library on the subject

## **IX. SPECIAL CONSIDERATIONS**

### ***Duplicate Copies***

Multiple copies of titles may be obtained when there is an expressed need or when high demand exists or is expected. In general, the Library purchases one copy for every five unfilled reserves placed on a title.

Whenever possible, sufficient copies will be obtained to allow those materials considered valuable to the history of the area or useful to the reference collection to circulate so that patrons may enjoy ample time to read them.

### ***Textbooks***

The Library does not collect textbooks or other curriculum-related materials produced specifically for schools, except as these materials also serve the needs of the general public. Donated textbooks are sometimes added to the collection if there is a need for the material.



## **X. RECONSIDERATION OF LIBRARY MATERIALS**

The Library recognizes that differences of opinion may exist in the community about the validity and value of materials in the Library's collection. It is the Library's position that while anyone is free to reject for himself materials of which he does not approve, he cannot exercise this right of censorship to restrict the freedom of others.

Responsibility for the reading of children and young adults rests with their parents or legal guardians. Tazewell County Public Library does not stand in loco parentis. It is the responsibility of parents to monitor what their children check out.

Library materials are not marked or identified to show approval or disapproval of the contents. No book or other Library material is sequestered, except for the purpose of protecting it from injury or theft.

### **Reconsideration Process**

The Library welcomes expression of opinion by patrons, but will be governed by the Collection Development Policy in making additions to or deleting items from the collection. All specific written citizen responses to the collection will be personally handled by the appropriate staff member.

Formal procedures for review and reconsideration of materials are available to residents of the county who wish to use them. No challenged materials which have been duly selected will be removed from the Library's collection except upon recommendation of the Library Director, or upon formal action of the Library Board when a recommendation of the Director is appealed.

### ***Procedures***

- A patron who challenges any part of the collection should first be offered a copy of the Collection Development Policy to read.
- If material is still questioned, a copy of the form, "Reconsideration of Library Materials/Programs", should be filled out by the patron.
- The Library Director or designee will review the form and make a reply to the person.
- If the patron is not satisfied with the reply, he/she should bring the matter to the attention of the Library Board, not less than one week prior to a scheduled meeting.
- The Library Board will review the communication, the decision, and the issues raised and will respond to the patron when the review process is complete.
- The Library Board reserves the right to limit the length of any presentation and the number of speakers at a meeting.
- The decision of the Library Board is final.

If the material in question is found to serve the purposes of the Library, to be of good quality, and to fill the existing needs and interests of members of the community, the material will not be removed from the collection.

Tazewell County Public Library  
Request for Reconsideration of Library Materials/Programs

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Resource on which you are commenting:

Book                       Audiovisual Resource                       Program  
 Magazine                       Newspaper                       Other

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

What brought this title to your attention?

Please comment on the resource as a whole, as well as being specific on those matters which concern you. (Use other side if needed.)

What resource(s) do you suggest to provide additional information on this topic?

Signature \_\_\_\_\_

Thank you for your comments. This request will be reviewed by the Library Director. You should receive a response within thirty days.

The decision of the Library Director may be appealed by writing to the Tazewell County Public Library Board of Trustees. The Board will consider an appeal at their next regularly scheduled Board meeting to which you will be invited to share your views and concerns. The decision of the Board will be final.

Tazewell County Public Library accepts and adheres to the  
Library Bill of Rights  
<http://ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm>

Freedom to Read  
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/frstatement/freedomreadstatement.cfm>

Freedom to View  
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/freedomviewstatement.cfm>

Statement on Professional Ethics  
<http://www.ala.org/ala/aboutala/offices/oif/ifgroups/cope/Code%20of%20Ethics%202008.pdf>

Policy Concerning Confidentiality of Personally Identifiable Information about Library Users  
<http://www.ala.org/template.cfm?section=otherpolicies&template=/contentmanagement/contentdisplay.cfm&contentid=13084>

adopted by the Council of the American Library Association.

## XI. COLLECTION MAINTENANCE

### **Bindery**

Some books are no longer in print or only available at a very high cost. The decisions on whether to have a book rebound will depend on the following:

- Condition of the book (adequate margins, no missing pages, interior clean)
- Cost-effectiveness
- Long term value to the collection

### **General Weeding Policy**

Weeding is an integral and ongoing part of collection development. It takes skill, care, time, and knowledge of the materials to do a competent job. The professional staff is responsible for making the decision on which materials are to be weeded. The branch managers and other designated staff may be assigned specific tasks associated with the weeding project.

In broad terms the following criteria is used in weeding:

*Content:* Items that are outdated, superseded, obsolete, or inaccurate, will be weeded. Materials older than three years in the fields of science, health, medicine, finance, law and inter-related topics should be carefully considered.

*Condition:* Items that are worn out, books whose pages are torn, soiled or missing, or with broken spines, torn covers or frayed bindings are considered for weeding. Depending on condition, some of these items may be considered for binding or repair if the value of the material warrants the expense, and replacement is not possible or cost effective.

*Use Patterns:* Materials not circulated for three to five years, unused duplicates, or unneeded volumes or sets of books, and materials acquired through selection mistakes should be examined.

Decision on whether to replace deselected materials, and with what, will be made by the person responsible for selection.

In making decisions on materials to weed, no distinction will be made among donated materials, memorial materials, and purchased materials.

Extensive information on weeding is provided in *CREW: A Weeding Manual for Modern Libraries* (<http://www.tsl.state.tx.us/ld/pubs/crew/>), which is the Library's preferred guide to weeding its collections.

### ***Disposition of Weeded Materials***

Materials that are removed from the collection are offered to the Friends of the Library for book sales, given to other libraries, local schools, government agencies, or nonprofit organizations at

the Director's discretion. Materials that are in poor condition or very much out of date are pulped or sent to the landfill. In some cases materials are used with one or more of the outreach programs.

### **Mending**

Most materials are processed in such a way as to insure their maximum use under normal circumstances. All materials returned to the Library are inspected for damage.

Damaged but still usable materials are mended according to an established set of procedures. Patrons are charged a replacement cost for materials they check out that are irretrievably lost or damaged beyond repair.

## **XII. COLLECTION EVALUATION AND ASSESSMENT**

The Library collection is continually evolving. In order to maintain a strong, vital, relevant, useful, up-to-date collection, staff will evaluate individual collections, in addition to the overall collection. Evaluation techniques will include but not be limited to the following:

- Regular inventory and catalog corrections
- Evaluation of physical condition during inventory or weeding
- Circulation use data
- Collection holding data, i.e., volumes, periodical titles, and audiovisual items per capita
- Review of standard bibliographic catalogs
- Online database use statistics
- Patron and staff recommendations
- Patron surveys
- Lists of “Best Materials” published by library organizations and professional review sources

### **Collection Levels**

The Library’s existing and desired collection level can be described as basic, informational, and reference. The Library collects materials for a general, nonprofessional audience, and for all age levels. The Library places an emphasis on current reference, statistical, and popular materials over instructional, academic, scholarly, or research materials. Because of the proximity of several colleges in the area and the availability of the Internet and Interlibrary Loan, the Library does not seek to collect retrospectively.

### **Policy Review**

The Tazewell County Public Library Collection Policy will be reviewed regularly by the Director and department heads. As circumstances change, the policy will be revised and updated in accordance with need. Policy reviews will be monitored by the Library Director and the Library Board.

### **XIII. ADULT COLLECTION**

The Library's collection for adults, generally defined as ages 18 and above, will emphasize popular materials in the broadest sense and reference information. The Library will maintain a core collection of books and other materials that are current, balanced, and representative of the interests of the public, including materials which have withstood the test of time.

The Library will cooperate with other informational, educational, cultural, and recreational resources in the community to avoid unnecessary duplication of materials and services. The Library will endeavor to make its users aware of other local resources.

Classics, or those titles having enduring interest and appeal and judged to be great literary works (both fiction and nonfiction), form an essential part of a library collection. Selection preference is given to American and British literature, but translations of classics from other literary traditions and cultures are included as well.

Titles widely advertised or in continuing demand because of the popularity of the author's other works, their conversion into film, appearance on television, or the timeliness of theme are purchased if they are useful in answering the requests of readers, or if they will further efforts to serve the community.

#### **Adult Nonfiction**

The Library will strive for a balanced, informative, up-to-date collection in all classes of knowledge in order to serve the economic, educational, cultural, recreational, and information needs of its various constituencies. Selections will be made on the basis of reviews, pertinent bibliographic publications and the judgment of staff members familiar with the subject area and the collection. In cases of controversial issues, the Library will strive to collect works that present a balanced examination.

#### **Adult Fiction**

Selections will be made on the basis of reviews, pertinent bibliographic publications and the judgment of staff members familiar with the material and the collection. Titles from all genres (including experimental fiction) are considered. Selection decisions are based on content, style, intended audience, anticipated or actual demand, and whether the work successfully achieves the author's stated objectives.

Titles written obviously and exclusively for sensational or pornographic purposes will not be selected for the collection, but material will not be excluded if the author is dealing honestly and realistically with his/her theme. While the Library recognizes that any given title may give offense to someone, selections will not be made in anticipation of patron approval or disapproval, but solely on the merits of the work under consideration and its relation to the collection as a whole, the Library's mission, and the interests of the whole community served by the Library.

## **Audiovisual**

The Library concentrates on developing a well-rounded nonprint collection that responds to recreational and educational needs. Materials may be collected in the same categories and using the same criteria as may print materials, provided policies have been established regarding the addition of a new format to the collection, and responsibility for selection of materials in that format has been distinguished.

The Library's collections currently contain videos, DVDs, photographs, microforms, books on tape, books on Playaway, books on CD, and electronic resources. New formats will be given consideration as they become established in the community.

Materials are selected from reviews and staff and patron suggestions.

## **Electronic Resources**

The Library either purchases or acts as a gateway to electronic resources, both online and in other formats. These products are acquired to fill various informational and recreational needs and include different types of databases and interactive multimedia learning tools. Most electronic reference resources are available to registered library users at remote locations via the Library's webpage. A collection of over 10,000 e-books is available to check out online.

## **Foreign Language**

Recognizing the growing diversity and learning interests of the community, the Library collects materials for self-instruction in foreign languages. Patron requests will guide the choice of languages and titles represented in the collection. The reference collection will contain dictionaries of major languages of the world.

## **Government documents**

Tazewell County Public Library is not a depository library; therefore, individual selection decisions are made and orders placed for each publication desired. Documents are selected according to the same general principles applied to other materials.

## **Graphic Novels**

Graphic novels are book length collections of sequential art containing a single story or a set of interrelated stories. Graphic novels may be located in the Adult, Young Adult and Juvenile collections. Selection is based on bibliographies and recommendations from sources such as ALA's "Best Graphic Novels for Young Adults", and standard library review journals.



## **Large Print**

The Library maintains a collection of large print books for the convenience of patrons who find regular print difficult or inconvenient to read. Suggestions from readers are welcome and are given serious consideration. Large print titles are chosen from catalogs of these materials, from reviews in professional journals and other reviewing media which cover materials in this format from time to time.

## **Paperbacks**

Paperbacks are collected for the sake of economy and to fill short-term high demand for popular titles. Some paperback titles do not appear in hardcover, and these will be considered if the work or works by the same author are in high but transitory demand by readers. Some genre fiction, such as romances and science fiction, is published mainly in paperback, and these will be selected based on reader preference and demand. Paperback copies may also be acquired to replace out-of-print hardcover titles. Paperback copies in multiple numbers cannot be acquired solely to meet the demands of school reading lists.

## **Periodicals and Newspapers**

The library provides representative periodicals in a wide range of subjects of reference value and recreational interest. Specialized titles are considered in relation to subject needs and their availability in area and regional libraries.

Selection criteria for periodical titles will follow those of book selection in terms of scope and depth of subject coverage.

The library subscribes to selected state and national newspapers based on local interest and reference value.

Retention decisions for back issues is limited by available storage space to 3-6 months for most newspapers and 1-2 years for most magazines.

## **Vertical File**

The Library does not maintain a general vertical file. Pamphlets, clippings, brochures, and other information pertaining to local and regional history are collected and filed with the Virginia Room collection. These uncataloged items do not circulate but they may be photocopied.

## **Special Collections**

### ***College and Career***

This collection addresses the needs of young adults and others for guidance in selection of colleges and universities and exploring career options, seeking employment, making employment transitions.

### ***Consumer Health Collection***

A gift from Dr. and Mrs. Stephen Rinehart enabled the creation of this collection of materials housed at the Main Library. Its purpose is to inform consumers about personal wellness, disease and medical conditions so they can be prepared to build and maintain wellness and cope with challenges when they occur. The collection is supported with donations and regular budgeted purchases. It is to be reviewed regularly to maintain currency and accuracy of content.

### ***Parents' Shelf***

The Main Library and the branches have a special collection of materials on topics of interest to parents and child care providers. The collections consist of adult titles on a wide range of parenting issues from toilet training to Internet safety. The materials are primarily in book form.

### ***Professional Collection***

A small collection of specialized materials pertaining to the management and development of public libraries is kept for use by library staff and trustees. New titles are added as recommended by staff and when funds are available.

### ***Reference Collection***

The reference collection is designed to provide reasonably quick access to factual information in the entire range of human knowledge. It is a non-circulating collection. Reference works are selected that will supply as many reliable facts as possible with a minimum of duplication and overlap.

An excellent reference collection is essential if the Library is to provide quality reference service to the community. Selection criteria outlined throughout this policy statement will be applied in considering reference books for purchase. In addition, the following criteria, which apply specifically to reference works, will be considered in selecting material for this collection:

- The work has an adequate index
- Illustrations, charts and graphs are easily understood and accurate
- The work is useful in answering patrons' questions
- The information is clearly arranged and presented
- The reference resources of other area libraries are taken into consideration,

particularly when the title being considered for selection is expensive or highly specialized

### ***The Virginia Room Collection***

The primary purpose of the Virginia Room collection is to acquire current and retrospective information about the people and history of Tazewell County, Virginia from its beginnings, to support local history and genealogical research. The collection includes selected histories and records of the areas along the migration routes people traveled coming into and leaving Tazewell County, including parent counties in Virginia and areas in Pennsylvania, Maryland, West Virginia, North Carolina, Tennessee, and Kentucky. The collection does not circulate.

The Virginia Room collection includes published and unpublished materials relating to the people, places, and events of Tazewell County, the Appalachian region, and to a lesser degree, the Commonwealth of Virginia. Materials include, but are not limited to, books, periodicals, maps, pamphlets, clipping files, photographs, manuscripts, microforms, scrapbooks. Space does not allow collecting unbound family papers. Museum objects are not collected.

Donations of materials and contributions to purchase materials provide valuable support and are gratefully accepted. Donations of published or bound family histories with relevance to Tazewell County families are appreciated. High school yearbooks for any school in Tazewell County are also welcomed. Gifts become the property of the Library and are organized into the collections at the Library's discretion.

Memorial gifts are accepted and may be designated for the Virginia Room. All contributions for purchasing materials are acknowledged, and books are plated.

Due to the permanent nature of this collection, very little material is weeded. Space is a critical issue in maintaining the valuable resources of the Virginia Room and in providing access to researchers. Interest in genealogical research attracts visitors from every state in the country, Canada, and occasionally other countries. As funds and time allow, the Library will digitize selected materials to provide broader access to eligible content.

## **XIV: YOUNG ADULT COLLECTION**

The collection for young adults, generally defined as ages twelve through eighteen, will emphasize popular materials in the broadest sense and will supplement and complement the adult and children's collections. The selection of materials will comply with relevant policies for adult and children's collections. Responsibility for selection of titles for this collection is delegated to the Youth Services Coordinator. Suggestions from other staff members, teachers, and readers are welcome and are given serious consideration.

## **XV. CHILDREN'S COLLECTION**

Literature for children is selected by the same standards as adult materials. Books are selected on the basis of authoritative reviews, accuracy, literary and artistic quality, quality of content, suitability of subject matter, appropriateness of the vocabulary to the reader's age, and balance of the library collection. The durability of materials is important and preference is given to books that have good quality paper, sturdy binding and legible print.

The Library's children's collections are developed for children (primarily) and adult (secondarily) patrons. The juvenile group generally is defined as children from infancy through grade six or age twelve and the adult group generally includes teachers, parents and care givers of children. Collection development will emphasize reading for enjoyment as well as the development of reading learning skills. The children will be also served by materials which most closely reflect their needs and potentials, and their particular levels of age, interest, vocabulary and educational and mental development.

The following award-winning books will be acquired: Newbery Medal, Caldecott Medal, Coretta Scott King Award, and Jefferson Cup Award.

Abridgements will be selected only when the story and concepts are considered suitable for children, but the style of writing of the original is too complex for the average child. Generally adaptations will not be acquired.

The Library purchases books that are identified as being particularly useful to share at storytime programs, both within the library and elsewhere. Multiple copies of successful and desired titles may be purchased.

Reference materials in the Children's Department include information books for children, material selection aides for librarians and resource manuals for adults working with children. Updates and new editions of reference works will be purchased to replace serial materials.

Duplications are determined by need and are made at the discretion of the librarians in charge of these collections.

The Youth Services Coordinator selects periodicals for children on the basis of children's interests and reading ability, the literary quality of the contents, the authority and accuracy of the information, as well as popular appeal.

Items of realia are purchased and collected by the library to enhance its services. Most of these items are located in the Children's Department and are directly used with displays, programs or instruction. Realia do not circulate. Items in the Children's Department include puppets, stuffed animals, paper sculptures, posters, statues, masks, pictures, storytelling props and costumes.

The Children's Department has toys available for play and discovery. Only those items of particular interest to preschool children are available.

The Library acquires audio visuals for children in DVDs and audiobook formats. The juvenile audiobook collection consists mainly of fiction titles, purchased in an unabridged format. This

area includes classics of children's literature and popular contemporary works. Selection is primarily for items in compact disc format and is heavily influenced by patron interest and demand.

## **APPENDIX**

Library Bill of Rights (linked)

Freedom to Read (linked)

Freedom to View (linked)

Action Items

    FY 2009-10

    FY 2010-11

Responsibility for Selection

Patron Suggestion/Requests/Interlibrary Loan Requests

Request for Reconsideration Form