



# Collection Development Policy

## Collection Development

### Introduction

The Lake Park Public Library (the Library) seeks to provide the community with information that satisfies educational, entertainment, and recreational pursuits through the purchase and organization of books, periodicals, newspapers, audio and video recordings, e-books, databases, and other forms of electronic media. The Library emphasizes the importance of those materials that have contemporary significance and/or permanent value. Materials are chosen, within budgetary limits, to inform, inspire, entertain, help patrons develop new interests, educate, and satisfy free inquiry. The purpose of the Lake Park Public Library's collection management policy is to provide a general guide for the selection and maintenance of material collections offered by the Library and to emphasize the Library's commitment to intellectual freedom and unrestricted access to information. The policy offers guidance to Library staff and informs the public about general selection principles.

The Library affirms the public's right of free access to a diverse and balanced spectrum of listening, reading, and viewing materials in a variety of current and emerging formats. In keeping with the professional standards and best practices of all public libraries, the Lake Park Public Library has adopted the following supporting documents from the American Library Association's (ALA) guidelines for public access to library resources:

- [Libraries: An American Value](#)
- [Library Bill of Rights](#) and [Interpretations](#)
- [Freedom to Read Statement](#)
- [Freedom to View Statement](#)
- [Code of Ethics](#)

### Responsibility

The Commission of the Town of Lake Park annually approves the Library's budget, as developed by the Library Director. The annual budget allocates resources to ensure that the collection meets the needs of the community. Priorities are set to purchase materials and resources that support the Library's mission, strategic goals, and key initiatives.

The ultimate responsibility for the growth and maintenance of the Library's collection rests with the Library Director.

### General Selection Criteria

Material selection for a public library is a complex process requiring a familiarity with community needs; sound judgment and consultation of review journals and other professional tools; an appreciation for cultural diversity, literary merit, historical accuracy, and objectivity; and a practical understanding of the economic and spatial constraints on the collection. In support of this process and as a basis for building a collection of enduring merit, all acquisitions, whether purchased or

donated, are subject to the guidelines listed below. An item need not meet all of the criteria for acceptance. Some materials may be judged primarily on artistic merit, while others are considered because of scholarship, historic value, or ability to satisfy the needs of the community.

- Accuracy of scientific or historical fact
- Attention of the public, critics, or recognition of material by other general-interest media outlets
- Authority, reputation, and significance of the author, performer, composer, illustrator, publisher, and/or producer: no item will be excluded because of the race, religion, nationality, gender, sexual orientation, political or doctrinal beliefs, or personal history of the author
- Availability and suitability of physical format for Library purposes
- Clarity, readability, and ease of use
- Contemporary significant or permanent value
- Creative, literary, or technical quality
- Currency of information
- Current and projected demand
- In the case of electronic materials, the nature of licensing, technical support, user interface, system resource demands, remote access capabilities, and other factors affecting the Library's ability to make the material accessible to patrons
- Insight into human and social conditions
- Literary merit
- Local authorship or production
- Price as a reasonable value for anticipated use
- Relation to the existing collection and other materials on the subject (an effort is made to include significant works to illuminate the different and important sides of issues)
- Relevance, present and potential, to community needs (the Library makes a conscious effort to obtain materials pertaining to local matters – civic, cultural, artistic, educational, recreational, and historic)
- Reviews from professional library journals and sources such as librarian blogs and newsletters
- Space and maintenance requirements
- Topicality or the importance of material as a document or recording of the times
- Treatment of subject for the intended audience
- Use of similar works as monitored through the integrated library system (ILS)

Patrons may also recommend materials for the library using the purchase suggestion feature in their account on the Library's discovery layer or catalog website or by filling out the Library Materials Suggestion Form, though there is no guarantee these suggestions will be purchased. This form does not need to be filled out completely, but providing as much information as possible helps with this request.

The Library recognizes that certain materials are controversial and that any item may offend some Library users. Selections are made solely on the merits of the works in relation to the goals of building and enhancing a collection that serves the diverse interests of the community.

Materials may be removed from circulation due to age, cost, accessibility, limited demand, poor suitability of format for use by the public, or lack of documentation. Materials not found in the collection may be available through Interlibrary Loan (ILL).

## **Children's and Young Adult Materials**

The Library provides books and other materials suitable for children that are clearly labeled and separate from the Adult and Young Adult collections. Young Adult fiction and non-fiction are clearly marked and shelved separately from the Children's and Adult collections. The Young Adult graphic novels are interfiled with the Adult graphic novels. Children's and Young Adult materials are selected for their merits and not necessarily excluded because of coarse language or frankness. The Library does not deny or limit access to any item because of its content or style. The selection of materials for the Library's collections shall not be inhibited by the possibility that some materials may inadvertently come into the possession of children. Responsibility for the listening, reading, and viewing of library materials by children rests with their parents or legal guardians.

## **Materials Acquired through Interlibrary Loan**

The Lake Park Public Library, via its membership in an interlibrary loan consortium, benefits from the resources of many other libraries throughout the United States. All reasonable efforts will be made to obtain items requested by patrons that are not in the collection. The Library does not acquire highly specialized or technical materials that can be obtained through interlibrary loan or accessed electronically from non-library sources.

## **Collection Evaluation**

Library collections are constantly changing. Maintenance of the collection through constant evaluation and assessment by library staff ensures its usefulness and relevancy to the community. The library adheres to professional collection review and weeding practices including the use of:

- Circulation statistics
- CREW Method (Continuous Review, Evaluation, and Weeding) to identify items for consideration for retention or withdrawal.
- MUSTIE Method - includes six undesirable factors that increase the likelihood of withdrawal:
  - M = Misleading (and/or factually inaccurate)
  - U = Ugly (worn and beyond mending)
  - S = Superseded (by a new edition or a material with better coverage on the subject)
  - T = Trivial (no longer of discernable literary or scientific merit)
  - I = Irrelevant (to the needs and interests of the community)
  - E = Elsewhere (found expeditiously through another resource, other format, or ILL)
- Number of copies in the collection
- Poor condition due to missing pages, markings, water, or mildew damage
- Shelf space
- Sustainability of format
- Statistical reports

## **Replacements**

The Library does not automatically replace materials withdrawn or lost from the collection. The need for replacement is considered in relation to several factors including the number of remaining copies of the title in the system; the existence of newer or better material on a subject; budget constraints; and availability (out-of-print materials are rarely replaced).

## **Gifts and Donations**

A gift for the Library collection may consist of Library material donations, monetary donations to purchase materials, equipment, or support various Library activities, or other material donations.

### **Material Donations**

On behalf of the Friends of the Lake Park Library (the Friends), a 501(c)3 group raising funds for the Library, the Library will accept hardcover and paperback books and audiovisual materials if they are in good condition. Donations will be evaluated and, if appropriate, will be added to the collection or put in the Friends of the Library book sale. Proceeds from the book sales are used to supplement Library programs. While donations of quality items are gratefully accepted, neither the Friends nor Library staff can be responsible for the valuation of a gift. We cannot appraise donated materials or indicate a value on the receipt. If desired, the donor may receive a donation receipt noting the number and type of materials donated.

### **Monetary Donations**

The Library welcomes the support of its activities through monetary donations by individuals and organizations. Contributions made directly to the Friends will enable the Library to purchase materials, equipment, or support special programs.



# Library Materials Suggestion Form

Please use this form for materials suggested for purchase by the Lake Park Public Library.

\_\_\_\_\_ Periodical (Newspaper, Magazine, Newsletter, etc.)

\_\_\_\_\_ Audio Recording \_\_\_\_\_ Video Recording \_\_\_\_\_ Book

Title \_\_\_\_\_

Author/Editor \_\_\_\_\_

Performer/Artist/Director \_\_\_\_\_

Publisher/Producer \_\_\_\_\_

ISBN/EIN \_\_\_\_\_

Year Created/Published \_\_\_\_\_

Preferred Format \_\_\_\_\_ Digital/Streaming \_\_\_\_\_ Print/DVD/CD

Have you listened to/read/viewed this material?

\_\_\_\_\_

Are you aware of any reviews of this material?

\_\_\_\_\_

Subject Matter \_\_\_\_\_

What age group is this appropriate for? \_\_\_\_\_

Why do you think the library should purchase this material?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a library card with this library? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you want to place a hold on the item if it is acquired? \_\_\_\_\_ If yes, then:

Name \_\_\_\_\_

Bar Code \_\_\_\_\_

Phone \_\_\_\_\_

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LAKE PARK PUBLIC LIBRARY

539 Park Avenue, Lake Park, FL 33403 | (561)881-3330  
[www.lakeparkflorida.gov/government/departments/lake-park-public-library](http://www.lakeparkflorida.gov/government/departments/lake-park-public-library)