COLLECTION DEVELOPMENT

Ultimate responsibility for collection development by library personnel rests with the library director. Selection will take place within the framework of policies adopted by the Lincoln Heritage Public Library Board. The library director, professional assistant, outreach/genealogy librarian, branch librarian and youth services librarian are responsible for the selection and purchasing process. The director will have final approval and responsibility for the development of the library collection. Collection development includes the selection of material in a variety of formats and different materials necessary to meet the needs of the library community.

General Principles:
Selection is based on the merits of a work in relation to the needs, interests and demands of the Lincoln Heritage Public Library community. Basic to this is the Bill of Rights as adopted by the American Library Association. The Library does not promote particular beliefs or views nor is the selection of any given item equivalent to endorsement of the viewpoint expressed therein. Materials of a controversial nature should not nor will they be automatically rejected. Responsibility for viewing, listening and reading by children rests with their parents/guardians. Selection should not be inhibited by the possibility that materials may come into the possession of children.

Selection Criteria:
The following selection criteria guide Library staff's good-faith efforts to judge what falls inside or outside of the scope of the Lincoln Heritage Public Library collection. Each item is evaluated against these factors (either individually or in combination) before deciding to purchase or not to purchase.
The nine basic Selection Criteria are:
☐ Accuracy and timeliness of content
☐ Contribution to diversity or breadth of collections
☐ Price and/or budget
☐ Presentation of unique or controversial points of view
☐ Receipt of or nominations for major awards or prizes
☐ Current and anticipated needs and interests of the public
☐ Recommendation in review media
☐ Author's, artist's, or publisher's qualifications and/or reputation
☐ Quality of production

1. Accuracy and timeliness of content:
The goal is to have a reliable and up to date collection. Library staff relies on reviews, publishers and/or author's reputation to assess accuracy and currency. In the case of older releases, publication date will be a factor.
2. Contribution to diversity or breadth of collections:
The breadth and depth of the Library's collection will reflect the interests of our diverse and ever-changing community. In order to provide a broad collection, Library staff may choose to limit the number of titles within one subject area.
3. Price and/or budget availability:
In combination with other criteria or alone, items with significantly high prices will be scrutinized in order to balance the need for the item against the high price. This also guards against high replacement costs for patrons if items are damaged or lost.
4. Presentation of unique or controversial points of view:

Materials are provided that support diversity of thinking and connect our patrons to information from many points of view.

5. Receipt of or nominations for major awards or prizes:
Regional and national awards in all formats are considered. These titles connect Library patrons to the greater literary and informational communities. In the case of some state awards, we provide copies of all nominees.

6. Current and anticipated needs and interests of the public:
The Library's goal is to have the materials patrons want when they want them. This includes bestsellers, information on timely topics and specific local interest. Materials judged to be too specialized or in low demand, can be requested through another Evergreen Library or through Interlibrary Loan.

7. Recommendation in review media:
Reviews in library review journals and the popular press bring titles to our attention and assess how well an item may serve Library patrons.

8. Author's, artist's, or publisher's qualifications and/or reputation:
With few exceptions, works by best-selling and well-known authors, directors or musicians are selected. Purchase of self-published works or those from small presses will require that the item make a strong contribution in another way, such as an out of print classic, continuation of a series, award winner or special title such as for the Genealogy, Indiana collection, or written by a local author.

9. Quality of production:
The physical or technical caliber of illustrations, covers, bindings, recording, printing or packaging will be a factor in deciding to purchase or decline. Unless there is a compelling reason for inclusion, items meeting the following criteria will be excluded from purchase.
☐ Out of print or otherwise unavailable items
☐ Titles determined to be cost prohibitive
☐ Items published more than ten (10) years previous
☐ Out-of-date formats such as cassettes and VHS

Tools Used in Selection:
Selection of materials is accomplished from book reviews and descriptions in professional library and popular journals and magazines, subject bibliographies, annual lists of recommended titles, weekly and monthly best seller lists, publisher and supplier catalogs, and customer requests.

Maintaining the Collection
The interests of the users and the available space determine the maximum size of the collection. A continuous process of withdrawal (Weeding) ensures that each collection contains works that will be used and access of storage space. Donors of memorial/honorarium items will be contacted by mail if such an item is to be deleted. The item will be deleted if there is no response within two weeks (12 business days).

        In order to maintain a current, reliable and appealing collection, Library staff remove ("Weed") items from the collection that are outdated, no longer in demand, physically worn out, or whose purpose is better served by online resources. Weeding is a continual ongoing process which follows the nationally recognized Continuous Review Evaluation and Weeding (CREW) method, which can be found at: https://www.tsl.state.tx.us/ld/pubs/crew/index.html

        Together, Weeding and collection refreshment ensure that patrons and staff can easily find materials that they want on the shelf and in the catalog and that library resources are reliable and up to date. Not all items can or will be replaced due to availability or current demand. Similar materials will be ordered if possible.

Once the items have been removed from the library's collection tracking system, they are given to the Friends of the Library to be sold and the proceeds are used by the Friends of the Library for programming or other needs of the Lincoln Heritage Public Library.

Gifts and Memorials

Books and other materials are welcome but the library reserves the right to make use of all gifts as it sees fit. The same standards of quality must be met by the gifts as books and materials purchased by the library.

All gifts to the library shall immediately become the property of LHPL and will be used in the manner most desirable for the benefit of the library. This may include discarding the material involved, forwarding material to the Friends of the Library for book sales, as well as adding them to the library's holdings.

The library board encourages the donation of money to purchase memorial or honorary books. Donations may be used to purchase items or subjects as directed by the donor(s) and/or used to meet the needs of the library collection.

Preservation

The library financial plan does not accommodate extensive conservation and preservation activities for most materials. The collection is not archival. Reasonable attempts will be made to keep valuable material in the collection through cleaning, mending, and repair. Other preservation efforts may include the transfer of information between formats in order to preserve the content when copyright allows. No extraordinary efforts are made to retain or preserve last copies or out-of-print titles.