

## **Crawford County Public Library**

### **Collection Development Policy**

**Approved by Library Board of Trustees on 5/25/10**

#### **Purpose**

The purpose of the Crawford County Public Library Collection Development Policy is to provide guidelines for day-to-day acquisitions, withdraw decisions, and long-range planning of collection needs in accordance with the Library's mission statement. The Library is committed to provide a wide variety of print, non-print, audio and audio visual materials. The library director and its staff will strive to select materials of integrity, excellence in quality and unbiased in hopes of enriching the lives of those living in Crawford County.

#### **Criteria for Selection**

The responsibility for selection lies with the Library staff and ultimately the Library Director. The Library Director operates within the framework of policies approved by the Library Board of Trustees. However, the Director may delegate to staff members authority to interpret and guide the application of the policy in making day-to-day decisions. The general public and all staff are encouraged to make suggestions and comments on materials.

All acquisitions, whether purchased or donated, are considered in terms of the following standards:

- Present and potential relevance to community needs
- Timeliness and importance for contemporary society
- Clarity and accuracy
- Demand for the material
- Critics' reviews
- Reputation and/or significance of the author
- Representation of various interest and viewpoints
- Availability in other libraries or elsewhere in the community
- Readability, literary merit, organization of the material
- Price, in relation to budget

## **Gifts and Donations**

As a small library with limited funding, CCPL relies and appreciates generous patron gifts and donations. However, to maintain a collection with quality and integrity, the Library Director and staff will adhere to the collection criteria standards. The library will accept the following donations:

- Books – both hardcover and paperbacks – adult, young adult and children’s in both fiction and non-fiction formats that are gently used and free of mold and damage
- DVD’s – both fiction and non-fiction formats
- Music CD’s

\*\*The Crawford County Public Library accepts the donation of VHS tapes on behalf of Friends of the Library and no longer adds them to its own collection. As we strive to maintain a current and quality collection for its patrons, we must place some limitations on our donations. All VHS tapes will be directly added to the Friends of the Library “For Sale” cart or stored for future scheduled books sales.

\*\*The Crawford County Public Library will only accept donations during designated hours of operation. We encourage patrons not drop off donations in the overnight book drop box or at the library’s entries.

Once materials are donated, they become the property of the Crawford County Public Library. The Library reserves the right to include the items in the collection, dispose or donate to the Friends of the Library.

The Library will not appraise donated books for tax purposes. The Library will provide (upon request) a receipt for tax purposes of the donor with a space for the donor’s estimated value of the materials.

In appreciation, donors will periodically have their names noted in the Clarion Newspaper. A donor requesting their name not to be printed will have their wishes honored.

## **Weeding**

### **What is weeding?**

Weeding is the removal of books, periodicals and all other forms of library material from its collection. Weeding is a way libraries survey what they may or may not need in their collections as well as locate outdated and damaged material. Weeding also helps create space for new material.

### **What do we weed?**

Library staff uses the following criteria to select library material for weeding:

- Worn or damaged beyond repair
- Duplicate titles no longer in demand
- Outdated or factually inaccurate information
- Unused based on circulation reports
- Newer editions have superseded the old

### **What items do we sparingly weed?**

- Materials donated to the Genealogy Library
- Regional materials including Indiana and Crawford County
- Works created by local authors
- Works believed to be worthy of preservation and placed in the Genealogy portions of the library

### **Who decides what to weed?**

Library staff and ultimately the library director decide which materials will be discarded. Staff will carefully implement monthly weeding guidelines to maintain a current and appealing collection.

### **What do we do with the weeded items?**

- Weeded material not damaged beyond repair is donated to Friends of the Library or other organizations at the discretion of the library director.
- Weeded material damaged beyond repair goes to county recycling.