



## **POLICY**

### **Collection Development**

#### **I. Overview**

The purpose of the Palm Harbor Library Collection Development Policy is to provide the Palm Harbor community with carefully selected books and other materials to assist them with their information needs, research, and entertainment. Since there are limitless choices of material, these items are chosen with consideration to the limitations of both space and budget. The selection policy must meet community interests and needs. It also acts as a way to educate both the library staff as well as library members about censorship challenges, and provide guidelines for accepting, declining, evaluating, and acknowledging gifts.

A policy cannot replace the judgment of individual librarians, but provides guidelines to assist them in choosing from the vast array of available materials. In selection, the librarian uses professional judgment and expertise, based on understanding of user needs and knowledge of authors, publishers, trends, and information resources in all formats.

The collection development policy, like all other library policies, will be reviewed and revised as the need arises. There are approximately 62,000 residents in the Palm Harbor area tax base and the library hopes to meet the diverse needs of this community, regardless of race, age, national origin, sexual orientation, gender identity, religious, social, or political views. The library also hopes to reflect its community in the items it collects, and to provide a place where lifelong learning is possible. Materials should help library members pursue their educational endeavors and recreational interests. The Palm Harbor Library encourages all its members to use the materials provided and would like them to reach their potential as individuals, as members of their family, as well as informed and useful citizens.

#### *Popular Materials*

The library features a vibrant selection of current and classic materials in a variety of formats in response to community interests and demand. Top priority is given to library member requests for popular materials.

#### **II. Selection of Library Materials**

##### **A. Selection Aids**

Materials are selected from reviews in professional journals and general publications, library member recommendations, conferences, trade shows, and retail outlets. There are also many collection development resources, reviews, websites (both commercial and non-profit), lists, and recommendations on the internet. The Youth Department also utilizes preview boxes from providers such as Mid-America Books.

## **B. Principles**

Materials are selected and retained on the basis of their content. The collections at the Palm Harbor Library represent diverse points of view. As much as possible, they reflect the community and its diversity of interests, perspectives, and backgrounds. Additionally, the library seeks to bring awareness of those cultures, traditions, and ideas not represented in the local community.

For books in the Children's Room, factors considered in the selection process include, but are not limited to: current popularity, current usefulness, accuracy of information, quality of content, authority of the author, relationship of the title to other works in the collection (e.g. multicultural variants of the Cinderella story), scarcity of material on a subject, ease of use, availability elsewhere in the PPLC system, correlation with required reading lists in local schools durability of their products and appropriateness of the format (e.g. pop-up books) must also be considered when making purchases for a circulating collection.

Especially for the Children's Room, other considerations include multicultural and historical perspectives (both literary and cultural); encouraging intellectual, emotional, and social development by stimulating imagination and encouraging inquisitiveness; introducing different values, ideas, and attitudes; promoting an appreciation of beauty, the arts, and human achievement; including books to help deal with personal and social issues (bibliotherapy); and promoting a general atmosphere in which reading and books are part of having fun! Additionally, adult materials will be purchased for the Children's Room as they related to parenting skills, child development, homeschooling and early childhood education, and other subject matter relevant to parents and caregivers as space permits.

## **C. General**

In selecting materials for the library collections, the librarian will use the following general criteria, in no particular order:

- Appropriateness to the library's mission and service roles
- Relationship to existing collection and other titles available
- Requests by library members, advisory groups, and staff
- Relevance to the experience and contributions of diverse populations
- Levels of funding and cost of item
- Anticipated use
- Authority, accuracy, and accessibility of presentation
- Currency of information
- Reputation of author, publisher, or issuing body
- Attention and response of critics, reviewers, and general public
- Subject matter and scope
- Historical significance
- Quality and style of writing
- Durability of materials