

DENNY ASHBY MEMORIAL LIBRARY COLLECTION DEVELOPMENT POLICY

Purpose of the Policy

The purpose of the Denny Ashby Memorial Library Collection Development Policy is to ensure that the collection supports the reading, information and learning needs of the community. It will assist in budgeting decisions and responsible use of funds, define the purposes for the collection; and establish limits and priorities on collection parameters. A policy cannot replace the judgment of individual librarians but only 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.

Mission Statement: The Denny Ashby Memorial Library endeavors to enhance opportunities for life-long learning, enrichment, and enjoyment by providing diverse and inspiring materials for patrons of all ages.

Community Profile: The Denny Ashby Memorial Library is a public facility supported through taxes from the residents of Garfield County, Washington. Located in the southeastern part of Washington State, Garfield County is composed of 2,400 people; 1,800 of who reside in Pomeroy, the county's only city. The Garfield County community is predominantly Caucasian, but includes people from diverse educational, cultural and economic backgrounds displaying a wide variety of interests, needs, values, viewpoints and occupations. The economy of the county is closely tied to the production of wheat and timber. The largest employers are the Federal Government, Garfield County, Pomeroy Public Schools, Garfield County Memorial Hospital and Dye Seed Ranch. The Denny Ashby Memorial Library is the only public library in the county.

Service Roles

Popular Materials Library - The library features a selection of current and classic materials for all ages in a variety of formats in response to community interests and demand. Materials are selected for recreational interests and supporting life-long learning. Audio, Video and CD collections are maintained at a moderate level; resources and space available limit AV collection size.

Early Learning Center - The library encourages young children to develop an interest in reading and learning through services for children, and for parents, caregivers and children together. A weekly preschool story hour and two recent grants, the Early Learning Core Collection Grant and the Early Learning Projects Demonstration Grant have generated the need for and development of a strong picture book collection. A parenting collection was also created as a result of these grants. The parenting collection consists of resources for parents, teachers and caregivers on parenting issues, child development, childcare, preschool learning, home schooling and other relevant topics.

General Information Center - The library strives to help meet the information of county residents on a broad array of topics related to work, school and personal life. The library supports individuals of all ages in satisfying educational objectives, and self-directed personal growth. The library promotes on-site, telephone and email reference and information services.

Community Activities Center - The library is (would like to become!) a central focus point for community activities, meetings and services and provides access to information on community history, resources and issues. Publications and publicity of community groups are given space in the library for distribution and display. Local government meeting agendas and minutes and other publications from these entities are housed in the library.

Selection of Library Materials

Authority: The ultimate authority for selections rests with the Library Board through its role of setting and interpreting policy.

Responsibility of Selection: Selection is to be based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. It is the responsibility of the library to provide materials that will enable citizens to form their own opinions. Every attempt is made to strike a balance between selection of materials according to their value and selection of materials according to their demand.

Realizing that professional library staff members cannot be experts in all fields material selection aids (Booklist, Hornbook, New York Times Book Review, etc.) are used in combination with personal knowledge of materials and a thorough knowledge of the interests of users and special interests of the community.

The ultimate responsibility for selection of materials lies with the Library Director.

B. Sources (Selection aids)

Materials are selected from reviews in professional journals (Booklist, Hornbook) and general publications; standard collection guides; patron recommendations, publishers' and booksellers' catalogs and flyers and by inspection of materials at professional conferences, trade shows and retail outlets. There are also many collection development resources, reviews, web sites (both commercial and non-profit) lists and recommendations, including those from other libraries on the Internet.

C. Principles

Materials are selected and retained on the basis of their content. The library collections, as much as possible, reflect the community and its diversity of interests, perspectives and backgrounds. The library also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community. The selection principles promote the American Library Association's "[Library Bill of Rights](#)" and interpretations, "[Freedom to Read Act](#)," "[Freedom to View Act](#)," and "[Intellectual Freedom Statement](#)" and "[ALA guidelines for Access to Electronic Information](#)."

General Criteria for Selection of Library Materials

In selecting materials for the library collections, librarians use the following general criteria, in random order:

- Appropriateness to library's mission and service roles
- Relationship to existing collection and other titles available
- Availability elsewhere or more in keeping with other institutions roles
- Availability to purchase or access
- Requests by patrons advisory groups and staff
- Suitability of format for user's need and subject
- Community interests and needs
- Relevance to the experiences and contributions of diverse populations
- Levels of funding and cost of item
- Anticipated use
- Physical quality of material
- Value of resource in relation to its cost
- 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
- Inclusion of work in bibliographies, recommendation lists, indexes

Description of the Collection

The Denny Ashby Memorial Library materials collection consists of 7,000 cataloged books, audiocassettes, and videotapes. The library subscribes to 10 magazines and 1 newspaper. For many years the library was without a collection development policy and the collection reflects that. There are many holes in the collection, especially in the nonfiction and reference sections.

Access

All materials are shelved on open shelves, freely and easily accessible to the public. The library assures free access to its holdings for all patrons, who are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Children are not limited to the children's collection, although these collections are kept separate from other library collections to facilitate use. Responsibility for a child's reading must rest with the parent or guardian, not with the library. Denny Ashby Memorial Library staff and Board believe that the right to read is an important part of the intellectual freedom that is basic to democracy, and has adopted the American Library Association's Library Bill of Rights and Freedom To Read statement as official library policy.

Withdrawal Policy

Book withdrawal is an important aspect of collection development. When library books lose the value for which they were originally selected, they should be withdrawn. The purpose of a withdrawal policy is to insure that the collection remains vital and useful by:

- discarding and/or replacing items in poor physical condition
- eliminating items with obsolete, misleading or superseded information
- reducing the number of copies of titles whose relevance to the community has lessened.

The professional staff will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the CREW method of evaluation developed by Joseph P. Segal. This

process (Continuous Review, Evaluation and Weeding), uses the following criteria to evaluate a title's current usefulness to the materials collection:

- M = Misleading (and/or factually inaccurate)
- U = Ugly (worn and beyond mending or rebinding)
- S = Superseded by a truly new edition or by a much better book on the subject
- T = Trivial (of no discernible literary or scientific merit)
- Y = Your collection has no use for this book (i.e. irrelevant to the needs and interests of the community)

Date of publication, last date circulated and average number of circulations per year are useful indicators of the above factors.

PATRON COMMENTS ON LIBRARY MATERIALS

Specific procedures have been established for the use of customers who wish to make comments on materials held by the Denny Ashby Memorial Library.

Comments on Library Material

The Denny Ashby Memorial Library welcomes your thoughts concerning library materials and has procedures for making comments. Before following these procedures, you may find it informative and helpful to read the following brief summary of the library's policy on library material.

Your library serves people from all walks of life, with a variety of viewpoints and tastes. The staff chooses materials to meet these diverse needs and are guided in this by the Collection Management Policy. The library supports the belief that the right to read and the right of free access to library collections for persons of all ages are essential to the individual's freedom of thought, which is fundamental to the Library Bill of Rights and the Freedom to Read Statement.

You are encouraged to make comments on library materials using the following procedures:

1. Informal comments may be made to the librarian at any time.
2. If you wish to make your comment in a formal manner, the following procedures should be used:
 - A. Fill out the Comment on Library Material form. This will be given to the Library Director. The Library Director will respond in writing. While an item is being reviewed, copies of it will remain on active status in the collection.
 - B. You may request further review by the library's Board of Trustees. Upon receiving your request for review, the Board may handle the matter as a body or may refer the question to an advisory committee for a recommendation. This committee may consist of two members of the Board appointed by the Chairwoman, two members of the staff appointed by the Director, and one person from the community

Denny Ashby Memorial Library
COMMENT ON LIBRARY MATERIALS

Date Submitted: _____

Name: _____

Address: _____

Telephone: _____

Library material on which you are commenting:

Call Number: _____

Title: _____

Author: _____

Please comment on the material as a whole. Be specific about those matters which concern you. Feel free to suggest other materials on this subject which you would like to see added to the collection.

Policy Review

Collection development staff and the Library Board will review this collection policy annually.

Denny Ashby Memorial Library
Collection Development Policy
Adopted 10/6/2004