

<p style="text-align: center;"><u>Policy</u> Collection Development Policy</p>	<p style="text-align: center;"><u>WGRLS Board Action</u> Approved: 12/2015, Last Revised 9/10/2024</p>
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Purpose: This formal policy serves five vital purposes for the West Georgia Regional Library System (WGRLS):

- It acts as a blueprint for our collection, guiding staff in decision-making regarding the selection, management, and preservation of the collection.
- It identifies responsibilities for developing collections.
- It establishes parameters and priorities, guiding staff in developing budgets and allocating resources.
- It informs the public of the principles guiding our collection development.
- It states WGRLS's commitment to intellectual freedom and to providing information expressing a variety of viewpoints.

Policy:

Community Profile

Knowledge of our community is essential in making decisions about the library's collection. Our collection reflects the large, diverse, and dynamic community we serve.

WGRLS defines its primary service audience as residents of Carroll, Douglas, Haralson, Heard, and Paulding Counties. As a secondary audience, we serve all residents of the state of Georgia who are eligible for a PINES library card, and residents who are eligible for service through reciprocal borrowing agreements. In addition, we serve users from around the world who access our resources via the internet.

West Georgia is an area of rich cultural tradition. Our community is proud of its many artistic, civic, philanthropic, educational, and recreational opportunities and institutions.

Covering five counties and dozens of municipalities, WGRLS contains a variety of communities that will experience different challenges in the coming years. Communities in the region have a growing population and are becoming increasingly culturally diverse. As our community continues to grow, WGRLS will continue to reassess its collections to reflect those new community needs.

Collection Development Responsibility

Ultimate responsibility for collection development rests with the West Georgia Regional Library System Director and the managers and coordinators of its member libraries. The process is primarily overseen by the Assistant Director for Technical Services based out of the WGRLS administrative headquarters.

Selection and Evaluation Criteria

Selection Criteria

WGRLS staff utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles, identifying quantities for purchase, and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide availability, physical space limitations, acquisitions procedures, and available budgets are all factors taken into consideration. Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Highest selection priority is given to those materials in all formats having the broadest appeal.

WGRLS staff use their training, subject knowledge and the selection criteria to identify collection goals and priorities. The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected. Certain materials are selected to address local community needs, and thus are not needed at all member libraries.

Criteria may include:

- Content
 - o Accuracy of the information
 - o Comprehensiveness
 - o Enduring significance or interest
 - o Integrity
 - o Purpose
 - o Quality
 - o Representation of diverse points of view
- Cost in relation to use and/or enhancement to the collection
- Critical reviews
- Current and anticipated appeal
- Format, including but not limited to accessibility; ease of use; equipment, training, and technology requirements; license agreement requirements and vendor support
- Local interest
- Relation to the existing collection
- Relation to other resources in the community
- Significance of the author/creator or publisher
- Suitability of subject and style for the intended audience
- Support of library programs and initiatives
- Timeliness

Sources for selection decisions include, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and patron requests and recommendations. WGRLS strongly encourages

patron input, and all patron requests and recommendations are subject to the selection criteria outlined above.

Gifts

WGRLS accepts gifts of materials for the collection using the same selection criteria that are applied to purchased materials.

Member libraries are pleased to accept monetary gifts intended for the purchase of library materials when the donors' intentions for the gifts and the library's collection development objectives are consistent.

Collection Evaluation & Maintenance

Once materials have been added to the collection, they are managed through an assessment and evaluation process to ensure that ongoing collection priorities are met; that collections remain up to date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement, retention, or de-selection. Library staff utilize professional judgment and expertise in deciding which materials to retain, replace, repair, or de-select.

De-selection (removing items from the collection) is an integral part of collection development. De-selected materials will, at WGRLS' discretion, be donated to the Friends of the Public Library for book sales or disposed of through other means determined by the Library. WGRLS retains those materials that continue to have enduring or permanent significance to its mission and overall collection goals.

Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing, or de-selecting include:

- Availability of item in alternative formats
- Feasibility or cost of repair
- Historical significance, interest, or value
- Physical condition
- Relative usefulness of item
- Space considerations
- Superseded, inaccurate, or out-of-date content
- Usage

Certain types of materials require activities to extend the physical life of the item or to retain the intellectual content. Decisions for preservation recognize that not all items need to be given the same level of care, security, and attention.

In addition to the criteria outlined above, staff use the following criteria when evaluating an item

for preservation:

- Cost (including value of the item and preservation expense)
- Intellectual content
- Intrinsic value
- Significance/uniqueness of item to the collection
- Storage/environmental capabilities

Intellectual Freedom

WGRLS is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, WGRLS strives to offer a collection that represents the needs of our diverse community.

While every patron may not agree with the viewpoints offered in some library material, the library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause, or movement may be explored, provided that the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of numbers. Patrons are free to choose what they like from the collection, to reject what they don't like, but not to restrict the freedom of others to choose.

WGRLS' collection may include proselytizing works representing political, economic, moral, and religious or other vested positions when those works meet the selection criteria. Materials are not excluded because of the origin, background or views of those contributing to their creation or because they represent a particular aspect of life, frankness of expression, or controversial subject matter.

Inclusion of an item in the collection does not mean that WGRLS endorses any theory or statement contained in those materials and resources. WGRLS does not use labels on any material in such a way as to show approval or disapproval of the content of that material. Materials are not sequestered to show approval, disapproval, or judgment as to suitability of content for a particular audience. WGRLS does not remove or alter ratings attached to material by a publisher, industry group, or distributor.

Selection of materials for adults is not constrained by possible exposure to children or teenagers. Library staff will make no determination of the suitability of a work for any patron who has a current, valid PINES library card, nor will they dissuade or refuse to allow anyone to check out materials based on age.

WGRLS is committed to free and open access to its collections and to connecting people with the world of ideas, information and materials they wish to explore in a friendly, nonjudgmental manner. Decisions about what materials are suitable for a child is the responsibility of the people who know them best - their parents or guardians.

Reconsideration of Library Materials

WGRLS welcomes expressions of opinion from individuals concerning materials selected or not selected for the collection. If an individual questions the content, tone, or placement of an item in the collection, they should first address the concern with the member library manager. Individuals who wish to continue their request for reconsideration of library material beyond this point may submit the [Material Reconsideration Form](#). WGRLS will only consider concerns brought by residents of the five counties which it serves. Individuals must provide proof of residency, such as a valid PINES card or photo ID. A PO Box does not provide proof of residency, so a physical address must be provided. Individual titles may only be reconsidered once per calendar year.

After receiving the completed request for reconsideration, the WGRLS Assistant Director for Technical Services will consider the request in conjunction with the Library Director and a team of librarians. Results of this consideration will be recorded by the Assistant Director for Technical Services, and the individual submitting the request will be notified of the decision via mail if they have provided an address.

If an individual is dissatisfied with the decision, they may request consideration by the regional board of trustees at their next scheduled meeting. The board will evaluate all requests to add or remove material from the collection within the context of the Collection Development Policy. During this process, the material in question will remain accessible to library patrons. The board will vote on the matter, and the individual who filed the request will be notified of the decision via mail if they opt to receive notification.