

Haywood County Public Library Collection Development Policy

The Collection Development Policy establishes guidelines for the acquisition and management of Library materials that meet the educational, informational, recreational, and cultural needs of the citizens of Haywood County, while adhering to the library's mission and vision.

MATERIALS SELECTION

Within budgetary means, the Haywood County Public Library will provide materials to maintain and to enhance library core collections to include print, audiovisual, electronic, digital, and other formats for all ages.

Selection Criteria

Materials considered for addition to the collection will be considered on the following general criteria (in no particular order):

- Importance and value to total collection
- Local interest
- Reviews in professionally recognize library journals
- Current or historical appeal, significance, usefulness, and support
- Cost which is comparable to alternative sources and/or formats
- Geographical area representation by the author and/or historical value
- Popular demand, timeliness, and/or permanent value
- Accuracy of information
- Quality of content, expression, or format
- Authority and competence of the author, editor, compiler, and/or publisher
- Availability or scarcity of material elsewhere
- Suitable format for a library collection

Intellectual Freedom

The Haywood County Public Library engages in selection practices that are responsive to the changing needs of the community and viewpoints across a broad spectrum of opinion and subjects, while providing equal access for all. Libraries do not advocate for the ideas found in their collections or in resources accessible through the Library. The presence of books and other resources in the Library does not constitute endorsement of the contents. Selections are not made based on anticipated approval or disapproval but on overall value to the collection. The Library's role is to provide access to information reflecting multiple points of view.

The Library follows principals in the Library Bill of Rights and also subscribes to the Freedom to Read Statement of the American Library Association.

Approved by the Library Board of Trustees 10/21/2020.

Approved by the Haywood County Board of Commissioners 11/16/2020.

Donations section updated and voted upon by the Library Board of Trustees 3/16/2022.

Selection Responsibility

Branch collections will, in general, concentrate on popular current materials and will rely on the main collection to provide in-depth information and retrospective materials. Because branches serve people with a wide range of interests, each branch will select materials with individual clientele and the local community in mind.

Responsibility for the selection of Library materials is shared by designated librarians, with suggestions from staff members and library users. Selection methods are constantly evolving and vary for different types of materials. Ultimate responsibility for selection and expenditure of budgeted funds rests with the Library Director within the framework of policies approved by the Board of Trustees.

Duplicates of Materials

Purchase of duplicates will be based on titles with multiple requests and within budgetary restrictions.

Limits of the Collection

Limiting factors for purchasing materials include budget, available shelving, and user demand, or lack thereof.

Separate collections of materials are provided for adults, young adults, and children. Limitation of access to library materials and responsibility for use of materials for anyone under the age of eighteen (18) is considered a parental responsibility and not a function of the Library or Library staff.

Periodicals

Periodicals are selected and evaluated annually to supplement the book collection and to provide information on current issues, for research, and for general reading. The Library selects newspapers of local, state, and national interest, depending on the place of publication, the breadth of coverage, and for reference and/or recreational needs.

Magazines are maintained in hard copy at each branch and digital formats are available online through the Library website. Retention decisions of hard copies are based on space availability. Discarded copies will not be saved for individual cardholders or groups.

Electronic Resources

The Library website contains links to purchased databases and Internet-based sites which provide information that enhance the library's print collections. Purchasing decisions of databases are based on the educational, informational, and recreational merit of the

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individual products and with consideration for: reliability and authority of information, ease of use, and simultaneous use.

REQUEST FOR REVIEW OF LIBRARY MATERIALS

Should a cardholder question the placement of a book or other materials in any branch collection, a Request for Review of Library Materials form may be completed. The form is available at any Circulation Desk. Requests for Review will be considered by the Library Director in consultation with appropriate staff members who will make a recommendation to the Library Board of Trustees. A response to the concern will be communicated in writing. Completion of the Review of Library Materials form does not guarantee removal from the collection, but does insure the attention of Library administration.

CARDHOLDER REQUESTS

Library cardholders may place requests for the purchase of materials by completing a Purchase Request Form, available at Circulation Desks, or by submitting an online request. All suggested purchases are reviewed by Library staff who apply the same selection criteria applied to all materials.

Completion of the Purchase Request form does not guarantee accession to the collection, but does insure the attention of Library administration. If an item is purchased, the requestor is not guaranteed first checkout.

DONATIONS/GIFTS

The Haywood County Public Library accepts donations of hardcover and paperback books through the Friends of the Library Used Book Shop at 101 W. Marshall Street in Waynesville. Items not accepted: VHS or cassette tapes, encyclopedias or textbooks, computer books that are more than two (2) years old, medical books, National Geographic magazines, or Reader's Digest Condensed Books. Items that are visibly dirty, water damaged, molded, or infested with bugs will not be accepted. Donations become the property of the Friends.

The Friends of the Library will accept donations at any time during the Used Book Shop operating hours. The donator is responsible for bringing items into the building.

Upon request, donation receipts will be provided by the Friends for the purpose of personal record keeping and for tax purposes. The donor is responsible for counting their donations and filling out their form. Friend's volunteers may not appraise or assign a monetary value to donations.

MEMORIALS

Monetary donations are accepted for the purchase of materials in memory or in honor of someone. The subject matter of a gift may be suggested by the donor; however, Library

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staff will use established selection criteria to select and purchase materials for the collection.

LOCAL HISTORY COLLECTION (North Carolina Room)

The local history collection for the Haywood County Public Library is located in the North Carolina Room of the main library in Waynesville. This non-circulating collection consists of materials for research and reference relating to Haywood County, the state of North Carolina, and the geographic area, as well as genealogy materials for family research.

Selection and Acquisition

The purchase of local history and genealogy materials are made with the library's budgeted funds. Selection priority will be given to materials about North Carolina, particularly the western part of the state. Nonfiction in the areas of history, geography, and folk literature will have priority over other subject areas and fiction.

Gifts and Donations

Gifts and donations may be added to the local history collection at the discretion of the Adult Services Librarian and Library Director. Due to the collection's specialized nature and space limitations, donated materials must be relevant to, and consistent with, the above parameters.

Staff may not appraise or place monetary value on donations.

The Library reserves the right to accept or reject any proposed gift or donation, as well as any condition placed upon it, to the local history collection. Any materials donated are considered outright gifts and become the property of the Haywood County Public Library.

Materials not collected include:

- Multiple copies of items already owned
- Boxes of papers with no apparent order
- Photos, photo albums, and scrapbooks
- Artifacts or other objects best suited to a museum
- Materials in poor condition
- Personal papers and manuscripts, unless directly related to Haywood County history

COLLECTION MANAGEMENT

Library collections should be systematically evaluated on a regular basis in order to cull items that are outdated, non-circulating, and/or in poor condition. Systematic removal of materials is essential to maintain the quality, purpose, and currency of collections. The CREW Method – **C**ontinuous **R**eview, **E**valuation, and **W**eeding – is considered a benchmark tool for evaluating library collections. *The Crew Manual: A Unified System of Weeding*,

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Inventory, and Collection-Building for Small and Medium-Sized Public Libraries by Joseph P. Segal, states: "A general rule of thumb held by many library professionals is that about 5% of the collection be weeded every year. In general, you should weed about the same amount as you are adding to the collection." There are times when it is appropriate to have a higher weeding to acquisitions ratio, due to lack of weeding for great lengths of time. A systematic discard schedule will ensure every collection is evaluated every five (5) years.

Weeding Criteria

Circulating materials, including those purchased for Memorials, meeting the weeding criteria below will be considered for withdrawal, unless listed in Public Library Core Collection

Bibliographies:

- Fiction – Published ten (10) years previously and have not circulated in at least two (2) years
- Science, Technology, Medical, Law, Agriculture, Social Science, and Business – Published more than five (5) years previously and have not circulated in at least two (2) years; materials that have circulated within two (2) years will be evaluated for inaccurate, false, or outdated information.
- All other areas of nonfiction – Published more than ten (10) years previously, which have not circulated in five (5) years.
- Any materials containing outdated or obsolete information that could be potentially harmful to a reader will be discarded regardless of other factors.
- Any materials that have been superseded by new titles or edition.
- Outdated and unattractive book covers which can be replaced with a newer edition, if circulating.
- Periodicals (magazines and newspapers) will be weeded periodically based on available shelving and will not be saved for individual cardholders.
- Unneeded duplicates.

Factors considered in the determination of materials for removal include: accuracy, physical condition, date (if superseded by a new edition or updated information on the subject), significance, usage, relevancy, and circulation.

Withdrawn items may be given to the Friends of the Library for resale to benefit the Library or items may be recycled.

Library staff assess the need for replacing material that is damaged, withdrawn, or lost. The decision is influenced by popular interest, adequacy of coverage, and circulation of a particular series, topic, and/or author.

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FREE MAGAZINES & NEWSPAPERS

The Haywood County Public Library provides space in buildings for free, non-library publications to be placed for the public to pick up as a community service in the interest of providing useful information from many sources.

A vendor or publisher who wishes to make a free publication available at a Library building must obtain prior approval before placing the publication in the Library. The final decision to accept a publication will be made by the director of the facility, based on space availability. Each branch is solely responsible for agreeing to distribute and the placement of materials within their building. Distribution of materials does not constitute Library endorsement of their content. Individuals or groups are responsible for delivering their materials to various library locations.

The Library has the right to dispose of materials that are no longer current, are beyond their publication cycle, or have been in the Library for distribution more than one month.

OBTAINING A LIBRARY CARD

Adults

Anyone who meets one of the following qualifications may obtain a library card free of charge upon verification of identity and address:

- Resident of Haywood County
- Property owner in Haywood County
- Student or teacher at a Haywood County school, college, or university
- Employees in Haywood County

Teens

Teens with a valid driver's license may obtain a library card upon verification of identity and address.

Other Minors

Minors without a driver's license must have parental consent. The parent/guardian must sign the minor's application form, have a valid library card in good standing (not owing more than \$5), and show verification of identity and address. The parent/guardian is responsible for any overdue fees and lost or damaged items that accumulate on the minor's card.

Nonresidents

Nonresidents who do not meet one of the qualifications above will be charged an annual fee of \$25, per person, for a library card to borrow materials and access digital services. Nonresidents will not need a library card to enter a library building or to use general services, to read materials in the library, and to attend programs.

Institution Permission

Institution designation may be granted to:

- **Haywood County Teachers, Daycare Workers, or Nursing Home Staff**

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The school principal, director, or owner of the institution must sign the card application. Materials checked out must be for the institution and not personal use.

- **Home School Operators**

A formal acknowledgment from North Carolina’s Division of Non-Public Education or a Notice of Intent to Operate a Home School must be presented. Items checked out must only be for home school teaching and not personal use.

- **Homebound**

A medical professional must sign the card application for those with medical restrictions preventing prompt return of library materials.

Materials checked out under Institution Permission do not accrue late fees, but cardholders are responsible for all lost, stolen, or damaged library materials.

Presenting Library Cards

For the protection of each library user, library cards must be presented at the time materials are checked out or before users can have computer access. If a library card is temporarily unavailable, a valid driver’s license may be presented to check out materials or to request a guest pass to use a computer. Cardholders are responsible for any and all materials checked out on their library card, with or without their knowledge. Any overdue fees, as well as the cost of replacing or repairing lost or damaged items will be charged to the cardholder. A processing fee of \$5 for each lost item will also be charged to the cardholder.

Invalid & Expired Library Cards

A library card becomes invalid and borrowing privileges are suspended when a cardholder owes more than \$5 in fines or fees. Library cards expire every three (3) years so contact information can be verified as current. Borrowing privileges are temporarily suspended until cards are renewed, which can be accomplished by visiting the library, calling the library, or emailing a library staff member with valid contact information details.

Loan Periods

Movies (all formats)	7 days
New Materials	14 days
Audio Materials (all formats)	21 days
Books	21 days
Periodicals	21 days

Fines and Fees

All materials except those listed below	\$.25 per day/\$10 maximum
DVDs, Launchpads, Library of Things	\$1.00 per day/\$10 maximum

Renewals

All materials may be renewed, one time, unless the item is on hold. Renewals may be placed at the public access catalogs, online, by phone, or at the Circulation Desk.

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Lost Items

Materials not returned within three (3) months are considered lost. The cardholder will be charged the original cost of the item, plus a five (\$5) dollar processing fee. Refunds will not be issued for returned items after payment has been made. The library does not accept replacement copies.

Lost or broken discs from audio or movie sets will be billed at the replacement cost of the entire set unless the single disc is available for replacement. If available, the replacement cost for a single disc is \$8.

Lost, stolen, or mutilated library cards will be replaced for a fee of \$2. Cards that have worn out as a result of ordinary use will be replaced at no charge.

Faxes, Printouts & Copies

To SEND a fax within the US	\$1.00 per page
To SEND a fax outside of the US	\$2.50 per page
To RECEIVE a fax	\$.20 per page
Printouts	\$.20 per page
Copies	\$.20 per page

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