**Langley Public Library**

**LIBRARY POLICY NO. 102.0**

**SUBJECT: COLLECTION DEVELOPMENT POLICY**

Statement of Purpose

The purpose of this policy is:

To guide the development of print and non-print materials collections and electronic resources for Langley Public Library. To assist designated staff with day-to-day selection and weeding activities. To identify specific collection development objectives. To provide a context for understanding library collections for the staff, library trustees, and public.

Mission and Clientele

The Mission of the Langley Public Library is to be a community doorway to reading, resources, lifelong learning, and a center for people, ideas, and culture. The Library has selected two primary roles: (1) meeting the needs of the communities’ children, young adults and adults for timely, accurate information, and (2) meeting the needs for high interest, popular materials in various formats.

Langley Public Library provides direct public library service to the residents of Langley and surrounding areas.

Selection Objectives

* To adhere to the selection criteria and guidelines in the Materials Selection Policy, including reaffirming that resources are selected for use by individuals and groups who have widely separate and diverse interests, backgrounds, cultural heritages, social values, and needs.
* To provide resources which:
* Respond to the expressed and anticipated needs and interests of users.
* Contain accurate, timely, and comprehensive information of current and possible future significance.
* Document, interpret, and illuminate the past.
* Represent various points of view and reflect contemporary conditions, trends and controversies.
* Meet the individual's need for practical information.
* Stimulate creativity and provide an aesthetic experience.
* Entertain and enhance the individual's enjoyment of life.
* Effectively balance public demand and literary quality.

Selection Responsibilities

The responsibility for collection development is vested by the Langley Public Library Board of Trustees and in the Library Director. The Library Director is responsible for the selection, allocation, replacement, assessment, and withdrawal of print and non-print materials. The Director develops collections in the Library that respond to the needs and interests of the local population served. In addition, collections are developed for the system, addressing the ongoing needs and interests of the Library area population as a whole.

All criteria is stated in the Library's Materials Selection Policy and the criteria and guidelines of the Collection Development Policy. Whenever possible, reviews in professional, trade, and popular periodicals and newspapers are used in the selection process. In addition, patron requests serve as a selection criteria.

Service Objectives

The selection of useful and appropriate materials alone will not result in viable collections. Cooperation among staff in all work areas is necessary to provide the public with what they need, when they need it. Achieving the following objectives assists Langley Public Library in meeting the needs of its public:

* To order, receive, catalog, process and deliver materials to the public as quickly as possible.
* To provide trained, qualified staff to offer guidance and encouragement in the use of materials.
* To display collections in a logical and appealing manner with proper signage.
* To continuously evaluate the composition, size and usefulness of collections.
* To facilitate timely access to materials not owned by Langley Public Library through interlibrary loan.
* To periodically review and update this policy.
* To continuously evaluate the efficiency of alternate formats and technologies for providing information to the public.

Collections

Langley Public Library acquires works in a variety of formats to meet the public's diverse information and recreation needs.

Adult Book Collections

Nonfiction

Nonfiction collections are developed primarily in subject areas where there is significant actual or anticipated demand. In some subjects, book collections are developed more extensively to support independent study and lifelong learning. Collections include recent and retrospective works.

Fiction

Fiction is acquired to satisfy the need for recreational reading materials for patrons of differing tastes, interests, and reading skills, and to depict life and the imagination. Current popular fiction is emphasized; however, a diversity of contemporary novels and short stories by American and major foreign authors, as well as classic works are represented. Experimental writing and small press publications are also acquired. Some cataloged titles carry an interest label on the spine to assist readers in identifying genres.

Young Adult Book Collections

The primary audience for young adult books is library users between the ages of 12 and 18. Separate browsing collections for this age group provide a transition from children's to adult materials. The browsing collection emphasizes contemporary popular fiction in paperback format but also includes some hard cover fiction and nonfiction on current social issues of interest to this age group. Books with high interest and limited vocabulary are acquired to meet the needs of young adults with less-developed reading skills.

Young adult books are classified as "YA" with an interest label of the same that identifies this collection. In addition, nonfiction books are acquired to meet the demand for popular subjects and to supplement school curricula for this age group.

Juvenile Book Collections

Juvenile book collections focus on the needs of children from 6 through 11 years of age.

Nonfiction

Juvenile nonfiction books are selected to provide information, stimulate curiosity, and supplement school curricula. They are generally shelved with adult nonfiction. Collection development focuses on the subject areas that are asterisked items in Appendix B; these are subject areas with significant demand and/or interest. In some subject areas, collections are further developed to provide a wider selection of materials for more comprehensive study. The primary audience is children aged 6 to 11.

Fiction

The fiction collection contains a balance of contemporary and retrospective materials. It reflects the wide variety of reading levels and the need for recreational and assigned reading. There is a core collection of modern and traditional classics in every library. The primary audience is children aged 6 to 11.

Easy Book Collections

Easy book collections focus on the needs of children from infancy through 5 years of age.

Easy Books

A wide variety of picture books is selected for enjoyment, to develop a child's appreciation of art and language, to build vocabulary, and to learn about his/her world. The primary audience is children from infancy to 5 years, and their parents and caregivers.

Other Collections

Large Type Collection

Large type books are purchased for use by patrons of all ages with impaired vision and for those who prefer this format. The collection contains fiction and nonfiction, with an emphasis on adult materials.

Periodicals/Newspapers

The primary goal of Langley Public Libraries periodical and newspaper collection is to provide popular and topical reading materials. The secondary goal is to provide materials which assist independent learners in pursuing their educational objectives.

Professional Collection

The library maintains a collection of books, periodicals, and non-print materials to support the staff in carrying out their work. The collection includes works in many areas of library support, operation, and management. Generally, these materials are available for loan to the public, as well as for staff use.

Reference

The library has a small, but current core reference collection which includes books that answer common, ready-reference queries, and assist with school assignments.

The Library has access to electronic resources that supplement the library system's collections. On-line databases are used to provide a public service.

Video Recordings

Recordings are DVD And Blu-ray format and are selected to meet the recreational, informational and educational needs of children, young adults and adults. The library offers a wide variety of videos representing differing tastes, interests and backgrounds.

Sound Recordings

Spoken word recordings on CD include both abridged and unabridged titles reflecting public demand. The emphasis of the audio book collection is on unabridged versions; however, abridged titles will be selected based on patron demand and availability of the title in other versions. The library also acquires language and other recorded instructional aids.

Computer Software

Computer software is acquired for in-library use with the Userful Platform Workstations. The software is primarily educational and practical, with some recreational programs.

Selection of software is limited to current versions of the most popular titles; compatibility with equipment and accessories, cost, quality of software program, and documentation are other criteria considered. Purchase preference is given to software with tutorial documentation.

Collection Maintenance

Weeding

To maintain active, current and useful collections, library staff examine materials throughout the year to assess their relevance to the whole collection, the public, and the statements of this policy. Approximately five percent of the library's collection is weeded, or discarded, from the shelves in the course of a year (a higher percentage is weeded from libraries in which shelf space has been exceeded). Weeded material is discarded.

The disposition of discarded materials is the responsibility of the Library Director.

Factors considered in the decision to weed materials include:

* current or potential use
* physical condition
* accuracy of information
* obsolescence
* number of copies

Damaged Materials

Library materials in poor physical condition are replaced, mended, or rebound if the information contained in them does not meet the criteria for weeding. Replacement is preferred over extensive mending; mending is only performed when there is minor damage. A few titles of value and/or historical importance may be sent to a commercial binder if mending is not possible.

Replacement of Materials

Lost and worn items may be replaced if they meet the selection criteria outlined in the Materials Selection Policy. In addition, the following criteria are applied:

* demand for the specific title
* number of copies in the system
* existing coverage of the subject
* availability of newer and/or better treatments of the subject

**Reviewed 10-01-2015**

**Approved**