**Randolph County Public Library**

**Collection Development Policy**

**RANDOLPH COUNTY PUBLIC LIBRARY SYSTEM MISSION STATEMENT:**
The mission of the Randolph County Public Library is to provide the informational and reading needs of the citizens of Randolph and surrounding counties.

**Purpose of the Collection Development Policy:**
The purpose of the library’s collection development policy is to assure that the library purchases, within budgetary limitations, the best materials of both permanent and current interest in all subjects. The selection of library resources is a prime activity within the library and is based on the needs and requests of the community which it serves.

**Community Description:**
Randolph County is primarily a rural, agricultural county. There were 130,454 individuals counted in the 2000 census with 50,659 households, and 37,335 families residing in the county. The per capita income for the county was $18,236. However, several communities in the county have a per capita income lower than this. According to the last census, 46.6 percent of the population is age 45 or older and 25 percent is under 18. The Hispanic population represents about 6.63 percent of the 2000 census but is a fast growing (and believed to be significantly undercounted in the last census) segment of our population.

Randolph County Public Library has 7 service locations plus an extension service and inter & intralibrary loan services. These locations include the headquarters library in Asheboro, and branch libraries in Archdale, Franklinville, Liberty, Ramseur, Randleman, and Seagrove.

Randolph County provides 55% of the operating income received by the library. Additional funds come through State Aid and local municipalities.

The central library is open 6 days a week, for a total of 65 hours per week. Of the 510,909 items circulated in FY 2008-2009, 194,366 items (38 percent) were circulated from the central library. Each library has public access computers that allow access to the Internet, library databases, and Microsoft Office products.

**MATERIAL SELECTION**
The aim of the adult book collection is to make available books and other materials that meet the educational, informational, cultural and recreational needs of the patrons.

Final responsibility for selection of all library materials rests with the Library Director, who operates within the framework of policies determined by the Board of Trustees.

Responsibility for the selection of materials for the Asheboro adult book collection lies with the Head of Adult Collection Development as designated by the head of the Reference Department or by library administration. This individual manages the adult book collection and the lease book collection; selects
materials for the collection; and advises branch book selectors as requested. Duties may be shared among staff members.

Responsibility for the selection of materials for the audio/visual collection lies with the Audio/Visual Librarian.

Responsibility for the selection of materials for the reference collection lies with the Head of Reference.

Responsibility for the selection of materials for the children’s room lies with the Children’s Librarian.

Responsibility for the selection of materials for the Extension Department lies with the Extension Librarian.

Responsibility for the selection of materials for the Randolph Room lies with the Randolph Room Librarian.

Responsibility for the selection of materials for the young adult collection lies with the Teen Services Librarian.

Responsibility for selection of materials at branch/town libraries lies with the branch manager.

Problems will be referred to the selector’s immediate supervisor, or to the director for resolution. Suggestions from other staff members and library users are encouraged and seriously considered.

Selection of materials is based on the professional knowledge and judgment of the library staff, whose expertise includes familiarity with all types of materials and familiarity with the strengths and weaknesses of the existing collections, and awareness of the needs of the community. Each title is judged individually according to its intrinsic merit, the subject treated, the reader interest, and need for the book in an organized collection. Each title is judged as a whole, and isolated passages in themselves are not used as criteria. The selectors also consider professional review, authority, and demand. Staff members consult standard bibliographic works and published reviews in professional and general periodicals for evaluations of available materials. Some works will be purchased based on the strength of an author’s or performer’s previous popularity before a written review is available.

The children’s collection is selected to provide pleasurable reading for reading’s sake and, insofar as possible, to provide information in all fields of knowledge, that are of interest to children. The collection is carefully selected for children of all ages and abilities, and emphasis is placed upon materials of high quality that stimulate imagination, mental growth, and the development of taste for good literature.

Materials for young adults are selected with the goal of providing the materials needed for the enrichment of their education as well as materials for their pleasure and entertainment.

The scope of the Randolph County Public Library’s collection is fundamentally popular and light research materials. No subject area will be purchased at a deeper conspectus basis than 3A * except in the areas of Randolph County history and works by Randolph County authors.

* The Conspectus process is a librarian tool to analyze the level at which a library
collects materials on a subject. The scale runs from 0 (Do not collect) to 5 (The Library collects everything in any language ever published on the subject). 1B is a library conspectus level which can be described as the library will purchase materials in this subject on a recreational research level from a distinct plan on how it fits the community. The library strives to collect items on Randolph County history at a much more in depth research level.

GIFTS
The library accepts gifts of books and other materials with the understanding that they become the property of the library and are evaluated in the same manner as purchased materials. Acceptance by the library of any gift does not mean that that item will be incorporated in the collection. The library reserves the right to refuse any donation deemed unsuitable based on the aforementioned explanation. Gifts that are not added to the collection will be donated to the Friends of the Library. Accessioning of gifts will be at the discretion of the head of Collection Development or the person responsible for selecting the particular materials being donated. Donors of books and other material to the Asheboro library generally should be referred to the Friends of the Library collection location, but library staff at its discretion may accept items that are in good condition and may be immediately useful in the library collection. Branch libraries may set up their own procedures for receiving gift items.

COLLECTION MAINTENANCE
The library has an obligation to maintain an up-to-date collection which reflects the reading and research interest of the community. Items can become tattered or can become a hazard to user’s home machines in the case of the audio/visual collection. This means that periodically items will have to be designated for discard. The Library utilizes the widely accepted CREW (Continuous Review, Evaluate, and Weed) Method to determine items for discard. Detailed information on the CREW Method can be found here: <http://www.tsl.state.tx.us/ld/pubs/crew/crewmethod08.pdf> Items will be designated for discard based upon whether it is a classic, replacement possibilities, age, relevancy, lack of use, and whether there are multiple copies of the item. Items that are designated for discard will be reviewed by at least two selectors and a supervisor before they are removed from the collection. Items in acceptable condition will then be made available to the Friends of the Library for sale or discard.

Occasionally, items of a classic nature are not available for replacement. These items in poor physical condition will be designated for rebinding. Rebinding is done once or twice a year at the discretion of the Head of Technical Services.

INTELLECTUAL FREEDOM STATEMENT
The library has a responsibility to serve all segments of the community. Materials useful to some may be objectionable to others. Selections are based solely on the merits of the work in relation to building the collections and to serving the interests of readers. The library attempts to represent all sides of controversial issues. Its function is to provide information, not to advocate specific points of view.

Responsibility for what children read rests with the children’s parents and/or legal guardians. Selections will not be inhibited by the possibility that controversial books may come into the children’s possession though items are catalogued and shelved appropriately according to content.
In its selection of materials, the library subscribes to the American Library Association’s Freedom to Read Statement and to the Library Bill of Rights.

**RECONSIDERATION OF MATERIALS**
No challenged materials which have been duly selected shall be removed from the library’s collection except upon the recommendation of the Library Director or upon formal action of the Board of Trustees when a recommendation of the Director is appealed.

Procedure:
1. A patron challenging any part of the collection should first be offered a copy of the Materials Selection Policy to read.
2. If material is still questioned, a copy of the form “Statement of Concern about Library Resources” (form appended) should be filled out completely by the patron.
3. The Library Director will review the form and make a reply to the person.
4. If the patron is not satisfied with the reply, he/she should bring the matter to the attention of the Board of Trustees, not less than one week prior to the scheduled meeting.
5. The Board of Trustees will review the communication, the decision and the issues raised and will respond to the patron when the review process is complete.

The Board has the legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution and under Randolph County Ordinance as provided for in Chapter 153A, Article 14, of the North Carolina General Statutes.
REQUEST FOR RECONSIDERATION
Randolph County Public Library
201 Worth St.
Asheboro, NC 27203

Title__________________________________________________________
Book_________ Periodical______ Other__________
Author______________________________________________________
Publisher____________________________________________________
Request initiated By____________________________________________
Address______________________________________________________
City_________________________ State__________
Zip_________________________ Telephone________________________
Request made on behalf of _____ Yourself
_____ An organization (name)________________
_____ Other group (name)___________________

1. Did you read/view the entire work?______________________________
2. What is your objection? Please be specific. Cite pages.___________
   ____________________________________________________________________________
   ____________________________________________________________________________
3. What is positive about the work?_______________________________
4. What do you feel might be the result of reading/viewing the
   material?______________________________________________________________
   ____________________________________________________________________________
5. For what library patrons would you recommend this work?
   ____________________________________________________________________________
6. What do you believe is the theme of this work?
   ____________________________________________________________________________
7. What resource(s) do you suggest to provide additional information on
   this topic?
   ____________________________________________________________________________
8. Action requested:
   _____Review by the Director to determine if it fits Collection
   Development Policy
   _____Other.
   Explain._____________________________________________________________
   ____________________________________________________________________________
9. In its place, what work would you recommend that would convey as
   valuable a perspective of the subject treated?
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
SIGNATURE__________________________________________ DATE____________
Randolph County Public Library Video Collection Development Policy

The library acquires, makes available and encourages the use of video materials to serve the diverse general informational, educational and recreational needs of the community. The collection strives to complement, rather than compete with, commercially available video content offering a curated collection focus. The collection strives to be general in nature, and does not contain specialized material for exclusive use of one particular group. The collection does not include material purchased specifically for school or college curriculum use.

General collection development practices set forth in the overall Randolph County Public Library Collection Development Policy also apply to video collection development, in addition to conditions established here.

Selection Process

A qualified staff member coordinates the selection, acquisition and discarding of materials within the video collection. Items are considered for inclusion based on local and/or cultural relevance as determined by favorable reviews from authoritative sources (major newspapers, magazines and online publications) and critical aggregator websites (e.g. Rotten Tomatoes); awards and honors; and patron demand.

Selection Criteria

Acquisitions are limited to works for which an acceptable level of quality has been determined in one or more of the following ways:

- By the opinion of qualified reviewers in recognized, authoritative review sources or critical aggregators.
- Through recognition by prizes, awards, etc. given by film/television industry or critics’ organizations.
- By patron demand.
- Materials that have appeared on public television networks.
- In-house review by the qualified staff member responsible for video selection.
- If an artist, in seeking realistic representation of the human condition, includes material that is sexually candid or dialog with vulgar diction, such inclusion will not be considered reason for rejection if the video otherwise meets standards for acquisition.

General quality criteria include the following:

- Is of present and potential relevance to community needs.
- Provides insight into human and social needs.
- Accurately presents factual information.
- Is useful for its intended audience.
- Satisfies public demand resulting from the attention of critics and reviews.
- Provides high-quality performances.
- Is produced with technical skill.
- Provides a presentation most effectively or appropriately delivered in the video format.
- Provides information or presentation that is unique to or available only in the format.
Special criteria

Nonfiction videos: Nonfiction video is purchased when the format provides a useful way of presenting information. All general subjects will be acquired with emphasis on areas currently in demand by library patrons or relevant to community needs.

Children’s videos: These materials should be useful and relevant to children’s everyday needs, interests and activities. Special emphasis will be placed on a child’s developmental growth.

Feature films: Feature films will be purchased to satisfy the public’s long-term need for educational and/or recreational materials and to serve different tastes and interests. Classics, popular features of longstanding value and award winners will be included.

Approved by the Randolph Public Library Board of Trustees
Revised April 10, 2013
Collection Depth Indicator Definitions

0 OUT OF SCOPE

The library does not intentionally collect materials in any format for this subject.

1 MINIMAL INFORMATION LEVEL

Collections that support minimal inquiries about this subject and include a very limited collection of general resources, including monographs and reference works. Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

1a MINIMAL INFORMATION LEVEL, UNEVEN COVERAGE

- Few selections and an unsystematic representation of the subject
- Supports limited, specific service needs
- Consistently maintained even though coverage is limited

1b MINIMAL INFORMATION LEVEL, FOCUSED COVERAGE

- Few selections, but a systematic representation of the subject
- Includes basic authors, some core works and a spectrum of points of view
- Consistently maintained

2 BASIC INFORMATION LEVEL

Collections that introduce and define a subject, indicate the varieties of information available elsewhere, and support the needs of general library users through the first two years of college instruction include:

- A limited collection of general monographs and reference tools
- A limited collection of representative general periodicals
- Defined access to a limited collection of owned or remotely accessed electronic bibliographic tools, texts, data sets, journals, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

2a BASIC INFORMATION LEVEL, INTRODUCTORY

Limited collections of introductory monographs and reference tools that include:

- Basic explanatory works
- Histories of the development of the topic
- General works about the field and its important personages
- General encyclopedias, periodical indexes-and statistical sources

This collection is sufficient to support the inquiries of patrons and students through high school attempting to locate general information about a subject.

2b BASIC INFORMATION LEVEL, ADVANCED

Collections of general periodicals and a broader and more in-depth array of introductory monographs and reference tools that include:
• Basic explanatory works
• Histories of the development of the topic
• General works about the field and its important personages
• A broader array of general encyclopedias, periodical indexes, and statistical sources
• A limited collection of representative general periodicals
• Defined access to a limited collection of owned or remotely accessed electronic bibliographic tools, texts, data sets, journals, etc.

This collection is sufficient to support the basic informational and recreational reading needs of an educated general public or students through the first two years of college.

3 STUDY OR INSTRUCTIONAL SUPPORT LEVEL
Collections that provide information about a subject in a systematic way, but at a level of less than research intensity and support the needs of general library users through college and beginning graduate instruction include:

• An extensive collection of general monographs and reference works and selected specialized monographs and reference works
• An extensive collection of general periodicals and a representative collection of specialized periodicals
• Limited collections of appropriate materials in languages other than the primary language of the collection and the country, for example, materials to aid in learning a language for nonnative speakers or literature in the original language, such as German poetry in German or Spanish history in Spanish
• Extensive collections of the works of well-known authors and selections from the works of lesser-known authors
• Defined access to a broad collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

The collection should be systematically reviewed for currency of information and for assurance that essential and important information is retained, including significant numbers of retrospective materials.

3a BASIC STUDY OR INSTRUCTIONAL SUPPORT LEVEL
Resources adequate for imparting and maintaining knowledge about the primary topics of a subject area that include:

• A high percentage of the most important literature or core works in the field
• An extensive collection of general monographs and reference works
• An extensive collection of general periodicals and indexes/abstracts
• Other than those in the primary collection language, materials are limited to learning materials for non-native speakers and representative well-known authors in the original language, primarily for language education
• Defined access to appropriate electronic resources

This collection supports undergraduate courses, as well as the independent study needs of the lifelong learner.

3b INTERMEDIATE STUDY OR INSTRUCTIONAL SUPPORT LEVEL
Resources adequate for imparting and maintaining knowledge about more specialized subject areas which provide more comprehensive coverage of the subject with broader and more in-depth materials that include:

• A high percentage of the most important literature or core works in the field, including retrospective resources
• An extensive collection of general monographs and reference works and selected specialized monographs and reference works
• An extensive collection of general periodicals and a representative collection of specialized periodicals and indexes/abstracts
• A selection of resources in other languages, including well-known authors in the original language
• Defined access to a broad range of specialized electronic resources

This collection supports upper division undergraduate courses.
3c ADVANCED STUDY OR INSTRUCTIONAL SUPPORT LEVEL

Resources adequate for imparting and maintaining knowledge about all aspects of the topic which are more extensive than the intermediate level but less than those needed for doctoral and independent research that include:

- An almost complete collection of core works including significant numbers of retrospective materials and resources
- A broader collection of specialized works by lesser-known, as well as well-known authors
- An extensive collection of general and specialized monographs and reference works
- An extensive collection of general and specialized periodicals and indexes/abstracts
- A selection of resources in other languages, including well-known authors in the original language and a selection of subject-specific materials in appropriate languages.
- Defined access to a broad range of specialized electronic resources

This collection supports master's degree level programs as well as other specialized inquiries.

4 RESEARCH LEVEL

Collections that contain the major published source materials required for doctoral study and independent research include:

- A very extensive collection of general and specialized monographs and reference works
- A very extensive collection of general and specialized periodicals
- Extensive collections of appropriate materials in languages other than the primary language of the country and collection
- Extensive collections of the works of both well-known and lesser-known authors
- Defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

Older material is retained and systematically preserved to serve the needs of historical research.

5 COMPREHENSIVE LEVEL

Collections in a specifically defined field of knowledge that strive to be exhaustive as far as is reasonably possible (i.e., "special collections"), in all applicable languages include:

- Exhaustive collections of published materials
- Very extensive manuscript collections
- Very extensive collections in all other pertinent formats

Older material is retained and systematically preserved to serve the needs of historical research. A comprehensive level collection may serve as a national or international resource.

Language Coverage Indicators

The language coverage indicators defined below are a major change from those originally developed for the RLG Conspectus. The language indicators have been revised so they can be used in many countries and cultures. Language coverage is closely linked to collection indicator levels. The extent of the collection in the primary language of the country and library, as well as the extent of other languages within the collection helps to determine the collection level indicator for each segment. Language coverage qualifies and amplifies collection levels. In addition to the primary or predominant language, other language coverage is essential for collections at the 3, 4, or 5 level. Generally, the higher the assessment level, the broader or more extensive the additional language coverage expected. Language indicators may be added to the collection depth indicators for collection level, acquisition commitment and collection goals when appropriate.

P = Primary language of the country predominates—little or no other-language material
S = Selected other-language material included in addition to the primary language
W = Wide selection of languages represented
X = Material is mainly in one language other than the primary language of the library and country

While the above language indicators may be adapted to fit most circumstances, there are instances when further adaptation of the conspectus tool is necessary. Countries such as Canada and New Zealand have dual official national or regional languages. Other countries may also have two languages that predominate, either officially or unofficially. The following additional code is suggested for use in such circumstances. The collection management policy will serve to explain any unique circumstances for language as for other collection characteristics.

D = Dual languages or two primary languages predominate with little or no other-language material
The Canadian Association of Research Libraries has used a special language code since 1986 to accommodate their unique language issues. The WLN Conspectus software supports use of these special indicators. The comment field should be utilized to indicate which language(s) is represented in addition to the primary or dual languages for a subject, category, or division. The use of the comment field for this purpose provides specific information to explain the use of a language code beyond "P" (primary) or "D" (dual) and allows for the report function to generate a list of all subjects supported by any language of interest.

Adopted by the Randolph Public Library Board of Trustees
November 12, 2009