

# COLLECTION MANAGEMENT POLICY

## **Purpose of Policy**

The Hocutt-Ellington Memorial Library (HEML) is a community institution dedicated to the concept of fair and equal service for all. This Collection Development Policy provides guidelines for the library staff in their role as selectors of library materials. It also serves as a method of communicating the Library's principles to all interested stakeholders.

## **Principles**

Hocutt-Ellington Memorial Library Mission Statement

Hocutt-Ellington Memorial Library Values

## **Endorsement of ALA Statements**

The HEML supports the [Library Bill of Rights](#)

[Freedom to Read Statement](#) and the [Freedom to View Statement](#)

Inherent in the collection development philosophy is an appreciation for each customer of the HEML. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's.

## **Intellectual Freedom**

The HEML is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, the HEML strives to offer a collection that represents the needs of our diverse community. Inclusion of an item in the collection does not mean that the HEML endorses any theory or statement contained in those materials and resources.

While every patron may not agree with the viewpoints offered in some material, the HEML 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.

Decisions about what materials are suitable for particular children should be made by the people who know them best - their parents or guardians. Selection of materials for adults is not constrained by possible exposure to children or young adults.

The HEML 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.

## **Procedures**

### **Materials Selection**

For this Collection Development Policy, the selection of material includes the decision to add to, and retain materials in, the library's collection. All library acquisitions, whether purchased or donated, are considered and evaluated using the same standards. Using the following criteria, materials are evaluated and selected by the library staff. Ultimate responsibility for selection rests with the library administration.

The HEML selects material on a variety of criteria including but not limited to:

- currency
- relevance or popularity of topic
- demand/anticipated demand
- authority/critical review
- local significance
- uniqueness of information
- expressed needs and interests of Clayton residents
- date of publication
- expression of challenging or alternative points of view
- accessibility for multiple patrons for electronic materials

The HEML also collects books, artifacts, and historical reference materials related to the long and rich history of Clayton and its residents. The Virginia Lee Satterfield local history room is an ongoing historical collection of the Clayton area homes, businesses and family heritage. Historical documents and pictures are continuously sought out and added to the collection.

No conditions may be imposed on the library relating to the donated funds, items, books, and/or other materials for acceptance by the library.

The large print book collection meets the needs of an increasing number of visually impaired patrons. The major thrust of the collection is popular

fiction, along with high interest non-fiction, including biographies. Additional resources are available from the [North Carolina Library for the Blind and Physically Handicapped](#).

The audiobook collection contains sound recordings of fiction and nonfiction books, emphasizing popular high-demand items.

### **Materials Deselection**

The HEML continuously reviews its collections and removes materials that are worn, obsolete, or unnecessary duplicates. This act is also known as "weeding" and is an on-going process. When sources become dated and misrepresentative of current knowledge, they are marked for removal from the collection. These materials are then reviewed by the Library Director to determine if they should be permanently discarded. Replacement of lost or weeded materials is not automatic, but evaluated based on the same criteria as new purchases.

The HEML deselected material on a variety of criteria including but not limited to:

- poor physical condition
- age
- out of date
- no longer popular
- erroneous information
- dated information/point of view
- duplication
- superseded editions
- lack or loss of interest
- availability in alternative format
- altered collection emphasis

### **Community Suggestions**

The HEML welcomes expressions of opinions from the public concerning materials selected or not selected for inclusion in its collections. Requests to add or remove materials will be considered within the contexts of the principles affirmed in this document.

All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the HEML's intent that suggestions for purchase be used to help in developing collections which serve the interests and needs of the community.

