

COLLECTION DEVELOPMENT

I. COLLECTION DEVELOPMENT

It is the mission of this policy statement to provide a general set of guidelines for the development and maintenance of the collections offered by the Foley Public Library.

II. MATERIALS SELECTION

Materials are selected by trained staff in an effort to maintain a well-balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community as a whole. Factors affecting materials selection include suitability of material's format for Library purposes, availability of funds, availability of new materials in needed subject areas, replacement of outdated and worn materials, and space.

The final responsibility for selection is granted by the Foley Public Library Board to the Library Director, who considers the reviews in professional journals such as Library Journal, School Library Journal, Booklist, and Publisher's Weekly as well as patron and staff requests via completion of a "Request to Purchase" form, during the selection process.

III. COLLECTION OBJECTIVES

The permanent book collection should reflect a strong, accurate, and up-to-date reference collection, a broad fiction selection of classics, as well as standard and popular items, and basic non-fiction titles covering a wide range of subject areas for the researcher and the recreational reader. If determined necessary by the Library Director and/or Library Advisory Board, specialized collections may be developed to meet specific research, information, or recreational needs of the community.

Materials are selected and retained on the basis of their content. The Foley Public Library collections represent diverse points of view and as such the Library's collections, as much as possible, reflect the community and its diversity of interests, perspectives and backgrounds. The Library also seeks to bring awareness to those cultures, traditions and ideas not represented in the local community.

IV. GENERAL CRITERIA FOR SELECTION OF LIBRARY MATERIALS

In selecting materials for the Library's collections, the Director and Staff use the following criteria:

- Appropriateness to Library's mission and service roles
- Relationship to existing collection and other titles available
- Availability elsewhere or more in keeping with other institutions roles
- Availability to purchase or access
- Requests by patrons, advisory groups, and staff
- Suitability of format for user's needs and subject
- Community interests and needs
- Relevance to the experiences and contributions of diverse populations
- Levels of funding and cost of item
- Anticipated use

- Physical quality of material
- Value of resource in relation to its cost
- Authority, accuracy and accessibility of presentation
- Currency of information
- Reputation of author, publisher or issuing body
- Attention and response of critics, reviewers and general public
- Subject matter and scope
- Historical significance
- Quality and style of writing
- Inclusion of work in bibliographies, recommendations lists, and indexes

V. ADULT COLLECTION

A. Fiction

The collection focuses on twentieth and twenty-first century literature including classics and standard titles, diverse genres and special interests. There is no single standard for inclusion in the fiction collection, but because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre.

Patron requests for fiction are purchased whenever possible and influence the addition of more copies. Genre fiction such as mysteries, romances, espionage, horror, thrillers, science fiction, fantasy and westerns are purchased in proportion to demand and use statistics.

Efforts are made to complete series, purchase award winning titles and to represent local authors, publishers and subject matter.

B. Non-Fiction

The non-fiction collection emphasizes timely, accurate and useful informational materials to support individual and community interests. It emphasizes materials that are current and in high demand. Resources are available for all ages and reading levels in a variety of formats. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the Library's collection. As a new field of knowledge emerges, the Library will respond with timely additions.

The Foley Public Library will emphasize both scholarly and non-scholarly materials that will support general interest and that of the researcher. Priority areas for the Foley Public Library include: historical topics focused on local, state and national events and personalities; computer and information resource books; general religion; job-search and resumes; personal finance and business resources; law for lay persons; test study materials; home repair; crafts; holidays; pets; gardening; health; cookbooks; popular biographies; travel and books on contemporary political and social issues.

C. Reference

Reference materials held in physical form are for in house use only and not to be checked out. They provide quick, concise and up-to-date information. Included are indexes,

encyclopedias, bibliographies, bibliographical resources, dictionaries, almanacs, and directories. More often these resources will fall within the electronic media offered by the Foley Public Library easily accessed via links from the Library's website. Additional selection criteria for Reference Materials:

- Ease of use
- Format
- Authoritativeness
- Frequency of use
- Scope and depth of coverage
- Demands on subject areas which circulating collection cannot meet

D. Electronic Resources

The Foley Public Library makes access to global electronic resources available to all Library patrons. The Library recognizes that the development of electronic information and networking poses new challenges as well as new opportunities for patrons and staff. The Library believes that these challenges and opportunities are best addressed by adherence to the fundamental principles of traditional Library use and the principles of a free society.

1. Internet Access

The Internet enables the Library to provide information resources beyond the confines of its own collection. The Internet allows access to ideas, information and commentary from around the globe. Currently it is a voluntary and unevenly regulated medium. While the Internet offers a wealth of materials that are personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, and/or illegal, inaccurate or incomplete. The Library provides filtered, free access to the Internet to all patrons. The responsibility for what minors read or view on the Internet rests with parents or guardians. Internet use policies are on file.

2. Web Links

Professional staff will identify and recommend interesting and useful internet destinations and resources from the Library's home page, which support the Library's mission and service roles, as is done for the in-house Library materials collection. Links to information resources are based on staff's judgment of the best resources available and do not imply endorsement. Users should recognize, however, that the Library is not responsible for the content of linked sites, or for the content of sources accessed through subsequent links. The Library cannot control or monitor material that may be accessible from Internet sources because the Internet is a vast and unregulated medium with access points that can and do change rapidly and unpredictably.

Questions considered when evaluating whether to link to a remote website:

Is the subject matter and information useful for our patrons?

Is the remote site easily accessible?

Is it relevant to the overall mission of the Library?

Is it a local resource?

Is the resource of sufficient quality to merit a link?

Who has established the page? (Authority)

Is there a sponsor?

Is the information accurate?

Is there discernable bias?

Does the page have a posting and/or revision date?

Is the site regularly maintained?

3. Electronic and Online Databases

The State of Alabama offers all citizens of the state access to its premier database collection, the Alabama Virtual Library. The Alabama Virtual Library provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources. It is primarily a group of online databases that have magazine, journal, and newspaper articles for research. Through the AVL, an equitable core of information sources is available to every student and citizen in Alabama, raising the level of excellence in schools and communities across the state. Access to the AVL is provided in a link off the Foley Public Library's website.

4. E-Books and E-Readers

The Foley Library is committed to offering a vast number of E-Books for both adults and children through a variety of databases that provide both fiction and non-fiction titles. Those titles can be accessed through a variety of E-Reader via databases available on the Foley Library's website. In addition the Library offers Kindle E-Readers to patrons for a two week check-out period.

E. Periodicals and Newspapers

Periodicals are an important source of new ideas, current topics, and consumer information and are used for recreational reading material. Foley Public Library subscribes to a broad range of periodicals and newspapers. Periodicals are generally retained for one year and newspapers are generally retained for three months. The periodicals collection is reviewed annually for additions and deletions.

F. Audio/Visual Materials

As with print materials, the audio/visual collections are selective rather than comprehensive in scope. All materials selected will contribute to the fulfillment of goals of the Library as a whole, and criteria for the selection of audio and video materials are much the same as those used in the selection of other collections.

- Audio Books (CD's): Audio materials are considered an adjunct to the print collection; this collection is not intended to mirror development of literature or to systematically cover non-fiction topics. The focus will be placed on procuring unabridged titles with an emphasis on fiction over non-fiction.

- Videos/DVD's: The goals of the video collection include:

Providing basic information on a variety of subjects of interest to patrons. The video collection is considered an adjunct to the print collection, with emphasis placed on purchases in which the nature of the medium adds substantially to the viewer's understanding.

Providing children with a quality selection of preschool learning and entertainment ideas: film versions of children's literature; selected non-fiction videos that reflect areas of interest across generations and award winning children's films.

To provide patrons with entertainment videos including feature films with an emphasis on family entertainment and literature based material. The focus of the entertainment video collection is towards quality productions from such entities as PBS, the BBC, and A & E as well as international movie studios for classic and new television and the latest in movie releases. Videos are protected by copyright and are for home use only.

- Music

Selections for the music collection are in CD format. The size of the music collection will depend on demand by patrons for content. As much of the desired music is now downloaded to portable devices the life of the music CD is in question.

Additional selection criteria for Audi/Visual materials

- Technical quality of audio and visual reproduction
- Presentation or experience that is unique to format and provides an alternative to print
- Significance of performance or diversity in interpretation
- Critical acclaim as demonstrated in awards, nomination for awards, and/or reviews
- Suitability to be circulated or housed in a sturdy, safe and convenient manner

VI. COLLECTIONS FOR YOUTH AND CHILDREN

The range of users served by Young Adult and Children's collections include preschool children, significantly those in daycare and preschools; home schooling families, private and public school students; and university students of Education, especially children's literature.

The primary collections include:

Picture Books – board books, wordless books, simple concept and informational books, classic and contemporary preschool stories and folklore; audio cassette book packages.

Easy – books specifically designed for the emerging reader with controlled and/or progressively constructed vocabularies.

Easy Readers – very simple chapter books and sophisticated picture books.

Juvenile Fiction – quality contemporary and historical fiction for readers ages 7/8 to 11/12 years as well as genres (fantasy, science fiction, mystery), fiction series and paperbacks.

Juvenile Nonfiction – informational books for youth up to age 12 (grades 5/6) with an emphasis on mythology and folklore; physical and natural science; arts and crafts; sports; poetry; biography; and the culture, customs and history of people from regions of the U.S. and countries of the world.

Juvenile Reference – a highly selective collection of bibliographic resources for readers' advisory assistance and encyclopedias for key areas of research by youth.

Young Adult Collection – selected collection of standard fiction with multiple and ephemeral titles in paperback, for the recreational reading of youth ages 11/12 – 16/17 (6th – 11th grades); highly selective collection of nonfiction resources for the personal interest of these youth, focusing on issues of adolescent development and self-identity.

Additional Selection Criteria Materials for Youth

- Age and interest appropriate content and presentation.
- Emphasis on quality, critically acclaimed materials as demonstrated in awards, specialized bibliographies and/or reviews.
- Quality and aesthetics of illustrations to stimulate the imagination.
- Awareness of curriculum-based needs of public, private, and home school students, and secondarily university students of children's literature.
- Information stories, which represent a spectrum of family styles, values and interests.
- Materials, which represent the richness and diversity of young people's local and world community.
- Materials which meet the particular developmental need of youth at different stages.

VII. SPECIAL COLLECTIONS

Foley Public Library maintains a few special collections, for which the development and management differ somewhat from the general collections.

A. GENEALOGY AND LOCAL HISTORY

The Foley Public Library maintains an outstanding collection of local history and genealogical materials. This collection is considered one of the best in Alabama, and certainly revered in Baldwin County. Gifts to the collection are encouraged.

Currently there are materials in the Genealogy Department which can be checked out by patrons and those that can only be used within the department. The department strives to collect all related materials to the history of Foley, Baldwin County, Alabama, and the Gulf Coast.

B. HONOR BOOKS

A collection of paperback books are made available for adults and young adults. This collection is made up entirely of donated materials and receives minimal processing. Patrons may borrow as many as they like and return them at their convenience.

C. SPANISH COLLECTION

A separate collection of materials in all genres and type in Spanish is maintained. Selection criteria is the same as for all other materials, except that attention is given to Spanish speaking people's unique customs and culture.

VIII. COLLECTION MAINTENANCE

The Foley Public Library recognizes the need for ongoing evaluation of its collections to assure currency and visually inviting and accessible collections. This ongoing maintenance includes weeding, replacement, repair, restoration and review of standing order agreements. The most cost-effective option is selected when making replacement versus repair decisions.