



Collection Development - Materials Selection Policy

COLLECTION DEVELOPMENT POLICY

The purpose of a collection development policy is provide a framework for the acquisition and retention of library materials. The policy supports the library mission by ensuring relevant, quality, up to date materials are available to the public. It is reviewed on a five year cycle in compliance with the Standards for Florida Public Libraries and is approved by the Library Advisory Committee.

Patrons Right to Read:

The Safety Harbor Public Library supports the American Library Association *Freedom to Read* statement which can be found on the ALA website: <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>. The library endorses the Library Bill of Rights of the American Library Association and Freedom to Read and View, statements by the American Library Association, American Publishers and the American Film and Video Associations.

The Safety Harbor Public Library selects and maintains library resources in all formats, including but not limited to, books, magazines, electronic resources, eBooks, audio books, DVDs, and music CDs. Material selection is intended to respond to the educational, informational and recreational needs of our community. The library evaluates its collection on an ongoing basis to determine strengths and weaknesses and acts on that information to make improvements. Core collections are as follows:

- **Popular Materials:** Popular best-selling fiction and non-fiction in all formats for all ages.
- **Youth:** A broad coverage of fiction and non-fiction resources for infants through high school that support homework assignments, test preparation, and current subject resources, including Sunshine State titles.
- **Lifelong Learning:** A broad core collection of resources in a comprehensive range of subjects for all ages.
- **Literacy and ESOL Collection:** A collection of materials for students and tutors.
- **Spanish Language Collection:** Books and audiovisual materials for Spanish speaking youth and adult patrons.
- **eBooks/eAudio:** Access to downloadable fiction and non-fiction electronic and audio books through PPLC cooperative purchasing.
- **eLibrary:** Various web based services including genealogy, language learning, and other proven products.
- **Tool Library:** Popular, well maintained tools.

Criteria for Material Selection:

The following criteria as a whole are taken into consideration in the selection of library materials:

1. Merit of the individual item
2. Popular appeal and demand
3. NYT and other reviewed best-selling materials
4. Currency, timeliness, and accuracy for nonfiction items
5. Suitability of material for the library community
6. Existing library resources
7. Annual amount budgeted for the collection category
8. Availability from standard publishers and vendors
9. Availability in other PPLC libraries
10. Reviews from reputable professional resources
11. Number of pending hold requests

Request for Review of Library Materials:

Community members may request a review of library materials they feel are not appropriate. A form is available at service desks upon request for patrons to complete to request an evaluation. The form and item are reviewed by the specific library supervisor, depending on item, and signed off by the library director.

Acquisitions:

The majority of library materials are purchased from an approved library vendor for reasons of economy, consistency and expediency.

Donations:

The Library accepts donations of materials with the understanding that donated items are added to the library collection if the three conditions are met:

1. Satisfies materials selection criteria of items purchased for the library
2. Excellent condition
3. Enhances the collection or fills collection gaps

Donated items not added to the library collection are sold at Friends of the Library book sales or discarded. Not all items are accepted. Please see www.FriendsSafetyHarborLibrary.org for a complete list of items not accepted. Donated gift items are reviewed and handled by professional staff.

Monetary donations are accepted by the Friends of the Library to purchase memorial books or materials. Donation bookplates are placed in the item. For more information, visit the Friends website.

Self-Published Books:

The Library receives numerous requests from local authors to add their books they have self-published or published at their own expense. Although this type of publishing is experiencing rapid growth, these books often do not meet the requirements outlined in the *Criteria for Material Selection* as candidates for the permanent collection. They typically are not reviewed in standard published sources and do not meet the criteria the Library normally sets for inclusion in its collections.

The Library wishes to support local authors while maintaining the standards needed in its permanent collections, but due to the volume of self-published and print-on-demand titles available, the library does not purchase or add donated self-published books to the collection. Chapbooks and pamphlets without an ISBN are also not considered for addition.

Material Selection Procedures:

The library relies on professional review sources for each subject area and format within the collection.

Selection Guidelines for Specific Collections:

Fiction

The library strives to provide the following:

1. An extensive popular collection with best-sellers for all ages in all genres
2. A core classics and broad contemporary curriculum collection

Guiding Factors:

- Wide variety of popular fiction in all genres
- Award winning titles and best sellers
- Titles of local interest
- Positive reviews and recommendations from professional review resources

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Non-Fiction

The library collects non-fiction materials of general interest for all ages to meet the informational and recreational needs of the community. When there is a noticeable public demand for a certain topic, the library will strive to provide additional subject materials.

The library's non-fiction collection provides, but is not limited to the following:

1. Current medical, health, legal, test preparation, travel, business and technology
2. Popular biographies, general history, music and the arts
3. General self-help resources in psychology, parenting, cooking, and crafts
4. Florida related materials (gardening, travel, history, etc.)

Guiding Factors:

- Currency, timeliness, and accuracy
- Multicultural, diversity of opinions and viewpoints
- Award winning and bestselling titles
- Positive reviews and recommendations from professional review sources

Youth and Young Adult:

The library houses an extensive collection of materials for youth, including board and picture books, easy readers, chapter books for all grade levels, non-fiction books, and YA books for teens.

Guiding Factors:

- Award winning books, including Caldecott, Newbery, and other ALA recognized award winners
- Positive reviews and recommendations from professional review sources
- Best-selling titles
- Non-fiction titles to support arts, science, nature, history, geography and school projects

Magazines

The library provides print and online access to a general selection of popular magazines and newspapers for the informational and recreational needs of the community.

Guiding Factors:

- Subscriptions may be print or electronic, or both, depending on cost and consumer use
- Magazines are selected based on circulation statistics, patron requests, and community needs assessments
- Print periodicals are limited by the available display and storage space

Music

The library provides a broad general collection of compact discs for the recreational and educational enjoyment of its patrons. Music is also available to stream on eLibrary products. With the public changing their listening habits to music streaming options, budgets for music CDs will be limited in the future.

Guiding Factors:

- Selection from all music genres, with a balance of new releases and traditional classics
- Popular and bestselling artists of all genres
- Cost

Audiobooks

The library collects books on compact disc for the recreational and educational enjoyment of patrons of all ages in CD format and downloadable audio. Selection of downloadable audiobooks are cooperatively by area library representatives and are curated by other eLibrary services. New purchases of audiobooks are in MP3 format to conserve shelf space.

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Guiding Factors:

- Current releases in fiction and non-fiction
- Language learning materials
- Reputation of the narrator
- Print version available in fiction or non-fiction collections
- Unabridged versions
- Cost

Audiovisual Resources

The library purchases and maintains current AV technologies in use by the general public. DVDs are provided for recreational and informational needs of the community. Streaming films are available online through eLibrary products.

Collection coverage includes but is not limited to the following:

1. Major American and foreign award-winning feature films
2. Selected non-fiction documentary films
3. Popular new releases
4. General films with appeal to the general public
5. Titles from “best of” and “recommended for public library” lists
6. Non-fiction subjects such as exercise, travel, concerts, home improvement and cooking
7. Highly rated TV or cable series programs

Guiding Factors:

- Ratings and age recommendations provided by the filmmaker determine whether the film is cataloged in the adult, family, or youth areas of the library.
- Selections rated G, PG, PG-13 or R only are selected for the collection. (Note: There are unrated older films in the current collection.)
- Price

Reference Materials:

A limited selection of current reference materials are provided for all ages. Print reference materials are for in-library use only, but may be checked out with librarian approval. Reference materials may include the following:

1. Broad overview of all subject areas, including encyclopedias, dictionaries, atlases, and almanacs
2. Community information and referral resources
3. Current books and pamphlets on Pinellas county and State resources
4. Local history collection documenting the history of the city, including the Safety Harbor Herald Newspaper in print and electronic formats.

Electronic Resources

The library provides access to the electronic resources to supplement print collections providing K-12 homework support, recreational reading and listening, and informational needs of the general public.

1. The Internet (see [Computer Internet Access Use and Internet Access Policies](#))
2. Library computer use of word processing, spreadsheet, and related Microsoft software
3. Technologies for saving and printing electronic data, including scanning and printing
4. State funded Florida Electronic Library
5. PPLC supported subscription databases
6. City or supporter funded electronic resources selected to enhance local collections

Guiding Factors:

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- Scope, coverage, and quality of content
- Ease of use by general public
- Remote or in-library access
- Cost

Adult Literacy and (ESOL) English as a Second Language

The library provides adult literacy, basic adult education resources, pre-GED, GED, TOEFL, and English as a Second Language materials in various formats for adult literacy, ESOL student and literacy tutors.

Guiding Factors:

- Purchase current materials that enhance reading and writing
- Instructional materials to enhance and supplement the literacy collection of our partner, Literacy Council of Upper Pinellas
- Select easy vocabulary materials for adults covering daily life, general health, citizenship, consumer issues, parenting, job seeking, and safety
- Contemporary stories for developing readers

Spanish Language Collection

The library collects Spanish materials in all formats for all ages. Juvenile titles include board books, picture books, and youth fiction. Adult titles include fiction and general non-fiction.

Guiding Factors:

- Current, popular, and accurate materials
- Budget for collection is concurrent with circulation

eBooks

The library provides a downloadable eBook collection through the PPLC sponsored OverDrive and other vendors. Selection of eBooks for the PPLC collection is done cooperatively by area library representatives. Other vendors curate their own collections of popular material.

Guiding Factors:

- Popular and best-selling nonfiction and fiction titles
- Budget constraints
- Number of hold requests

Deaf Literacy Collection

The library houses a Deaf Literacy Collection sponsored by PPLC. Selection of materials for this collection is the responsibility of the Deaf Literacy Coordinator to support the Deaf Community and Deaf Literacy Programs.

Removal and Weeding of Library Materials

As the technology changes, information takes on many different forms, including electronic resources and eBooks, but public libraries today are still very much about print materials. Physical books become outdated, worn, ripped, and sometimes the information the book contains is no longer needed and the book is “weeded” or removed from the collection. Outdated books or those that are tattered or irrelevant are sometimes sold in the Friends of the Library quarterly book sales. Disposal of books can be misinterpreted by taxpayers. Shelf space is one of the public library’s most expensive costs and space must be used for books that are factually correct, current, in good condition, and used by the community. The public library’s role is to provide our community with the best possible current collections and this means that some of our collections must be discarded. Our professional staff makes

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disposal decisions as stewards of the public dollar using methods to ensuring our collections are relevant, clean, and up to date.

Guiding Factors:

- Physical condition
- Relevancy and age
- Frequency of use, last date of circulation
- Number of copies available in other PPLC libraries and duplicate copies at SHPL
- Accuracy of material, timeliness

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