

Board of Regents, University System of Georgia

Georgia Public Library Service

Collection Management Guidelines

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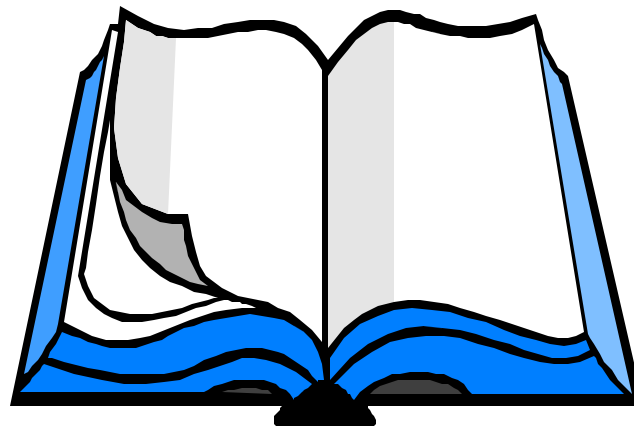
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Collection Management Guidelines

Mission of the Georgia Public Library Service (GPLS)

The Georgia Public Library Service, the designated state library agency for Georgia, works with Georgia's public libraries and other members of the library community to provide organized access to information and services to meet the educational, informational, recreational, and cultural needs of the people of Georgia.

In its effort to fulfill this mission, and in its capacity as the state library agency, the Georgia Public Library Service maintains two collections: a **Professional Collection** and a **Georgia Collection**.

Professional Collection

Goal

The Georgia Public Library Service has set the following goal for the Professional Collection: to assist administrative, consulting, public and technical services staff, as well as other members of the library community within Georgia by providing a collection of library and information science materials that is timely and broad in scope. This collection will then be used to develop, implement, maintain, and evaluate library programs so that Georgia's citizens will receive library services of the highest quality.

The Professional Collection will gather, make accessible, and circulate the broadest scope of materials that are pertinent to library and information services practitioners in Georgia. The Professional Collection will serve its customers by offering the most current materials in the field in a variety of formats, and in the timeliest fashion; historical materials will be included when they are indicators of trends or patterns of service. The Professional Collection will strive to be a model for other states.

Community Served

The Professional Collection will serve GPLS staff and library employees and members of the library community within the state of Georgia, including students engaged in the study of library and information sciences. When appropriate, it will provide state and local government officials with information about library and information services. Items from the Professional Collection will be available on a limited basis to the general public and to out-of-state customers via interlibrary loan.

Level of Collection Intensity

The Professional Collection will be a comprehensive collection of major published source materials required to effectively plan, implement, maintain, and evaluate all aspects of library services; however, the primary focus will be on public library services. Research level materials will be accessible through interlibrary loan.

- **Policy development, library administration, and management :**
Emphasis will be placed on materials that concern trends, best practices, and issues related to the management and administration of libraries. General library statistical data will also be collected.
- **Legal matters that apply to libraries:**
Emphasis will be given to legal materials that apply to or impact Georgia libraries (these will be materials in addition to Web-based sources, such as Attorney General's opinions and legal annotations that are not digitized).
- **Advocacy and promotion:**
Emphasis will be placed on materials that assist libraries with publicity, fund raising, developmental, and advocacy efforts.
- **Organization of information (cataloging and technical services):**
Emphasis will be given to materials that assist in making collections accessible to customers and staff.
- **Computer literacy, automation, and technology:**
Emphasis will be placed on collecting materials related to the equipment, systems, and techniques used to achieve the automated operation and control of library and office functions. Handbooks, how-to guides, and instructional materials may also be included.
- **Censorship and intellectual freedom:**
Emphasis will be given to materials that will aid librarians in addressing intellectual freedom issues.
- **Library staff development and training :**
Emphasis will be placed on materials, in a variety of formats, that will allow for the most up-to-date and well-trained library work force necessary to meet the needs of library customers.
- **Resource sharing and collection development:**
Emphasis will be given to current trends that allow library customers to access the greatest number of resources to meet their needs.

- **Facilities, library construction, buildings, and architecture :**
Emphasis will be given to materials which will support the informational needs of planners, design professionals, members of the library community, and GPLS staff regarding the construction of library facilities, with a focus on public libraries.
- **Literacy:**
Emphasis will be placed on general literacy materials, including family and emergent literacy, as well as on the use of the library in planning and implementing literacy programs and activities in the community.
- **Programs :**
Emphasis will be given to materials that will aid librarians in planning, implementing, and evaluating a variety of programming activities for all ages.
- **Services to special populations :**
Emphasis will be given to materials that will help with the education of and the planning of services for special populations, as well as make the public more aware of these populations. Consideration will be given to children and young adults, persons with special needs, the home-schooled, the elderly, and persons for whom English is a second language.
- **State library agency publications :**
Emphasis will be placed on collecting the publications of other state library agencies that represent innovative or model plans, policies, or programs.
- **Trustees and Friends of the Library :**
Emphasis will be given to the collection of materials that assist in the development of Friends of the Library groups and that support an informed body of public library trustees. These materials may include model publications from other states and webliographies, as appropriate.

Format

Materials that conform with the above guidelines and that meet the materials selection criteria will be collected in the formats necessary for optimum service. These will include, but not be limited to, monographs, videos, electronic sources, recordings, vertical file clippings, bibliographies, and webliographies.

Materials Selection Criteria

Materials selected for the Professional Collection must be current, factually accurate, timely, and authoritative. These materials will be primarily English-language publications. In addition, the materials must support the mission of the Georgia Public Library Service.

Responsibility for Selection

The Collection Development Consultant will be responsible for coordinating the selection and maintenance of materials in the Professional Collection. The professional staff of GPLS will be responsible for recommending materials to be selected in their areas of specialization. Other staff may also make recommendations for purchases. Additional input for collection development will be sought from library directors, professional librarians, paraprofessional and clerical staff, and other members of the library community.

Specific Segments of the Professional Collection

Reference: The Reference section will include materials that serve the immediate reference and research needs of the GPLS staff. Since these materials are needed for agency use, they often are non-circulating; however, some reference materials are available to Georgia libraries via interlibrary loan. Duplicate circulating copies are purchased as necessary.

Periodicals: The Periodicals section will be subject to the same collection management guidelines previously outlined. It is intended to serve the current information needs of the GPLS staff. These items will not circulate; however, photocopies of articles may be obtained via interlibrary loan.

Selection Sources

Professional journals, reputable general sources, and sources specializing in subject areas included in the Professional Collection will be consulted for the purposes of collection development. Also, reputable library and information science publishers offering standing order or approval plans will be considered as selection sources in an effort to ensure the broadest scope for the collection.

Georgia Collection

Goal

Since its establishment in 1897, the Georgia Public Library Service has collected a wealth of historical, genealogical, and literary materials relating to Georgia and its citizens. This Georgia Collection is a vital component in allowing GPLS to serve the cultural, educational, and recreational needs of the people of Georgia, and to fulfill its role as the state library agency for Georgia.

For the Georgia Collection, the Georgia Public Library Service has set the following goal: to preserve the valuable resources in the collection, to ensure that the collection continues to grow and develop in ways that are reflective of the state and its history, and to make these materials available to all Georgians.

Community Served

The Georgia Collection will serve the citizens of Georgia, either locally or through the interlibrary lending process. Service to Georgia customers is our first priority; however, most items from the Georgia Collection will also be available to out-of-state customers via interlibrary loan.

Level of Collection Intensity

The Georgia Public Library Service will maintain a comprehensive collection of materials relating to the rich cultural history of the state of Georgia. Currently held materials will be maintained, and gaps in the collection will be filled where necessary and possible. Georgia government documents will not be collected, except when the subject matter of such documents is pertinent to the library community.

Format

Materials that conform with the level of collection intensity and that meet the materials selection criteria will be collected in the formats necessary for optimum service. These will include, but not be limited to, monographs, serials, videos, electronic sources, recordings, vertical file clippings, bibliographies, and webliographies.

Materials Selection Criteria

Emphasis will be placed on Georgia county histories, Georgia history in general, works of nonfiction and fiction written by native Georgians or noted authors that maintain residence in Georgia, biographies of native Georgians or notable persons that maintain residence in Georgia, and nonfiction and fiction works that deal with subjects pertaining to Georgia. These materials will be primarily English-language publications and will include both adult and children's materials. In addition, the materials must support the mission of the Georgia Public Library Service.

Responsibility for Selection

The Collection Development Consultant will be responsible for coordinating the selection and maintenance of materials in the Georgia Collection. The Collection and Reference Librarian will be responsible recommending materials to be selected for this collection; however, all GPLS staff may make recommendations for purchases. Additional input for collection development will be considered from members of the library community throughout the state, including library staff, historians, archivists, and genealogists.

Specific Segments of the Georgia Collection

Georgia Newspapers: The Georgia Collection will include subscriptions to the following newspapers: The Atlanta Journal and The Atlanta Constitution. Back issues of these titles will be maintained on microfilm.

Georgia Census Microfilm: The Georgia Collection includes Georgia census microfilm for the following areas: population by county, 1820-1920; and population by family surname, 1880-1920. The following non-population schedules are included: agriculture census, 1850-1870; recapitulation census, 1870-1880; manufacturing census, 1880; social statistics census, 1850-1870; and dependents, delinquents, and defective classes census, 1870. Materials will be added to this collection if/when available.

Selection Sources

Sources specializing in Georgia and its cultural and historical development will be consulted for the purposes of collection development. Professional journals and reputable general sources will also be considered as selection sources in an effort to ensure the broadest scope for the collection.

Collection Maintenance

Gifts

Items donated to the Professional Collection or to the Georgia Collection must meet the same selection criteria as indicated for purchased items. GPLS does not accept donations with conditions attached and reserves the right to dispose of unsuitable materials or to recommend a more appropriate recipient. Large quantities of materials cannot be accepted without administrative approval. GPLS does not appraise the value of gifts.

Duplicates

Duplicates are acquired to ensure that materials are available to as many customers as possible in the quickest time frame. Also, specific items may be purchased in duplicate to allow one copy to be used as a “desk” copy and another to be a circulating copy.

Replacements

Replacement of items withdrawn due to loss, damage, or wear is governed by the selection criteria outlined in this policy and the availability of titles.

Weeding

In order to maintain an active collection, GPLS library staff will examine the collection for the purpose of withdrawing unused items, outdated materials, and worn or damaged items on a regularly scheduled basis.

Materials Reconsideration

Anyone who wishes to have materials reconsidered for removal from the Professional Collection or from the Georgia Collection of the Georgia Public Library Service shall complete the “**Materials Reconsideration Form**” (Appendix A) and return it to the Collection Development Consultant, Georgia Public Library Service, 1800 Century Place, NE, Suite 150, Atlanta, Georgia 30345-4304. A panel of three professional librarians appointed by the Director will review reconsideration forms. The panel will submit its recommendations to the Director, who will make the final decisions and provide written responses to requests.

Weeding Guidelines

Overview

Weeding, or *de-selection*, is an important component of collection maintenance in both the Professional Collection and the Georgia Collection at the Georgia Public Library Service. This process ensures that GPLS continues to fulfill its mission, as well as to fulfill its role as the state library agency. Weeding eliminates inaccurate and out-of-date information and ensures that obsolete, damaged, and under-utilized materials are removed from the Collections.

Professional Collection

Responsibility

The professional staff of the Georgia Public Library Service will assume responsibility for weeding the Professional Collection. Each staff member will weed the subject areas for which that person is responsible for collection development. The Collection Development Consultant will be responsible for monitoring the weeding process.

Frequency

The Professional Collection will be systematically reviewed for the purposes of weeding on at least a semi-annual basis. Weeding will be an on-going process in relation to the *obsolescence* and *condition* criteria, as listed below.

Frequency

The Georgia Collection will be reviewed for weeding purposes on an “as needed” basis.

Criteria

Due to the special nature of the Georgia Collection, these materials will be weeded on a limited basis. Overall, weeding will be based on two criteria: *Duplication* and *Condition* (see definitions under **Professional Collection**).

Appendix A

Board of Regents, University System of Georgia

**Georgia Public Library Service
Materials Reconsideration Form**

Author _____

Title _____

Call Number _____

1. How was the material brought to your attention? _____

2. Have you read the entire book? _____

3. What objections do you have to the material? Cite specific pages and passages. Are your objections moral, political, religious, or aesthetic? (Use separate sheet if necessary.) _____

4. What reviews have you read or heard about the material? _____

5. What do you think is the theme of the material and the intention of the author? _____

6. How would you answer people who disagree with your opinion about this book? _____

Signature _____ Date _____

Name (Please print) _____

Home Phone _____ Work Phone _____

Address _____

Name of Organization (if appropriate) _____

Return to Collection Development Consultant
 Georgia Public Library Service
 1800 Century Place NE, Suite 150
 Atlanta, GA 30345-4304

Appendix B

The Library Bill of Rights/American Library Association

“The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Adopted June 18, 1948, by the American Library Association.

Amended February 2, 1961, and January 23, 1980, inclusion of “age” reaffirmed January 23, 1996, by the ALA Council.

[**The Library Bill of Rights** statement is available at
<http://www.ala.org/alaorg/oif/lbr.html>]

The Freedom to Read/A Joint Statement by: American Library Association & Association of American Publishers

“The freedom to read is essential to our democracy. ...

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority. ...
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated. ...
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author. ...
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable to adolescents, or to inhibit the efforts of writers to achieve artistic expression. ...
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous. ...
6. It is the responsibility of publishers and librarians, as guardians of the people’s freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large. ...
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one. ...”

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

[**The Freedom to Read** statement is available in its entirety at <http://www.ala.org/alaorg/oif/freeread.html>]