

LEE COUNTY LIBRARY SYSTEM COLLECTION DEVELOPMENT POLICY

Approved by the Lee County Library Board Tuesday, May 16, 1995

Purpose

The purpose of this document is to help our patrons understand why certain materials are added to the library's collection and others are not. It also serves as the guide for library staff for collection development and maintenance.

Roles

The Lee County Library System Board of Trustees, using the ALA Public Library Association's Planning & Role Setting For Public Libraries, has adopted the primary role of a popular materials library with the secondary role of a reference library. With reference to these roles, the Board developed the mission statement.

Mission Statement

To direct the development of the Lee County Library System, the Board of Trustees has adopted the following mission statement:

The Lee County Library System provides the materials, services, and facilities necessary to meet the current and future informational and recreational reading needs of Lee County residents. Special emphasis is placed on offering popular materials, and reference materials and services. Resources for independent learning, as well as current, and historic local information are also important. Materials and services appropriate to all ages are available.

In addition to print media, the Library collections include non-print and electronic media. Mutually beneficial, cooperative agreements, which lead to improved library services for the community by avoiding unnecessary duplication, will be initiated by the Library with other area libraries and institutions.

This mission statement is implemented through five goals. The goals are:

Goal I: The Library provides high-demand, high-interest materials of a popular nature in a variety of formats to meet the entertainment and recreational needs of the community.

Goal II: The Library provides reference materials and services that answer the informational needs of the community, or that provide direction to additional sources of information.

Goal III: The Library provides materials and services that enable community members of all ages to pursue practical and/or intellectual self-directed learning independent of the formal educational process.

Goal IV: The Library collects, preserves, and provides access to a variety of types of materials that are by and/or about Lee County and its citizens in both a current and historic context.

Goal V: The Library evaluates current services and makes plans for new services that will meet the Community's needs now and in the future.

The materials selection policy is based on the mission statement and the five goals.

Community

Lee County is located in the southwest quadrant of the state, 161 miles south of Atlanta and is bordered by Sumter County to the north, Crisp and Worth Counties to the east, Dougherty County to the south, and Terrell County to the west.

The county has an area of 358 square miles and is characterized by gently rolling upland plains and low-lying plains. The climate of the area is moderate with mild winters and long summers.

There has been a tremendous population growth in the county since 1970. The growth has been two to three times what Georgia has experienced and shows little sign of decreasing. Lee County is part of the Albany Standard Metropolitan Statistical Area and has attracted a number of Albany and Dougherty County residents because of available land, tax rates, and the school system's reputation.

The 1990 U.S. Census provided the following information:

- Population: 16,250
- Median age: 29.8
- Black population: 19.3%
- Net migration since 1980: 65.7%
- Projection for 2000: 23,338
- Families with children under 18: 65.1 %

The Georgia Office of Budget Administration gives the population at 20,503 with a projection of 24,017 by the year 2006.

Selection

For budget reasons we can acquire only a limited number of the thousands of books published annually. We are forced to select carefully. Our selection is based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship.

In a world in which change is so rapid and pervasive, the library's obligation extends beyond meeting present conditions. The library must also strive to anticipate future needs of the community. Books have always been, and will continue to be, a proper concern of the library, but ever-greater amounts of information are now being contained in other forms. As research continues in the field of communication, and as the community changes and develops, the library must be a media center, acquiring appropriate materials, regardless of form, and integrating each into its total services.

Responsibility for Selection

The Board of Trustees of the Lee County Library System determines the Collection Development Policy for the library system. The responsibility for administering this policy rests with the Director of the Library.

Criteria

Each resource must be considered for its value, its format, and the audience for which it is intended. No single criterion is applicable to all purchase and access decisions. Some resources may be judged primarily for their artistic merit, scholarship, or value to humanity; others are chosen to satisfy the informational, recreational, or educational interests of the community.

Librarians apply their judgment and experience in selecting materials according to the criteria listed below. All criteria do not apply to each item. Works of imagination are judged by different standards than are works of information and opinion. Works that present an aspect of life honestly are not necessarily excluded because of frankness of expression. Materials are judged as a whole rather than on isolated passages. In considering individual titles in the selection process, librarians consult reviews, bibliographies, and other evaluative sources. However, the library generally purchases all current best sellers, giving higher priority to demand than to reviews or other relevant criteria. The criteria include:

- suitability of physical form for library use;
- suitability of subject and style for intended audience;
- present and potential relevance to local interests and needs;
- appropriateness and effectiveness of medium to content;
- number and nature of requests from the library users;
- historical significance;
- importance as a document of the times;
- relation to existing collection, alternative formats, and other material on the subject;
- reputation and/or significance of the author/artist and publisher/producer;
- authority, competence, and purpose of the author/artist;
- attention of critics, reviewers, and the public;
- comprehensiveness and depth of treatment;

- objectivity;
- clarity, accuracy, logic of presentation, and/or ease of use;
- representation of a minority point of view;
- relevance to the experiences and contributions of diverse populations;
- artistic presentation and experimentation;
- quality of illustrations;
- originality;
- vitality, readability, or ability to sustain interest;
- effective characterization;
- authenticity of historical or social setting;
- value of resource in relation to its cost.

Addition or Reconsideration of Library Materials

The public has a right to request additions to the collection and to question material now in the collection.

During the process of reconsideration, questioned materials remain in the active collection until an official decision is made.

Collection Development Objectives

The collection development plan of the Lee County Library centers around three levels of service: The Main Library in Leesburg, the branch library in Smithville, and its outreach services. This permits the allocation of resources to meet the broad needs of library users.

The collections of the Main Library are designed to serve the residents of Lee County within its primary role as a popular materials library. These collections can be used by individuals either directly, through the branch library, or through outreach services. They are intended to provide a generally high level of subject strength supporting the broad scope of user interests.

The branch library in Smithville has a small collection of approximately 2,500 items. It fills the need for popular materials for the Smithville community. In addition, it often serves as the primary library for people whose opportunities to use other libraries are limited, particularly the youngest and the oldest. The Main Library collections and staff supplement the resources of the branch library.

Outreach services include monthly deliveries to the County Jail, Health Department, and the Department of Family and Children Services.

Collection development focuses on the needs of specific demographic groups, with an emphasis on materials in high demand by these user groups. The collections of the Main Library and its branch serve as resources for individual requests or interests.

001.64-006	Computer Science	Extended
010-019	Bibliography	Basic
020-029	Library & Information Sciences	Basic
032	English Language Encyclopedias	Extended
050-052	General Serial Publications	Basic
060-069	Organizations & Museums	Basic
070	Journalism, Publishing, Newspapers	Basic
071	North American Journalism	Basic
080-081	General Collections	Basic
090-099	Manuscripts & Rare Books	Introductory

Philosophy & Related Disciplines

100-129	Philosophy, Metaphysics and Epistemology	Basic
130-139	Paranormal Phenomena	Basic
140-149	Specific Philosophical Viewpoints	Basic
150-159	Psychology	Basic
160-199	Logic, Ethics, Philosophy by Era & Geography	Basic

Religion

200-209	Religion (Philosophy, Miscellany Study and Teaching)	Basic
210-219	Natural Religion	Basic
220-249	Bible, Christian Theology	Extended
250-259	Religious Orders and Parochial Activities	Basic
260	Christian Social Theory	Basic
261	Social Theology	Basic
262-268	Christian Liturgy and Mission	Basic
269	Spiritual Renewal	Basic
270-279	Christian Church History	Basic
277	Christian Church History in North America	Basic
280-281	Christian Denominations and Sects	Basic
282	Roman Catholic Church	Basic
290-299	Other and Comparative Religions	Basic
296	Judaism	Basic

Social Sciences

301-304	Sociology	Basic
305-306	Social Groups, Culture and Institutions	Basic
307-309	Communities	Basic
310-319	Statistics	Basic
320-329	Political science	Basic
330-339	Economics	Basic
340-349	Law	Basic

350-359	Public administration	Basic
360-369	Social services	Basic
370-379	Education	Basic
380-389	Commerce, communications, transport	Basic
390-399	Customs, etiquette, folklore	Extended

Language

400-409	Language	Introductory
410-419	Linguistics	Introductory
420-429	English & Old English	Extended
430-439	Germanic languages--German	Basic
440-449	Romance languages--French	Basic
450-459	Italian, Romanian, Rhaeto-Romanic	Basic
460-469	Spanish & Portuguese languages	Extended
470-479	Italic languages--Latin	Basic
480-489	Hellenic languages--Classical Greek	Introductory
490-499	Other languages	Introductory

Natural sciences and mathematics

500-509	Natural sciences & mathematics	Introductory
510-519	Mathematics	Basic
520-529	Astronomy & allied sciences	Basic
530-539	Physics	Basic
540-549	Chemistry & allied sciences	Basic
550-559	Earth sciences	Basic
560-569	Paleontology--Paleozoology	Basic
570-579	Life sciences	Basic
580-589	Botanical sciences	Basic
590-599	Zoological sciences	Basic

Technology (Applied sciences)

600-609	Technology (applied sciences)	Introductory
610-619	Medical sciences--Medicine	Extended
620-629	Engineering & allied operations	Introductory
630-639	Agriculture	Basic
640-649	Home economics & family living	Extended
650-659	Management & auxiliary services	Basic
660-669	Chemical engineering	Introductory
670-679	Manufacturing	Introductory
680-689	Manufacture for specific uses	Introductory
690-699	Buildings	Basic

The arts

700-709	The arts	Basic
710-719	Civic & landscape art	Basic

720-729	Architecture	Basic
730-739	Plastic arts--sculpture	Basic
740-749	Drawing & decorative arts	Basic
750-759	Painting & paintings	Basic
760-769	Graphic arts--Printmaking & prints	Basic
770-779	Photography & photographs	Basic
780-789	Music	Basic
790-799	Recreational & performing arts	Basic

Literature and rhetoric

800-809	Literature and rhetoric	Basic
810-819	American literature in English	Basic
820-829	English & Old English literatures	Basic
830-839	Literatures of Germanic languages	Introductory
840-849	Literatures of Romance languages	Introductory
850-859	Italian, Romanian, Rhaeto-Romanic	Introductory
860-869	Spanish & Portuguese literatures	Introductory
870-879	Italic literatures--Latin	Introductory
880-889	Hellenic literatures--Classical Greek	Introductory
890-899	Literatures of other languages	Introductory

Geography

900-909	Geography & history	Basic
910-919	Geography & travel	Basic
920-929	Biography, genealogy, insignia	Basic
930-939	History of ancient world	Introductory
940-949	General history of Europe	Basic
950-959	General history of Asia--Far East	Introductory
960-969	General history of Africa	Introductory
970-979	General history of North America	Extended
980-989	General history of South America	Basic
990-999	General history of other areas	Introductory

Fiction

The collection focuses on twentieth century literature including classic and standard titles. There is no single standard for inclusion in the fiction collection. Each work is evaluated in comparison with other fiction works or authors of similar type. 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 materials of this type influence the addition of multiple copies.

An effort is made to insure access to the titles on required reading lists issued by the Lee County School System.

Hard copies are preferred to paperback because of durability. However, the paperback fiction collection continues to expand because many titles are available only in this format.

The fiction collections at the branch library reflect that which is currently popular with its users. The branch library draws upon the collection at the Main Library for titles in less demand.

SPECIAL COLLECTIONS

The Lee County Library maintains special collections, the development and management of which differ from the general statements in this Collection Management Plan. Special Collections include the Local History Collection, the Periodical Collection, the Reference Collection, Nonprint Materials, and the Large Print Collection.

The Local History Collection

The Lee County Library collects local history materials and houses them in the Local History Room. The Library acquires materials, in all formats, dealing with Lee County. The Library seeks to acquire county histories of all counties in Georgia.

Examples:

- City documents, reports published by the cities of Leesburg and Smithville.
- Annual reports, histories, catalogs of local businesses and institutions, churches, social service organizations, clubs, etc.
- Newspapers and other serial publications in hard copy and microform.
- Pictures, postcards, photographs.

The materials in the Local History Room may only be used within the Library.

The Periodical & Newspapers Collection

Periodicals are serials that are issued at stated intervals, generally more frequently than annually, and which contain separate articles, stories, and other writings. Periodicals are an important source of new ideas and topics before such information is available in book form. In addition they provide recreational, how-to, and consumer information. Indexing is an important factor in selecting periodicals. The Lee County Library seeks to acquire all periodicals indexed in Readers Guide to Periodical Literature. While periodicals are originally used for their current informational value, they become a reference source when indexed. Periodicals represent an ongoing commitment in terms of subscription cost and storage.

Currently, the majority of periodicals are not loaned. Single subscriptions of a title are maintained.

The branch library loans periodicals.

The Children's Department at the Main Library purchases periodicals for children ages 4 through 12. Formats that appeal to children are sought. These periodicals are loaned.

The periodical collection is reviewed annually for additions and deletions.

Gifts of magazine subscriptions are encouraged.

The newspapers of Lee County and Dougherty County are the priority purchases followed by the Atlanta Constitution.

The Large Print Collection

The large print collection draws on the resources of the local resource center located in the Dougherty County Library. The Lee County Library seeks to develop a small core collection of large print titles. The development of such a plan is in process.

Reference Collection

Reference materials are for use in the library. They provide quick, concise, and up-to-date information and index other material in the collection. Inclusion in the Reference Collection is determined by factors such as cost, complexity, format, authoritativeness, frequency of use, and indexing. Reference works include such standards as encyclopedias, dictionaries, handbooks, directories, bibliographies, etc., as well as more specialized materials which directly support the various information needs of library users. When demand dictates and cost permits, additional copies are purchased for lending.

Materials in CD-ROM format will be selected based on:

- Demand for information contained on product.
- Ease of use, including instructions for end users.
- Cost efficiency.
- Space consideration.

Nonprint Materials

Sound Recordings: The Lee County Library's Collection only includes spoken recordings on audiocassette. Spoken recordings (e.g., recorded novels, plays, how-to's, etc.) are selected to

parallel most areas of the general collection. Efforts are made to select on a variety of topics and to appeal to a range of interests. Quality of recording and suitability of the subject for aural interpretation are among the selection criteria. Packaging may also affect selection decisions, particularly for multi-part sets. Necessary purchases are made, however, regardless of how the material is packaged.

The Library selects for the Adult's and the Children's Collections.

Videocassettes: Videocassette materials are selected in VHS format. They are acquired by purchase and gifts. The Library makes a concerted effort to purchase a wide variety of video materials to meet the needs of a broad cross section of users. The aim is to acquire time-enduring titles, and selections are made in these areas:

Non-Theatrical--General interest non-fiction and short fiction works produced for the education and home video markets including items such as documentaries, how-to, self paced learning and instructions, sports, health, etc.

Feature--Full-length fiction dramatizations including foreign, classic, award winning, children's features.

Rare and Valuable Materials

The acquisition of valuable or rare books is not a function of the Lee County Library. An exception is made when an item is of bibliographic importance to a particular area of the collection wherein the library has a special responsibility, e.g., the Local History Collection. The retention of such items already in the collection is governed by the item's bibliographic importance to the library's collection.

This does not preclude the library's acceptance of gifts that might be valuable or rare. Acceptance, however, is made with the understanding that for inclusion in the collection the item must meet the criterion stated above.

WEEDING AND DISCARDING OF LIBRARY MATERIALS

To maintain the vitality of the collection, materials are regularly weeded. This is the process of withdrawing materials which no longer meet the criteria for inclusion in the Library's collection and is an integral part of collection management.

Factors involved in the decision to weed materials are:

- poor physical condition
- superfluous because of duplicate titles or because demand no longer exists
- obsolete, superseded edition, no longer accurate.

This does not sanction the removal of materials because of controversy.

If suitable, discarded materials will be given to the Friends of the Library to sell with income to benefit the Library.

APPENDIX 1: LIBRARY BILL OF RIGHTS

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

APPENDIX 2: CHALLENGED MATERIALS

AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the Library Bill of Rights, and which is approved by the appropriate governing authority.

Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The Library Bill of Rights states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article 2, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990, by the ALA Council.

APPENDIX 3: LEE COUNTY LIBRARY SYSTEM PROCEDURE FOR HANDLING A COMPLAINT ABOUT MATERIALS

The Lee County Library subscribes to the American Library Association's Library Bill of Rights and the Freedom to Read Statement.

Any complaints from a library patron concerning the Library's having or not having a selected item is to be handled using the following procedures.

1. Request the complainant complete the information on form, "Request for Reconsideration of Library Materials."
2. As the staff member receiving the complaint, you should prepare a written statement detailing the interchange with the patron. Your written statement and the completed patron's form should be given to the Director by the end of the working day.
3. Upon receipt of the written complaint and the staff statement, the Director will acknowledge receipt to the patron using the standard form letter (attached).
4. The written complaint will be referred to the Library's professional staff for immediate investigation. A written report of findings will be provided the Director within 5 working days.
5. At the same time that the complaint is sent to the professional staff for investigation, a copy of the complaint will be given to the members of the System's Library Board of Trustees as a matter of information.
6. Upon receipt of the professional staff's report, the Director will notify the complainant of the recommended action.
7. At the same time that the complainant is notified of the professional staff's recommendation, the System's Library Board of Trustees will receive copies.
8. The complainant will be given the opportunity to appeal the recommendation of the professional staff to the System Board of Trustees. He will be notified of this option in writing at the time the initial recommendation is sent to him.
9. If a request for an appeal is filed with the System Board of Trustees, the complainant will be placed on the agenda of the next regularly scheduled meeting.
10. The decision of the System Board of Trustees shall be considered final.
11. Through the process, communication will be maintained with the Chairman of the Georgia Library Association Intellectual Freedom Interest Group, with the American Library Association's Office of Intellectual Freedom, and with the person assigned to the Library by the Georgia Office of Public Library Services.

**APPENDIX 4: LEE COUNTY LIBRARY SYSTEM REQUEST FOR
RECONSIDERATION OF LIBRARY MATERLALS**

DATE: _____ LIBRARY CARD NUMBER: _____

FROM: _____

FULL NAME

TELEPHONE NUMBER

MAILING ADDRESS

CITY

ZIP CODE

WHOM DO YOU REPRESENT?

Self

Organization (Please specify) _____

Author _____

Title _____

Subject _____

Hardback _____

Paperback _____

A/V Material _____

Periodical _____

Classification number of item _____

REQUEST FOR RECONSIDERATION OF ITEM IN LIBRARY COLLECTION

1. Have you read the book or listened to/viewed the item in its entirety? If not, why not? _____

2. Have you seen or heard reviews of this material? _____ If yes, please name the source _____

3. What do you believe is the theme of this work? _____

4. To what in the work do you object? Please be specific, cite pages _____

5. What would you like the Library to do with this material? _____

6. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject? _____

REQUEST FOR RECONSIDERATION OF MATERIAL NOT OWNED BY LIBRARY

1. Why do you feel that this material should be in the Library? _____

2. Please list any reviews or recommendations of this material. _____

The Lee County Library System appreciates your interest in our Library's collection. You will receive written notification of the disposition of this request.

SIGNATURE OF COMPLAINANT: _____

RECEIVED BY: _____

DATE & TIME RECEIVED: _____

**APPENDIX 5: LEE COUNTY LIBRARY SYSTEM FORM LETTER TO BE
USED IN RESPONSE TO WRITTEN COMPLAINT**

Dear _____:

Your written complaint concerning the Library's having/not having the item _____, has been received and is being investigated by the Library's professional staff. Their written recommendation concerning your request will be given/sent to you within 5 working days. The report will be based on the Library's established Collection Development Policy and will reflect an unbiased and objective review of the item in question.

Your interest in our Library's collection is appreciated, and I sincerely hope that the disposition of your complaint will be to your satisfaction.

Sincerely,

Shirley Mills Fischer, Director

cc: members, Library System Board of Trustees

**APPENDIX 6: LEE COUNTY LLBRARY SYSTEM FORM LETTER TO
ACCOMPANY WRITTEN RECOMMENDATION**

Dear _____:

Pursuant to the written complaint that you filed with the Library on _____
about _____ please, find the attached written
recommendation from the Library's professional staff.

This recommendation is based upon their individual review of the item, published reviews of
the item and the System's Collection Development Policy.

We sincerely hope that this recommendation is met with your satisfaction. If you do not find
this recommendation satisfactory, you have the option of appealing this decision to the System's
Board of Trustees. Should you wish to take this further step, please notify me in writing within
5 working days. If you elect to do so, this item will be placed on the agenda of the next
regularly scheduled meeting of the System Board of Trustees, and they will review your written
complaint and hear your testimony.

Again, let me thank you for your interest in our Library's collection.

Sincerely,

Shirley Mills Fischer, Director

cc: members, Library Board of Trustees