

COLLECTION DEVELOPMENT POLICY

SARA HIGHTOWER REGIONAL LIBRARY

205 Riverside Parkway

Rome, Georgia 30161

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PURPOSE

The purpose of this document is to describe how materials for the Library are selected, maintained and evaluated, and to inform the public about the principles of material selection.

The approval and adoption of the Collection Development Policy is the responsibility of the Board of Trustees. Implementation of the policy is the responsibility of the Director and staff. Primary responsibility rests with the Collection Development Coordinator.

Since both the Collection and community are constantly changing, the policy will be reviewed for possible revision every three (3) years. The limitations caused by budget, changes in population, commercial activities, technological innovations, collections of other institutions, crucial needs in certain areas at times, and other unforeseeable situations are definite factors to be considered and monitored.

The ***COMMUNITY OF ROME***, and the ***Counties of FLOYD and POLK*** at a glance

Long recognized as the heart of Northwest Georgia, Rome is located at the center of a triangle formed by the cities of Atlanta, Birmingham, and Chattanooga. There are two full service hospitals, three colleges, a regional vocational technical school, city and county elementary and secondary school systems, private schools, and the Georgia School for the Deaf located here, along with a daily newspaper, seven radio stations, a cable TV company, several large manufacturers and many more facilities, all determinants in the type of library service we are compelled to offer.

The Sara Hightower Regional Library System has libraries in Rome, Cave Spring in Floyd County, and Rockmart and Cedartown in Polk County, serve a population of 118,512. As of April, 1995, there were approximately 55,179 registered library patrons.

LIBRARY ROLES OF THE SARA HIGHTOWER REGIONAL LIBRARY

THE PRIMARY ROLE:

POPULAR MATERIALS POLICY: The Library features current, high demand, high interest materials in a variety of formats for persons of all ages.

PRESCHOOLER'S DOOR TO LEARNING: The Library encourages young children to develop an interest in reading and learning through services for children, and for parents and children together.

REFERENCE LIBRARY: The Library actively provides timely, accurate, and useful information for community residents.

COMMUNITY ACTIVITIES CENTER: The Library is a central focus point for community activities, meetings, and services.

MISSION and OBJECTIVES

The Library's mission is to provide information, stimulate thinking, and support and enhance both Floyd and Polk Counties educational, informational, recreational, and cultural pursuits. The primary objectives of the Sara Hightower Regional Library system are to collect, organize, produce and made easily available materials of contemporary significance and of long term value.

PRINCIPLES

The Board and staff recognize and adhere to the principle of the Intellectual Freedom in the First Amendment of the U. S. Constitution, and in the Library Bill of Rights adapted by the American Library Association. We want to insure that all points of view are represented and available to all citizens regardless of age, race, religion, national origin, or social and political views. This means that materials are not added or removed from the collection for partisan or doctrinal reasons. We strongly believe that no one is entitled to try to control the information that educates or informs others.

Responsibility for the children's use of library materials rests with their parents or legal guardians.

The Library will not acquire textbooks or other curriculum-related materials unless such materials also serve the general public.

Library materials shall not be marked or identified to show approval or disapproval of the contents and materials will not be sequestered except for the purpose of protecting them from damage or theft.

SELECTION Criteria

Print and Non Print

The selection of any material for the Library's collection does not constitute an endorsement of its contents. The Library recognized that many materials are controversial and that any given item may offend some patrons.

Materials will be selected from reviews in national reviewing periodicals and newspapers using standard library criteria based on characteristics of the library material itself, characteristics of the community and library roles. Selections for the fiction and non-fiction collection are chosen by subject specialists on the staff who are assigned a Dewey Decimal or genre unit which relates to areas of expertise in their undergraduate or graduate degrees. The general public is encouraged to make requests for acquisition of materials to the Collection Development Coordinator who uses the above criteria in determining the purchase. Every effort is made to foster the idea and understanding that the Library cannot feasibly honor every request, but will conscientiously pursue each one.

SPECIAL COLLECTION Materials

Sara Hightower Regional Library has established and nurtured a collection of local history and genealogical materials. This is first and foremost a research collection to be used primarily within the Special Collections Department. This collection contains Georgia authors and genealogical material, Southern history, Civil War history and Cherokee material.

In addition, rare books or manuscripts, autographed works, and other valuable material may be collected and assigned to Special Collections for security purposes. Unique material of this type may be used only under supervision of the Special Collection librarian. Individual family histories are not normally purchased for the Library but will be accepted as gifts.

GIFTS

Gifts to the Library are gratefully received provided that the Collection Development personnel are free to exercise judgment on the proper disposition of the material. Materials not needed by the main library or its branches may be donated to the Friends of the Library for its book sales. Only rare or unique collections will be accepted where cumbersome restrictions must be met on the handling, storage, or usage of the materials. These restrictions will be determined at the discretion of the Collection Development Coordinator, Special Collections Supervisor, Reference Librarian, and Juvenile Coordinator. Once material has been donated to the Library, it cannot be returned to the donor.

PROCEDURE FOR RECONSIDERATION OF LIBRARY MATERIALS

The Library will reconsider any material in its collection upon written request of a patron. The request procedure is as follows:

1. The staff member receiving the complaint will prepare a written statement detailing the interchange with the patron. The written statement and the completed patron's form will be given to the Collection Development Coordinator.
2. The Collection Development Coordinator will immediately investigate and a written report of the findings will be given to the Director within five (5) working days.
3. At the same time that the complaint is sent to the Collection Development Coordinator for investigation, a copy of the complaint will be given to the members of the Trustees Executive Board, as a matter of information.
4. Upon receipt of the Collection Development Coordinators report, the Director will notify the complainant of the recommended action.
5. At the same time that the complainant is notified of the professional staff's recommendation, the Trustees Executive Board will receive copies.
6. The complainant will be given the opportunity to appeal the recommendation of the professional staff to the Board of Trustees. He will be notified of this option in writing at the time the initial recommendation is sent to him. (See Item 4)
7. If a request for an appeal is filed with the Board of Trustees within ten (10) working days, the Board will refer the complaint to the standing "Complaints about Library Materials Committee."
8. Within thirty (30) working days of receipt of the complaint, all members of the Committee will review the material in question. The Committee will meet to reach a consensus recommendation as to the disposition of the questioned matter.
9. At the next regularly scheduled Board meeting, the Committee reports its recommendation concerning the questioned material disposition to the entire Board.
10. The Board can either accept the Committee's recommendation, or decide to take the matter under the scrutiny of the entire Board. If the latter is decided, the decision will be tabled until the next meeting of the Board.
11. The Board will then inform the Director of its decision concerning the questioned material, and the Director will act in accordance with that decision and notify the complainant.
12. Throughout this process, the questioned material will remain available to circulation until the final action is taken.
13. **THE BOARD DECISION WILL BE FINAL.**

***PATRONS REQUEST FOR RECONSIDERATION OF
LIBRARY MATERIALS***

Author _____ Hardback _____ Paperback _____

TITLE _____ Call # _____

Publisher (if known) _____

Request Initiated by: _____ Library Card # _____

Telephone _____ Address _____

City _____ State _____ Zip _____

Complaint represents:

Himself _____

Organization/Name _____

Other Group/Identify _____

1. To what in the book or other material do you object?(Be specific; cite pages)

2. Have you read the book or listened/viewed the item in its entirety? Yes _____ No _____

What parts? _____

3. What do you feel might be the result of reading/viewing/listening to this material?

4. For what age group do you recommend this material?

5. What points of value did you find in this material?

6. Are you aware of the judgment of this item by literary critics?

7. Have you read any literary reviews of this material?

(State in what publication and by whom written)

8. What do you believe is the theme of this material?

9. What would you like your library to do about this material?

10. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

11. Are you objecting to this book for:
Religious reasons?

Political reasons?

12. Do you know of anyone else who objects to this material?
Who? _____

Signature of
Complainant _____

Date: _____

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