

# Lake Region Public Library



## Collection Management Policy

February 2018

*Library mission: Lake Region Public Library's mission is to enrich our citizens and communities through expanding access to innovation, information, ideas, and inspiration.*

*LRPL vision: Lake Region Public Library will provide the best library experience in North East, North Dakota*

Lake Region Public Library (LRPL) offers a wide-ranging collection that represents a diversity of age, background, religion, ethnicity, culture, education, socio-economic level, and lifestyle. The Library provides, without bias, a collection of print, non-print, and electronically accessed materials to meet the informational, educational, recreational, and cultural needs of all customers within the service area. The Library's collection is fundamental to its ability to achieve its mission, vision, values, and goals.

When selecting materials for the Library, the needs and desires of the library customers are placed above the personal views or objections of the material selector. Selection of particular materials does not imply the endorsement of the contents.

Every effort is made to have materials representative of, and of interest to, the library system's various customer groups, even when the content or views expressed in these materials may be unpopular or may be deemed inappropriate by some users or library staff. The responsibility to choose to access or not access specific materials found in the library rests with the individual customer. No library staff member or any other person, group, or organization should be allowed to restrict an individual's access to materials. The responsibility for selecting what a minor may read or view lies solely with the parent or legal guardian.

The following are officially subscribed to by LRPL as expressed in the official library board policies:

- [Library Bill of Rights](#) *American Library Association (ALA)*
- [The Freedom to Read Statement](#) (ALA)
- [Access to Electronic Information Services and Networks: An Interpretation of the Library Bill of Rights](#) (ALA)

In addition to the above sources, the following document is consulted when working with collection development issues:

- [Code of Ethics of the American Library Association](#) (ALA)

## I. SCOPE OF THE COLLECTION

Lake Region Public Library offers materials with choices of format, viewpoint of subject matter, language, and level of difficulty. "Materials" has the widest possible meaning and includes, but is not limited to, print, audiovisual, and digital formats. "Collection" is defined as materials that are selected for the Lake Region Public Library system; those selected materials might be owned, housed, leased by LRPL, made accessible via download, or may be accessed via the library's virtual branch. "Selection" refers to the decision that must be made to add a given item to the LRPL collection. Lake Region Public Library gives preference to materials based on popular demand, availability, and space.

Materials are de-selected from the collection to maintain the collection's usefulness, currency, and relevance. The disposition of de-selected materials will be based on the needs of the library system.

## II. ACCESS AND RESOURCE SHARING

Access to materials is ensured by the way materials are organized, managed, and displayed. The collection is accessed through the library's catalog, the library's virtual branch, and customer/staff interaction. Materials have use limitations to ensure equitable and efficient access. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

The Library participates in interlibrary loan networks to make materials not in the LRPL collection available for customers. Collection development and management is a participative effort within the larger community of libraries throughout the state.

### III. EVALUATIVE CRITERIA

Selectors rely on a set of criteria to guide selection decisions. Lake Region Public Library evaluates materials according to one or more of the following criteria. Not all criteria will be applied to each selection decision.

- Support of Library's mission, vision, values, and goals
- Public demand and interest
- Timeliness and/or significance of the subject
- Reviews in recognized sources
- Local or community relevance
- Contribution to diversity, depth, or breadth of collection
- Effectiveness and suitability of format, durability, and ease of use
- Cost in relation to use and/or enhancement to the collection
- Artistic presentation and/or originality
- Availability of the product for multiple, concurrent users
- Technical and support requirements needed for access to the product
- Appropriateness to the interests and skills of the intended user
- Subject matter under-represented in the general collection relative to demand
- Representation of a significant trend, genre, or culture

### IV. AUDIOVISUAL COLLECTIONS

Audiovisual selections are made using additional criteria. For all types of audiovisual materials, preference is given to vendors able to provide library-friendly packaging and pre-processing.

All selections will be made based on item cost and popularity or anticipated popularity of content.

Genres are assigned by either a title's production company or BISAC code (Exceptions: Titles reassigned based on adult content; Soundtracks of children's shows/plays/films are classified as children's music; Non-animated television series will be classified as such regardless of genre).

Other criteria include the following:

#### A. Audiobooks

- Audiobooks are only eligible for the collection once a release date is issued by the production and/or publishing company.
- For CD audiobooks, preference is given to unabridged. For downloadable audiobooks, unabridged is purchased with few exceptions.

#### B. Music

- Albums are only eligible for the collection once a release date is issued by the production and/or publishing company.
- Preference will be given to deluxe versions of all albums where available.
- Albums with Parental Advisory labels are ineligible for collection with exceptions for nominees in the following categories:
  - Grammy Awards: Record of the Year, Album of the Year, Song of the Year, Best New Artist
  - Tony Awards: Best Musical, Best Play, Best Original Score
- Singles (or albums with 3 or fewer songs) are not collected.
- Downloadable music is licensed through a third-party vendor and subject to vendor limitations.

### **C. DVD/BluRay**

- DVDs and BluRays are only eligible for the collection once a release date is issued by the production and/or publishing company. Some feature films may be added during the film's theatrical release.
- Preference will be given to non-"DVD-R" items.
- Only Region 1/Region 0 (region-free) DVDs and Region A/Region-Free (region ABC) BluRays are eligible for selection, as most players sold in the United States will only play discs from these regions.
- DVD and BluRay eligibility for the collection is contingent upon each title's rating by the Motion Picture Association of America (MPAA) or TV Parental Guidelines.
  - Rated G: All items are eligible for consideration
  - Rated PG: All items are eligible for consideration
  - Rated PG-13: All items are eligible for consideration and will be cataloged as adult material
  - Rated R: Ineligible for consideration with exceptions made for nominees for the following award categories:
    1. Academy Awards: Best Picture, Best Director, Best Actor in a Leading Role, Best Actress in a Leading Role, Best Actor in a Supporting Role, Best Actress in a Supporting Role, Best Animated Feature Film, Best Cinematography, Best Documentary Feature, Best Documentary Short Subject, Best Visual Effects
    2. Critic's Choice Awards: Best Picture, Best Cinematography, Best Action Movie, Best Animated Feature, Best Comedy, Best Sci-Fi/Horror Movie, Best Foreign Language Film, Best Documentary Feature
    3. Golden Globe Awards: Best Motion Picture – Drama, Best Motion Picture – Musical/Comedy, Best Animated Feature Film, Best Foreign Language Film
  - Rated NC-17: Ineligible for consideration
  - Not Rated (title was not submitted to the MPAA for review): All items are eligible for consideration
  - Unrated (Title has a MPAA-rated version, but the Unrated version has added content): Eligible for consideration with preference given to the rated version of the item

- TV-Y: All items are eligible for consideration
- TV-Y7: All items are eligible for consideration
- TV-G: All items are eligible for consideration
- TV-PG: All items are eligible for consideration
- TV-14: All items are eligible for consideration
- TV-MA: Ineligible for consideration with exceptions made for nominees for the following award categories:
  1. Emmy Awards: Outstanding Lead Actor in a Miniseries or Movie, Outstanding Lead Actress in a Miniseries or Movie, Outstanding Lead Actor in a Comedy Series, Outstanding Lead Actress in a Comedy Series, Outstanding Lead Actor in a Drama Series, Outstanding Lead Actress in a Drama Series, Outstanding Children's Program, Outstanding Comedy Series, Outstanding Television Movie, Outstanding Miniseries
  2. Golden Globe Awards: Best TV Series-Drama, Best Actress in a TV Series-Drama, Best Actor in a TV Series-Drama, Best TV series – Musical/Comedy, Best Actress in a TV Series-Musical/Comedy, Best Actor in a TV Series-Musical/Comedy, Best TV Movie or Mini-Series, Best Actress in a TV Movie or Mini-Series, Best Actor in a TV Movie or Mini-Series

#### **D. eBooks**

- Titles may be selected regardless of collection in print format.
- Titles with a primary BISAC code of "Erotica" are ineligible for collection except when they are part of a continuing series that is already included in LRPL's eBook collection or if they are authored by authors currently in LRPL's collection with a history of building more than 50 holds.

## **V. COLLECTION MAINTENANCE**

The systematic removal of materials from the collection is an important component of total collection development. Ongoing evaluation of materials is necessary in order to maintain a current, accurate, and inviting collection. De-selecting improves the overall circulation of materials. The final disposition of these materials will be based on the needs of the library system.

A set of criteria is used to guide ongoing collection maintenance decisions. Based on the evaluation, materials may either be kept, replacement copies may be purchased, or materials may be permanently withdrawn from the collection. Not all criteria will be applied to each de-selecting decision.

General criteria for de-selecting include:

- Number of checkouts and frequency of in-house use
- Physical condition
- Format
- Obsolescence - information that is no longer timely, accurate or relevant
- Space limitations and sufficient number of copies in the collection
- Easy availability in other collections locally or nationally
- Cost per use

## **VI. GIFTS AND DONATIONS**

Lake Region Public Library accepts monetary gifts from groups and individuals in the form of bequests or memorials. Materials purchased with donated funds follow the collection development criteria and are spent at the discretion of the Library and based on the needs of the library system.

Materials donated to the facility in the system become the property of the system as a whole. The final disposition of these materials will be based on the needs of the library system.

## **VII. RECONSIDERATION PROCESS**

In order to represent the diversity of thought within the community, it is very important that the public library's collection contain materials representing differing points of view on public issues of a controversial nature. Lake Region Public Library does not endorse particular beliefs or views, nor does the inclusion of an item imply an endorsement of the viewpoint expressed by the author.

On occasion, a member of the community may be concerned about a particular item in the library's collection. If a customer wishes the Library to reconsider material that is in the collection, a Reconsideration Request form is available at the LRPL. This form must be completed in its entirety and given to a library staff member, who will forward it to the Library Director. Once the form is received by the Library Director, the customer can expect a written response in a timely manner.