

Collection Development Policy

Purpose

Collection development is the ongoing process of improving the use and potential usefulness of the collection within the limits of the Library's financial resources. The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of resources which anticipate and meet the needs and interests of the New Port Richey community. It directly relates the collection to the Library's mission statement, and defines the scope and standards of the various collections.

As the community changes, the New Port Richey Public Library reassesses and adapts its collections to reflect new and different areas of interest and concern. The collection development policy is periodically evaluated and revised to provide guidance for implementing changes in the collection.

Philosophy and Scope

The New Port Richey Public Library fully endorses the principles documented in the Library Bill of Rights and Freedom to Read Statement of the American Library Association. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

Including resources in the collection does not constitute endorsement of their contents. It is the Library's belief that individuals should have the choice to select what books they read and the freedom to make their own decisions about which viewpoints they accept and which they reject. The reading and viewing activity of children is ultimately the responsibility of the parents or guardians, who guide and oversee their own children's development. The Library does not intrude on that relationship.

The Library is designed to support the educational and recreational needs of the immediate surrounding community. The collection serves the general educational and recreational interests of the public and reflects the ethnic and cultural diversity of the community. The collection is designed to serve the current, high interest needs of the community. The interest and needs of actual and potential library members are continually evaluated so that the collection reflects the community it serves. Widespread interest and usage are the most powerful influence on the Library's collection. The Library provides resources in a variety of popular formats to support each community

member's journey, and does not place a value on one individual's needs or preferences over another.

The New Port Richey Public Library serves the needs of the city of New Port Richey and immediate surrounding community. Library staff regularly evaluates the collection to ensure its relevance to the community. Collections concentrate on resources of high interest that align with the Library's strategic goals. Collections are shaped by member use and demand which is determined from gathered statistics. Highest selection priority is given to those resources and formats having the broadest appeal.

Responsibility for Selection

Final authority and responsibility for the selection of library resources rests with the professional collection development staff. All staff and library members are encouraged to recommend materials for selection. Decisions are made within the limitations of available space and funding.

Selection Criteria

Resources are selected based upon their value as a whole. Selection presumes liberty of thought and intellectual freedom within the bounds of reason and law.

Collection development staff use their training, knowledge and expertise, as well as the following criteria, to consider all resources, whether purchased or donated. An item need not meet all of these standards in order to be added to the collection.

- Community needs and interests
- Popular appeal
- Current and anticipated demand
- Published evaluations or reviews
- Receipt or nomination for awards
- Available space
- Cost and availability
- Accuracy and timeliness
- Suitability of format to Library use
- Quality of publication
- Significance of author, illustrator, or issuing body
- Relationship of material to existing collection
- Scope

Electronic resources are also evaluated in terms of:

- Ease of access
- Ease of use
- Hardware requirements
- Licensing requirements

Gifts

The Library accepts gifts of books and other resources following the guidelines of the Donations Policy. The Library retains unconditional ownership of any gift and reserves the right to keep, discard, sell, or make other appropriate disposal of any resources that are donated. The Library does not place a value on gifts, nor provide appraisals for income tax or any other purpose.

The Library accepts gifts of resources with the understanding that the same guidelines of selection are applied to gifts as to resources acquired by purchase. Gift items that become part of the collection will also be evaluated for retention on the same basis as other items.

The Library welcomes monetary gifts intended for the purchase of library resources when the donors' intentions for the gifts and the Library's collection development objectives are consistent.

Collection Evaluation & Maintenance

Materials added to the Library's collection are managed through an assessment and evaluation process to ensure that the ongoing collection priorities are met; that collections remain up to date, balanced, and attractive; and that space limitations are minimized. This process identifies resources for replacement, retention or de-selection. De-selection, the process of removing resources from the collection, is an integral part of collection development. Library staff utilize professional judgement, expertise and usage statistics in deciding which materials to retain, replace, repair or de-select.

Collection development staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. The process of collection analysis incorporates the use of circulation reports and other statistical information for continuous collection evaluation. Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing or de-selecting include:

- Availability of resources in alternative formats
- Cost or feasibility of repair
- Historical significance, interest, or value to the local community
- Physical condition
- Relative usefulness
- Space considerations
- Accuracy and/or timeliness of content
- Usage

De-selected materials will, at the Library's discretion, be donated to the Friends of the New Port Richey Public Library, sold in Library book sales, or disposed of through other means as determined by Library management staff.

Access to Materials

Access to Library resources will not be restricted based on age except in the case of laptops and hotspots.

Specialized resources available in other local libraries will not be needlessly duplicated. Resources selected for the collection may be physically owned by the Library or may be accessed through the Library's or a vendor's website.

The Library participates in programs designed to provide members access to resources not owned, including interlibrary loan and reciprocal borrowing agreements. If mutually beneficial, the Library may also partner with other libraries to offer joint access to digital collections. Remote electronic access to digital resources may be limited by licensing constraints.

Request for Reconsideration

The Library welcomes expressions of opinion from members concerning resources selected or not selected for the collection. If questioning the content, tone or placement of a resource in the collection, a member should first address the concern with a Library staff member. Members who wish to formally recommend the removal or reclassification of a resource after speaking with Library staff may submit the Request for Reconsideration form in person, by mail, or by emailing it to the library director.

The Library director and administrative staff will evaluate the request within the context of the Library's Mission Statement and Collection Development Policy. During this

process, the resource will remain accessible to all Library members. The Library Director or designee will respond by letter within 30 days of receiving the formal request.