

PEARISBURG PUBLIC LIBRARY Collection Development Policy

Definitions

Collection Development includes the planning, selection, acquiring, cataloging, and weeding of the library's collection of all formats.

Library materials include, but are not limited to: books, periodicals, pamphlets, government publications, reference works, newspapers, CDs, DVDs, large print materials, maps, and educational online databases.

Weeding is the regular, ongoing, and systematic evaluation process whereby library materials are withdrawn from the collection based on specific criteria such as outdated, worn, damage, and/or duplicated materials. These criteria are outlined in detail in the professional publication [The Crew Manual](#).

Objectives

The Pearisburg Library encourages independent learning, nurtures a love of reading, responds to the information needs of all ages, and supports educational endeavors and recreation learning for patrons of all ages. Through its programs and services, the library aims to participate in and strengthen the fabric of the community.

The primary goal of collection development is to provide the best possible collection with the financial resources available. The decision to select an item for the collection is based on demand, anticipated need, and the effort to maintain a wide and balanced collection.

Selection Criteria

Responsibility for selection rests with Library Director. Suggestions from staff members and library patrons are encouraged and seriously considered.

The library collects audiobooks, books, magazines, newspapers, and DVDs. The library acquires one copy of each title and may consider acquiring multiple copies in instances of incredible demand.

Although the library is sympathetic to the needs of students, the library does not add to its collection textbooks used by area schools except when necessary to supplement a subject area in the collection.

Selection of materials is based upon:

- The recommendation of professional reviews and the needs of the collection in specific areas.
- Expressed or anticipated interest in a title or subject within the community.
- Contemporary significance and/or permanent value of the title to the collection.

- Available funds and space, and availability of resources through area libraries and interlibrary loan services.

Whenever possible, materials on controversial subjects will reflect both sides of an issue as presented by qualified, knowledgeable authors.

No author's works will be excluded from the collection because of his/her personal history, political affiliation, race, sex, or cultural background.

The library maintains local history items covering Giles County and surrounding areas. Items related to Virginia and Virginia genealogies are added to the collection when available. These items are acquired taking into consideration budget and space limitations.

Donations of Books and Periodicals

Donations of books and periodicals to the library are accepted at the sole discretion of library staff.

The Library Director reserves the privilege of deciding whether to add donated books and periodicals to the library collection on the basis of regular book selection criteria. Donated books and periodicals not added to the collection may be sold, offered to other institutions, or used in any way the Library Director deems proper.

Requests for Reconsideration of Materials/Complaints & Requests

The library subscribes fully to the American Library Association's [Library Bill of Rights](#) and the [Freedom to Read Statement](#).

All requests for reconsideration of materials will be handled in the following manner:

- 1) Patrons lodging a complaint will be asked to fill out the appropriate form.
- 2) The completed form will then be submitted to the Library Director. The Director will acknowledge receipt of the form to the complainant in writing. The material in question shall remain in the collection and available to patrons during the reconsideration period.
- 3) The Library Director will review the challenged title against the selection criteria outlined in this policy, to include as many professional reviews of the title as possible.
- 4) The Library Director will take into consideration all factors and come to a decision. This decision will be communicated to the complainant in writing within 14 days of the date that the reconsideration form was submitted. A copy of the response shall be given to the Library Advisory Board.

- 5) If the complainant is not completely satisfied with the Library Director's decision, he or she may then submit a letter regarding the complaint to the Library Advisory Board for consideration at the next regularly scheduled meeting. The board will acknowledge the letter and make a final decision based on its endorsement of the ALA Library Bill of Rights and Freedom to Read Statement and in consideration the Library Director's decision.

Weeding Policy

The withdrawal of materials, also called weeding, of the library collection is an ongoing process. Weeding is vital to collection development and supports maintaining the quality and relevancy of the library's collection.

Items that are outdated, damaged, worn, duplicated, or no longer used by our patrons may be removed from the collection. Worn items that are still relevant to the collection may be mended within the library or replaced.

Lost items that are out-of-print will not be replaced unless they are of extraordinary value to the collection and may be obtained through a source for out-of-print books at a reasonable price that is within the library's budget.

Library staff, under the general direction and supervision of the Library Director, will be solely responsible for the weeding of the collection. Items removed from the collection may be sold, donated, recycled, or otherwise disposed of at the discretion of the Library Director.

Material Request Policies & Procedures

Patrons may request materials to be ordered by the Pearisburg Public Library at any time. However, while the library tries to accommodate patron requests, not all requests may be fulfilled.

Reasons for unfulfilled requests may include, but are not limited to:

- The item is out of print or unavailable
- The item is cost prohibitive
- The item is of a specific nature that would not enhance the library's collection

If the library is unable to accommodate a patron's request, the patron may request the item through interlibrary loan, if available.

If a requested item is purchased by the library, a hold for that item will be placed under the name of the person who made the request and the patron will be contacted when the requested item is available.

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