

Boone Area Library POLICY AND PROCEDURES	Section: Collection	Effective Date: 1/2024 Supersedes: 7/2016
	Title: Collection Development	

1.0 Policy

1.1 Policy Statement

The purpose of this updated Collection Development Policy is to provide clear guidelines for library staff in selecting, evaluating, and maintaining the library's collection. The policy aims to allocate budgetary resources effectively to meet the diverse needs and interests of the community. Should the purpose or quality of the collection come into question with the public or the state, this document will serve to explain the motivation behind selection decisions.

2.0 Collection Guidelines

2.1 Description

The library's collection currently consists of approximately 33,000 items, with 60% dedicated to books and physical items and 40% to AV materials. The adult print collection is categorized into non-fiction, fiction, large-print, biographies, magazines, and reference. The juvenile print collection includes fiction, non-fiction, juvenile, easy picture books, board books, and young adult fiction and young adult nonfiction. The AV materials comprise DVDs, Video Games, Audio Books, and Music CDs.

2.2 Selection Criteria

Materials will be selected based on the following criteria:

- Author's reputation or significance
- Favorable review in one or more appropriate sources
- Permanent value to the collection
- Significance of subject matter
- Suitability in size and relevance to the existing collection
- Relevance to community needs and interests
- Format and physical durability
- Cost

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2.3 Responsibility for Collection Development

The Library Director is responsible for the collection, with direct selection delegated to staff qualified by education, training, and job classification.

2.4 Collection Format

Out of the library's annual budget, 12% will be allocated for purchasing new items, broken down as follows:

- 60% for the Adult collection
- 30% for the Juvenile collection
- 10% for the Young Adult (YA) collection

The library will purchase formats in demand and within the budget.

2.5 Gift Policy

The library accepts donations of materials and gift funds for material purchases, applying the same selection criteria as for purchased items.

2.6 Chronological Coverage

Materials over five years old will be regularly evaluated, and additional copies will be added on an as-needed basis. The library follows the guidelines outlined in the CREW Method for specific sections of the collection.

The library uses the following chart to evaluate certain sections of the collection.

Dewey Call Nos.	Subject Area	Age of Item to be re-evaluated	Special Concerns
000s	General Works	5 years	Must meet current needs. Note circulation statistics.
100s	Psychology, Philosophy	5 years for Psychology; 10 years for Philosophy	Shifting interests/trends should be represented.

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200s	Religion	7 years	Overrepresentation of certain items should be avoided.
300s	Social Sciences	7 years	Diversity of viewpoints.
400s	Language	7 years	
500s	Science	5 years	Note currency and accuracy. Must note editions are superseded.
600s	Heath, Cooking, Technology	5 years	Note information that may be misleading or no longer relevant in Health and Technology.
700s	Arts, Recreation	10 years	Must meet current needs. Note circulation statistics.
800s	Literature: Plays, Poetry, Writing	10 years	Must meet current needs. Note circulation statistics.
900s	Geography, Travel, History	10 years except Travel (2 years)	Note currency and accuracy.

2.7 Weeding

Materials no longer appropriate or useful will be regularly weeded, considering factors such as space, evaluation tools, value of subject material, availability of other editions, use, physical condition, and historical value. A minimum of 3% of the entire collection will be weeded annually.

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2.8 Preservation and Conservation

The library will take appropriate steps to prolong the life of materials, including minor repair, reformatting, replacement, reinforcement, rebinding, and cleaning of media.

2.9 Request for Reconsideration of Materials

When objections to the presence or absence of library material arise, complainants may follow a structured process outlined in the policy, ensuring transparency and adherence to selection policy standards.

Whenever an objection to the presence or the absence of any library material is made the following steps will be taken:

- All complaints will be directed to Library Director
- Interested persons may fill out a Request for Request for Reconsideration form (see Circulation desk or our [website](#) for this form)
- A Library Staff Member will review the request or material according to selection policy standards.
- Form Applicant will be notified of the Board of Trustee’s decision and reasons behind final actions. The final responsibility for adding or withdrawing materials belongs to the Library Director. Materials subject to complaint will not be removed from the Library pending final action. The Boone Area Library supports the following articles:
 - Library Bill of Rights, American Library Association Council as reaffirmed on January 23, 1996.
 - The Freedom to Read Statement, American Library Association & Association of American Publishers as revised on January 16, 1991.

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Appendix A: Materials Donation Policy

The Boone Area Library staff and Board of Trustees are most appreciative of the many item donations received each year. Over the years, the resources of the Boone Area Library have been developed through the purchase of materials and the selection of many valuable and useful items. The contribution of books, periodicals and non-print materials such as video games, DVDs, and Audio Books strengthen the Library's ability to serve the community.

The following are guidelines for gifts and donations:

1. The Boone Area Library will gladly accept your donation of print and non-print items, 1 box at a time, if space allows.
2. Items that are not retained for our collection may be sold as part of the Library's Book Store or donated to other non-profit groups.
3. Material is evaluated based upon the Library's collection development standards. Selection decisions for donated material are at the discretion of Library staff only.
4. Once donated items are received by the Library, they become the property of the Library and cannot be returned; regardless of collection decisions.
5. Library staff will provide a signed and dated receipt for tax purposes; however the Library is prohibited from placing a monetary value on any donated material.
6. The only acceptable items are not dusty, moldy, musty, worn, torn or in otherwise poor condition.

MATERIALS WE WILL ACCEPT: Fiction hardcover and paperback books, Nonfiction hardcover or paperback books, Magazines, Music CDs, Audio books on CD, DVDs, Video Games (Wii & Wii U, Xbox 360 & One, and PlayStation 3, 4 and 5, Nintendo Switch)

MATERIALS WE CANNOT USE: Condensed books, Textbooks, Audio Cassettes, Videotapes, Outdated Magazines, and Encyclopedia sets.