

COASTAL PLAIN REGIONAL LIBRARY SYSTEM
COLLECTION DEVELOPMENT POLICY
Approved January 10, 2017

INTRODUCTION

The collection development policy of the Coastal Plain Regional Library System with libraries in Berrien, Cook, Irwin, Tift, and Turner Counties presents the parameters related to the establishment and maintenance of the library collection.

The purpose of the policy is to guide library staff in the wise selection of material for member libraries and to provide for public inspection should anyone question the basis of a selection.

Since the library system is an evolving institution, it is understood that this is not an all-inclusive policy, rather a framework used to guide the development and growth of the library collections in the system. Changes in the community, library organization, funding, services, and collections of other institutions may necessitate changes in this policy in the future.

MISSION STATEMENT

The Coastal Plain Regional Library System is a free public agency committed to meeting the educational, informational, and recreational needs of its communities. The library system actively encourages children and adults to develop a love of reading and learning and strives to feature a collection of current, popular materials for library users of all ages.

To accomplish this mission, the Coastal Plain Regional Library System will select, organize, preserve, and make freely and easily available to all individuals in the communities printed and other materials which will aid them in the pursuit of information, education, research, recreation, culture and in the creative use of leisure time. The primary purpose of collection development is to provide the best possible collection with the financial resources available. Criteria for selection include demand, anticipated need, and the necessity to maintain a wide and balanced collection.

STRUCTURE & GOVERNANCE OF THE LIBRARY

The following libraries comprise the Coastal Plain Regional Library System:

Coastal Plain Regional Library Headquarters, Tifton	Irwin County Library, Ocilla
Carrie Dorsey Perry Memorial Library, Nashville	Tifton-Tift County Public Library, Tifton
Cook County Library, Adel	Victoria Evans Memorial Library, Ashburn

The Regional Board of Trustees is the governing body for the library system. The Regional Board is made up of members appointed by the five county library boards. Appointments are made to the local boards by the public agencies that fund the local libraries, such as city and county governments and some Boards of Education. The Library Director is responsible for the day-to-day administration of the library system.

USER GROUPS SERVED

The Coastal Plain Regional Library System serves all of the residents of the five county service area. The library does not discriminate on the basis of race, religion, gender, age, national origin, nor handicap in its service to the public. Materials are collected to serve all ages and are grouped according to the following broad categories: Juvenile (ages 0-12); Young adult (ages 13-17); and Adult (age 18 and up).

MATERIALS SELECTION

Materials selection is the administrative responsibility of the director of the Coastal Plain Regional Library System as vested by the Regional Board. The director may assign members of the professional staff to select materials based on their areas of responsibility, experience, and educational background. Recommendations from Branch Managers and the public are welcomed. The final decision and authority for determining policy to guide the selection of library materials is vested in the Regional Board.

The Coastal Plain Regional Library System provides a variety of materials in both print and non-print formats. The library collection will include as wide a selection as possible within the confines of budget and space limitations. The library strives to make available a balanced collection which represents all sides of important issues. Factors considered in adding materials to the collection include:

1. Relationship of the material to the collection as a whole and its contribution toward the development of a balanced collection which meets the needs of the community.
2. Authoritativeness, including qualifications and reputation of the author, artist, publisher, or producer, and accuracy of the information presented.
3. Literary merit or artistic quality, as determined by critical reviews in professional literature, or by professional librarians.
4. Works of regional interest or by local authors, artists, publishers, or producers.
5. Potential and/or known demand for the material (i.e. circulation statistics, hold requests).
6. Price in relation to the predicated value to library users.
7. Appropriateness and effectiveness of medium content and quality of technical production.
8. Inclusion of material in special bibliographies or indexes.
9. Availability of material or information elsewhere in the community.
10. Requests by patrons with using professional reviews and or the above criteria.

GIFTS

The library accepts and welcomes gifts of books and other related materials with the understanding that they are given unconditionally. The library reserves the right to utilize all gifts as the administration sees fit. This may include adding the material to the collection, selling the items in a book sale, giving it to a Friends of the Library group for their book sale, or in some cases, disposing of the material in an appropriate manner.

The library is not permitted to assign a value to any donated item. Receipts given to donors will list the number and type of items donated, the donor's name, and the date. Donors requesting a valuation will be referred to a professional book dealer or other resource.

In addition, the library accepts and acknowledges monetary gifts, including donations made in memory or honor of others. Gifts that are added to the library collection will be integrated into the collection, not separated from other materials. The previously stated criteria for selection also apply to gift materials and materials purchased with donated funds.

SPECIAL COLLECTIONS:

Branch libraries either have genealogy rooms or sections dedicated to collections of history and genealogical materials of a local, regional, and state-wide interest.

Books by Georgia authors or with a Georgia setting are integrated into the overall collection rather than being shelved separately or with the genealogy and history materials.

COLLECTION MAINTENANCE

Collection maintenance is a vital element of sustaining a healthy collection. Weeding of the collection will follow accepted professional practices, for example, as described in [CREW: A Weeding Manual for Modern Libraries](#), published by the Texas State Library and Archives Commission [2012] or other resources provided by the American Library Association. These practices do not apply to local history or genealogy collections.

CONTROVERSIAL MATERIAL

The library system subscribes to the *Freedom to Read Statement* published by the American Library Association. An attempt is made to acquire materials representing all points of view and responding to a wide variety of tastes and interests.

Citizens may request reconsideration of library material by completing the *Request for Reconsideration of Library Materials*, which can be picked up at the library's circulation desk. The material will then be reviewed by members of the Regional Collection Development Committee to determine whether it continues to meet present needs and interest of the community. Selection or removal of materials will not be determined by pressure from a group or individual.