

Collection Development Policy

Adopted by the Eagle Public Library Board of Trustees, June 19, 2024

1. Purpose

The purpose of the Collection Development Policy is to ensure that library materials and access to information meet the information and learning needs of the residents of the City of Eagle.

While the policy does not replace the judgment of staff responsible for the selection of library resources, it does:

- provide a written framework for planning, building, and selecting and maintaining the library's information resources in a responsible, cost-effective and user-relevant manner,
- spell out limits of acceptable action and grants freedom to exercise professional judgment when operating within those limits,
- describe how materials for the library are selected, maintained and evaluated, and
- inform the public about the principles of material selection and the use of criteria to select and remove materials.

2. Definitions

The collection offers materials in choices of format, treatment, 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 Eagle Public Library; those selected materials may be physically owned by the Library or may be accessed digitally. "Selection" refers to the decision that must be made to add a given item to the Library collection and made accessible either in a physical location or through digital means.

3. Responsibility

The Eagle Public Library Board of Trustees delegates to the Library Director the authority and responsibility for the selection of all collection materials. Responsibilities for actual selection are assigned to appropriately trained personnel who select materials within the guidelines of this policy. Patrons are encouraged to [suggest titles](#) for addition to the library's collection.

4. Selection and Deselection Criteria

Selection

Materials available in the library present a diversity of viewpoints, allowing people of all ages access to the information needed to make informed choices. The Eagle Public Library will routinely gather statistics to determine user characteristics, expectations and needs, and to maintain a well-rounded collection. Anticipating the community's evolving interests and needs, observing the patron responses to innovations, and acting quickly in response to these needs will serve as the underlying framework for materials selection and practices.

Collection strategies may include:

- purchasing multiple, or additional, copies of titles in a variety of formats in response to demand,
- enhancing collections to meet defined service responses, and
- monitoring trends, format trends and new technologies.

Selection is a subjective process which requires a general knowledge of the subject and an understanding of the needs of the community. Library materials, which are selected for their value as informational, educational, cultural and recreational resources, are judged on the basis of the content and style of the

work as a whole, not by selected portions or passages. In making any selection decision, selectors employ the standards and criteria of professional librarianship.

The following general criteria are used in selecting materials for addition to the collection. The criteria are not listed by order of importance, and the list is not comprehensive.

- The demonstrated or perceived interest, need, or demand by Library users or potential users of the item.
- The item's contemporary significance.
- The item's likely permanent value.
- The item's relevance to the experiences and contributions of diverse populations.
- The item's quality, including its accuracy, clarity and usability.
- The critical reviews, bibliographies, and awards concerning the item.
- The significance, authority, and competence of the item's creator.
- The item's importance as a document of the times.
- The item's timeliness and accuracy of information.
- The item's format, durability, and ease of use.
- The item's scarcity of availability elsewhere.
- The item's value in relation to its cost.
- Professional reviews (Eagle Public Library's primary sources of reviews are *Library Journal*, *Booklist*, *Kirkus*, *School Library Journal*, *Voya*, *Ingram Advance*, *Baker and Taylor's Forecast*, and *Midwest Buyer's Guide*).

The primary consideration regarding the selection of an item is whether the information falls within the subject areas of the Library's collection. Additionally, the selector also considers the following when deciding on format:

- The item's frequency of use.
- The space and storage capacity of the Library.
- The item's frequency of publication.
- The resource sharing capabilities of the Library.
- The Library's prior holdings.
- Currency and use of the item's technology.

Formats collected include print, music CDs, DVDs, databases, audio books, magazines, and newspapers. An increasing number of materials are purchased in digital format, including books, audiobooks, magazines, movies, and music, and are accessible through the library's website.

To assure the acquisition of resources desired by Eagle Public Library account holders, suggestions are always considered for addition to the collection. Purchase decisions are made in accordance with the Library's budget and this policy. A request may be made by completing a suggestion form or by contacting the Library.

Self-Published Books

The Library normally does not purchase books printed and distributed through self-publishing services (e.g., CreateSpace, Lulu.com, AuthorHouse, Book Bay, Xlibris, Kindle Direct Publishing, etc.) because it is not reviewed in established review sources, and because staff are unable to order through pre-approved book wholesalers. However, the Library may accept gifts of self-published books that support the Library's mission.

Local Authors' works

Local authors are defined as writers who currently reside or have spent a significant part of their lives in Eagle or the adjacent cities. Pending evaluation, the Library may accept one donated copy of a local author's work for inclusion in the appropriate Library collection. All such donated works are subject to

the same criteria for removal as other materials. Items requested to be purchased by the Library are subject to the same collection development criteria as any other work.

The Eagle Public Library will review donated materials, but the Library does not guarantee their inclusion in the Library's collection. Once donated, items become the property of the Library and will not be returned. Items not included in the Library's collection will be repurposed in accordance with the Donations Policy.

Donation Guidelines for local authors

- Materials must be bound and formatted in a way that enables circulation, ease of use, and durability. The Library will only accept physical formats. Items must be in new condition.
- The Library will apply the same inclusion and retention guidelines as stated in the general collection development policy. The Library reserves the right to include or exclude any title from the collection for any reason. Materials provided to the Library may be removed for any reason, at any time.
- All donated materials become the property of the of the Eagle Public Library and cannot be returned to the donor for any reason.
- The Library cannot acknowledge receipt of an author's work, nor can the Library notify the author of the final decision. Library staff cannot meet with individuals to discuss the author's work.
- The Library will not provide professional reviews, promotion, or marketing of an author's work, whether the materials are included or excluded.
- Local authors must complete the [Request for Consideration for Inclusion](#) form (which asks for the author's name, address, telephone number, email, website URL, title of the book, publisher, year of publication, intended audience, the item's genre, a brief summary, a list of reviews and media coverage the work received, and, if non-fiction, the credentials or description of the author's expertise in the area).

Collection Maintenance

In order to provide the best service to our community, the collection is regularly evaluated. To keep the collection fresh and relevant the Library maintains a schedule of evaluation.

The following is the criteria for withdrawal from the collection:

- materials that are worn, stained, or damaged beyond repair,
- materials that are out of date, contain inaccurate data, or are not historically significant,
- new and more current or more comprehensive resources are available,
- a more desirable format of the content is available,
- duplication, or
- low circulation.

The professional staff of the library, under the authority of the Library Director, will be solely responsible for collection maintenance. Evaluation and management of the collection is guided by professional manuals and guidelines.

Materials discarded from the collection are disposed of at the library's discretion. Options include, but are not limited to, making discarded materials available to the Friends of the Eagle Public Library for book sales or offering to other libraries or non-profit organizations. Books that are donated to the Friends of the Eagle Public Library that are not sold by the Friends will be disposed of at the discretion of the Friends of the Eagle Public Library.

5. Placement of Material

The library collection is organized and maintained to facilitate ease of public access. The Eagle Public Library uses the Dewey Decimal Classification (DDC) system and the Library of Congress subject headings (LCSH) to place materials in the proper subject area and to assign them to shelving categories. Selectors take into account age recommendations in reviews as they assign classification(s) and location(s) of materials.

The Eagle Public Library is divided into areas such as Children's Fiction, and DVDs for ease of use, but library guests of any age may utilize materials from all sections of the library. It is the responsibility of parents or legal guardians, not Eagle Public Library staff, to monitor library use by minors.

6. Cooperative Agreements

The Eagle Public Library makes every effort to satisfy the needs of its customers through its own collection or other local resources. To that end, the Library:

- supports cooperative collection development activities when feasible as a means of providing the best access to the most information for its users,
- is a member of the LYNX! Consortium and serves customers of the participating libraries as outlined in the Consortium agreement,
- offers Interlibrary Loan as a means of providing access to specialized, out-of-print, and other materials neither in its collection nor available locally, and
- encourages patrons to suggest titles for consideration to be added to the library's collection.