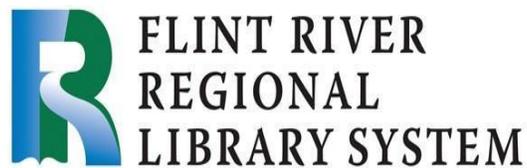


Prepared by: Executive Director and Assistant Director for Public Services	Date: 1/6/2023
Approved by FRRLS Regional Board	Date: 4/17/2023

**COLLECTION DEVELOPMENT POLICY**  
**FLINT RIVER REGIONAL LIBRARY SYSTEM**



800 Memorial Drive · Griffin, GA 30223 · 770-412-4770

*Serving Butts, Fayette, Lamar, Monroe, Pike and Spalding Counties*

## **MISSION STATEMENT**

Flint River Regional Library System (FRRLS) serves six (6) counties, with nine (9) libraries. Butts: Jackson-Butts County Public Library; Fayette: Fayette County Public Library, Peachtree City Library; Tyrone Public Library; Lamar: Barnesville-Lamar County Public Library, Milner Community Library; Monroe: Monroe County Public Library; Pike: J. Joel Edwards Public Library; and Spalding: Griffin-Spalding County Library. The Griffin-Spalding County Library is the headquarters for Flint River Regional Library System.

Flint River Regional Library System selects, organizes and makes accessible information resources for residents that reflect community needs, cultural diversity, and a balanced collection. FRRLS provides quality library services and resources in order to meet informational, recreational, and educational needs for reading, listening, and viewing materials.

## **POLICY STATEMENT**

This policy is designed to support the region's mission and service priorities. This policy guides staff and informs the public of the principles upon which collection development and management decisions are based. This policy describes how resources for the FRRLS collection are selected, maintained, evaluated, and withdrawn. Collection decisions are made recognizing the following principles:

- Positioning the library as the preferred partner for lifelong learning
- Embracing diversity
- Developing library services that incorporate both physical and virtual collections
- Committing to excellence in service to improve effectiveness and remove barriers

This policy upholds and affirms the American Library Association (ALA) in the following statements: Library Bill of Rights, The Freedom to Read Statement, and Freedom to View Statement. Please see the Appendices.

## **SCOPE OF THE COLLECTION**

The library's materials and resources are developed and managed to meet the diverse informational, educational, cultural, and recreational needs of the region. Collection development staff build and maintain a patron-oriented collection by anticipating and responding to needs and expectations. The scope of the collection is intended to offer choices of format, treatment, and level of difficulty so that the needs of most library users can be met. The intent is to acquire materials that represent a broad spectrum of interests to appeal to individuals of all ages and backgrounds. Acquiring current materials of wide-ranging interest to the general public is emphasized. The collection is regularly reviewed and revised to reflect the changing demographics and needs of the communities served.

The overarching goal of the region is to have a balanced collection within each community's library that is suited to its needs, interests, and library size.

## **RESPONSIBILITY FOR SELECTION**

Responsibility for this Policy rests with the Regional Board of Trustees. Resource and collection management implementation rests with the FRRLS Executive Director, who operates within the framework of policies approved by the FRRLS Board of Trustees. The FRRLS Executive Director and staff shall abide by the following collection development guidelines governing the selection, acquisition and weeding of library materials of all formats.

## **SELECTION CRITERIA**

Materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. All materials, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. These same standards determine the replacement, duplication, and withdrawal of materials. The library considers all acquisitions, whether purchased or donated, in terms of the following parameters:

- Provide a collection that anticipates the needs and numbers of potential users.

- Consider public demand, both specific and general, as expressed through requests, suggestions, and use to develop the collection.
- Consider the availability of the same, or similar, materials in other libraries
- Consider the need for all subjects covered and viewpoints expressed.
- Consider the effect that subjects and viewpoints selected have on developing a balanced collection.
- Consider the appropriateness to scope of the collection as it is developed.

The following characteristics will be considered when selecting:

1. Popular demand and patron requests
2. Literary or stylistic quality
3. Reputations, qualifications, and significance of author, producer, or publisher
4. Accuracy, currency, timeliness and validity
5. Importance and uniqueness
6. Physical quality and effectiveness of format
7. Appropriateness of format to subject
8. Cost, as measured against competing material on the same subject

## **ACQUISITIONS GUIDELINES**

Collection development decisions are made on the basis of staff judgment and expertise, and by evaluating reviews in library reviewing journals and other library selection tools. Selection tools are objective sources of information that provide an assessment of the material in question regarding quality, authority, timeliness, format, reading level and other criteria that determine suitability for public library collections. These tools include but are not limited to library professional review sources, including Kirkus, Library Journal, School Library Journal, Booklist, and Publisher's Weekly. Frequently, nationally recognized newspapers, periodicals, and other recognized media sources are consulted. Some vendors have a reputation of providing quality lists of titles suitable for public libraries. Recommended reading lists from professional or educational organizations may be consulted. Catalogs of publishers recognized for producing high quality materials in specialty areas may also be utilized.

## **GIFTS AND DONATIONS**

The library accepts unrestricted, irrevocable gifts of books and other library materials in line with the library's Gift and Donation Policy. Gifts added to the collection must meet the same selection criteria as materials purchased for the collection. Gifts not added to the collection will be sold for the benefit of the library or otherwise dispersed.

## **RESOURCE SHARING**

Flint River Regional Library System participates in resource sharing networks which give access to the collections of other libraries. FRRLS is a member of the Georgia Public Library Service (GPLS), an agency that provides a broad range of consulting services, training, and technical assistance to libraries, Georgia Download Destination (GADD), an electronic materials usage consortium, and Public Information Network for Electronic Services (PINES), a public library automation and lending network for approximately 300 libraries in Georgia.

Library users with a valid library card are eligible to borrow materials from other PINES libraries. In addition, the library makes use of Interlibrary Loan to expand access to available resources beyond the PINES network.

## **COLLECTION MAINTENANCE AND WEEDING**

To maintain the quality and relevance of the collection, the library may withdraw materials as needed. CREW: A Weeding Manual for Modern Libraries is the standard guide that the library uses for weeding.

Lack of space and multiple copies no longer in demand will factor into the weeding process. Library staff evaluates materials that may be withdrawn based on these criteria, but not limited to:

- Accuracy and currency of information
- Physical condition of materials
- Availability of newer, more comprehensive or more accessible material
- Relevance to collection and scope of collection
- Ease of borrowing materials from another library
- Relevance to community needs
- Date of last circulation and number of circulations
- Number of copies in the collection

As materials become worn, damaged, or lost, replacement will be based on whether:

- The item is still available
- There is ongoing demand or need
- Another item or format might better serve the same purpose
- Updated, newer or revised materials would better replace a given item
- The item has historical value in this or another library based upon mission and guidelines
- Another library system could better provide the item or a comparable item in the future

When library materials no longer meet the selection criteria for inclusion in the collection, the following options are available:

- Redistribute to public-benefit organizations such as the Friends of the Library
- Offer to other libraries
- Recycle damaged materials

The authority to withdraw materials rests with each library's manager.

## **RECONSIDERATION GUIDELINES**

A library user who requests the reconsideration of materials included in the library's collection must put the request in writing by completing and signing the "Request for Reconsideration of Library Materials" form. This form is available at all public service desks or online.

The library offers a wide range of materials representing varying points of view. The library collection is not limited to ideas and information one person or group believes to be acceptable. Library materials may contain a certain amount of coarseness or frankness. Materials selected for children and young adults may include representations of the human experience which reflect a realistic or a fantastical point of view. Selection of library materials is not restricted by the possibility that a minor may use them. Responsibility for a patron's use of library resources, regardless of format or content, rests solely with that patron or a minor's parent or legal guardian, not with the library.

The library will reconsider any resource in its collection upon formal request of a local resident. The request must be filed in writing by completing and signing the "Request for Reconsideration of Library Materials" form. Procedures are established to ensure that objections or complaints are handled in a consistent and timely manner. Materials under reconsideration are not removed from the collection during the process, but may be recalled for the purposes of reconsideration.

The local Library Boards of Trustees review requests for reconsideration of library resources and materials in their service areas, and determine the responses to the requests in conjunction with local and regional library staff. Any appeal is heard by the Flint River Regional Library System Board of Trustees, which retains responsibility for the final decision in reconsideration requests.



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The trustees of The Flint Regional Library System (FRRLS) have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed/signed form to the office of the FRRLS Executive Director.

### Request for Reconsideration of Library Materials Form

Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self?  Or an organization?

Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Book (e-book)  Movie  Magazine  Audio Recording  
 Digital Resource  Game  Newspaper  Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_ Publication Date: \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review? Please be specific.

\_\_\_\_\_

4. What concerns you about the resource? What do you think might result from using this item?

\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_

6. What action are you requesting the committee consider?

\_\_\_\_\_

**Use the back of this form or additional pages as needed.**

## APPENDICES

APPENDIX	DOCUMENT NAME
APPENDIX A	<b>Request for Reconsideration of Library Materials Form</b>
APPENDIX B	<p><b>Library Bill of Rights</b></p> <p>"Library Bill of Rights", American Library Association, June 30, 2006.</p> <p><a href="http://www.ala.org/advocacy/intfreedom/librarybill">http://www.ala.org/advocacy/intfreedom/librarybill</a> (Accessed January 6, 2023)</p> <p>Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952</p>
APPENDIX C	<p><b>The Freedom to Read Statement</b></p> <p>"The Freedom to Read Statement", American Library Association, July 26, 2006.</p> <p><a href="http://www.ala.org/advocacy/intfreedom/freedomreadstatement">http://www.ala.org/advocacy/intfreedom/freedomreadstatement</a> (Accessed January 6, 2023)</p> <p>Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2</p>
APPENDIX D	<p><b>Freedom to View Statement</b></p> <p>"Freedom to View Statement", American Library Association, May 29, 2007.</p> <p><a href="http://www.ala.org/advocacy/intfreedom/freedomviewstatement">http://www.ala.org/advocacy/intfreedom/freedomviewstatement</a> (Accessed January 6, 2023)</p> <p>Document ID: 95444382-9c6c-e904-0962-be3aa96cdb5a</p>
APPENDIX E	<b>Gift and Donation Policy</b>