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Approved May 18, 2000, Revised 1/20/05
Revised September 16, 2010 and effective September 17, 2010

MISSION AND GOALS

Mission Statement:

The mission of the Cumberland County Public Library & Information Center is: The library opens windows to the world by encouraging expression, enlightenment, and exploration.

Goals:

1. (Explore and Know Our Community) All library users will have opportunities to learn about the diversity of Cumberland County's people and resources through the services of the library, community agencies, and organizations.
2. (Explore and Know Our Community) All Cumberland County residents will have access to resources to increase their awareness of local, state, national, and world issues and events.
3. (Make Career Choices) All Cumberland County teens and adults will have access to current resources in order to make informed decisions about careers.
4. (Visit a Comfortable Place) All library users will have a welcoming place to meet and interact with others or to sit quietly and read, and will have current, useful, and attractive virtual spaces.
5. (Make Informed Decisions) All members of the community will have access to opportunities and resources to make informed decisions in personal health, finances, and other life choices to enhance their quality of life.
6. (Stimulate and Express Imagination) All citizens will have access to materials and programs that foster and stimulate the imagination and provide outlets for creative expression.

Approved September 21, 1995; Revised 5/18/00, 12/14/00, 1/20/05, 9/17/10
Revised and effective February 17, 2011

COLLECTION DEVELOPMENT POLICY STATEMENT

Implementation of the mission statement and goals involves a variety of services from the library including management, collection development, information services, programming, and funding. The purpose of this statement is to focus on collection development.

This policy is to guide library staff and to inform the public about the principles of collection development.

Objectives:

Users of Cumberland County Public Library & Information Center should have the highest quality library service available within the constraints imposed by financial limitations.

The quality of library service depends to a great extent on the availability of a well-selected, well-maintained collection which provides library materials in adequate numbers in a variety of appropriate

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formats. Providing such a collection is one of the most important things Cumberland County Public Library & Information Center does.

Definitions:

“**Materials**” is used for all forms of media and has the widest possible inclusion.

“**Selection**” refers to the decision that must be made to add a given item to the collection. It does not refer to guidance or assisting a library user.

“**Collection development**” refers to the ongoing evaluative process of assessing the materials available for purchase and in making the decisions, first, on their inclusion, and, second, on their retention if they are added.

Responsibility for Materials Selection:

Final responsibility for selection lies with the Board of Library Trustees. However, the Board delegates to the Director authority to interpret and guide the application of the policy in making day-to-day selections. The Director will authorize other staff to apply this policy in building collections.

Duties of Library Staff:

All staff members selecting library materials will be expected to keep the objectives in mind and apply their knowledge, training, and experience in making decisions.

Criteria of Selection:

No item in a library collection can be indisputably accepted or rejected by any established given guide or standard. However, certain basic principles can be applied as guidelines. Every item must meet one or more of the following criteria as are applicable to its inclusion in the collection:

- Timeliness and permanence of the materials.
- Quality of writing, design, illustrations or production.
- Reputation of the publisher or producer; authority and significance of the author, composer, film maker, etc.
- Relevance to community needs.
- Potential and/or known demand for the material.
- Price.
- Relative importance in comparison with existing materials in the collection on the same subject.
- Suitability of subject, style, and level for the intended audience.
- Availability and suitability of format.
- Favorable reviews in professionally recognized sources.

Selection Tools:

Selection of materials is done from book reviews in professional library and popular journals and magazines, subject bibliographies, annual lists of recommended titles, publishers' catalogs, customer requests, and salesmen for specific materials. The standard selection tools used by librarians include the following: *Library Journal*, *Booklist*, *Publishers Weekly*, *School Library Journal*, *Horn Book*, *VOYA*, *Video Librarian* and select on-line review sources.

Use of Library Materials:

The library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely

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on the merits of the work in relation to collection building and to serving the interests of Cumberland County citizens.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

Guidelines for Selection:

1. The library takes cognizance of the purposes and resources of other libraries in the Cumberland County area and shall not needlessly duplicate functions and materials.
2. The library acknowledges the purposes of educational programs for students of all ages provided by the educational institutions in the area. Text books and curriculum related materials for these programs are provided where the materials also serve the general public or where they provide information not otherwise available. The library is particularly cognizant of the needs of pre-school children who are unserved in a formal way for their collection interests except by the public library. Meeting their needs constitutes an educational preparation before their years in school.
3. The library acknowledges a particular interest in local and state history; therefore, it will take a broad view of works by and about North Carolina. However, the library is not under any obligation to add to its collections everything about North Carolina or produced by authors, printers, or publishers with North Carolina connections.

Maintaining the Collections:

Selection is only one aspect of collection development. Rigorous attention must be given to assessing needs for adding, replacing, and discarding materials in every collection. These responsibilities are a part of all librarians' duties.

Copies of titles must be added based on heavy use determined by demand and data on use of the copies available.

Withdrawals are required for out-of-date materials, those for which there has been no use in a given period of time, damaged items, and those lost by users. Replacement or substitution of these materials reintroduces the selection process.

Gifts:

The library accepts gifts of materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. Gifts which do not accord with the library's objectives and policies will be given to the Friends of the Cumberland County Public Library.

Reconsideration of Library Materials:

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner.

Whenever possible, complaints about library materials should be handled as they arise by the staff person to whom the complaints are made. However, if the complaint is made at a public service desk, when the desk is busy, the complaint will be referred to the supervisor or whoever is on duty in a supervisory capacity.

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Complaints are referred through the normal chain of command. If the person is still not satisfied after talking to the deputy director, the deputy director will have the individual fill out a citizen's comment on Library Materials form.

On receipt of the written form, the deputy director must write a response within seven days. If the person is not satisfied with the written response from the deputy director, he/she may appeal to the library director with a written request of appeal stating their objections.

The library director must offer a written response within fourteen days. If the person is not satisfied with this response, he/she may appeal to the Library Board of Trustees.

Upon receiving a written appeal to the library director's response, the Library Board of Trustees must be informed of the complaint at its next regularly scheduled meeting. If the written complaint is submitted to the library Administrative Office at least 15 days prior to the meeting, it will be placed on the agenda for the next regular scheduled meeting. Otherwise, the matter will be placed on the agenda for the subsequent regularly scheduled meeting.

The item will be placed on the Trustees' agenda under new business. A public hearing will be held only if the majority of the Trustees, present and voting, vote in favor of the hearing. If approved, the public hearing will be held at the next regularly scheduled meeting of the Library Board of Trustees.

The Library Board of Trustees must make a formal response to the complaint and/or hearing at their next regular scheduled meeting. The Library Board of Trustees is the final board of appeal in reference to public library materials.

Materials and Resources:

Fiction

Classic and contemporary literature, popular best sellers, and genre fiction make up the fiction collection. Its purpose is both to entertain and enrich human understanding by presenting stories in an imaginative way rather than in a factual manner. The emphasis in the collection is on American and English authors. Current best sellers are bought in multiple copies.

Nonfiction

The nonfiction collection emphasizes timely, accurate and useful informational materials to support individual, business, government, and community interests. It also emphasizes materials that are current and high-demand. Materials are available for all ages and reading levels.

Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with continued value and those of current, accepted authority are part of the library collection. As a new field emerges, the library attempts to respond with timely additions.

While most non-fiction materials are selected for their utility, others are acquired for their capacity to enrich and entertain. Requests from library users are given high priority.

Periodicals

Periodicals are selected to provide materials on current issues and for general reading. The library also selects newspapers of local, state and national interest, depending on the place of publication, the breadth of coverage and the degree of fulfillment of reference or recreational needs.

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Children's and Teen Materials

Materials are purchased for children from infancy to age 18. The emphasis of selection is on children's recreational and general information needs.

Easy Books – Easy books may be either educational or recreational in intent; they are distinguished by their illustrations which serve to either supplement, extend, or, in the case of wordless books supplant the text. In most instances, easy books are read aloud to the child or the child studies the pictures and creates his/her own text. Concept books, i.e. books that develop a child's understanding of colors, numbers, etc., fall into the easy book category. Board books for toddlers, stressing colorful simple objects, and Beginning Readers are also included in this collection.

Juvenile Fiction – Juvenile fiction collection is designed to meet the needs of the child now ready to make the transition to shorter chapter books or books with a longer text. An effort is made to include all books that have won children's literary awards.

Juvenile Nonfiction – The nonfiction collection consists of materials to meet informational, educational, and recreational reading needs of children in preschool through grade six. Because reading levels vary from child to child, a few materials at a higher or lower reading level are included.

Teen Fiction – Teen fiction collection is designed to meet the needs of all youth ages 12-18. An effort is made to include all books that have won literary awards.

Microforms

The library purchases microforms when materials are too fragile or bulky to retain in the original form and when they are not readily available in electronic formats.

Visual Materials

The library acquires and makes available visual materials to serve the general informational, educational and recreational needs of the community. The visual materials collection contains a mix of feature films, including current high interest and classics, nonfiction films including self-help, educational, how-to, travel, etc., and children's films.

Sound Recordings

The collection contains audio books and instructional recordings with an emphasis on popular and high interest subjects and titles. The music recording collection consists of a representative mix of music genres, intended to serve both the recreational and educational needs of the community.

Electronic Resources

Materials in electronic formats are selected using the same criteria as their non-electronic counterparts.

Appendix

The Library Board of Trustees for Cumberland County Public Library & Information Center includes as a part of its statement on materials selection the:

1. Library Bill of Rights
2. Freedom to Read
3. Freedom to View

On February 17, 2011, the Board reconfirmed the inclusion of the most recent versions of the above three statements, which follow.