

Collection Development Policy

3/13/08

I. Introduction

A. Mission

The mission of the Tipp City Public Library is to preserve knowledge, provide information and enrich the community.

B. Purpose of the Collection Development Policy

Because no library budget or building is large enough to permit the purchase of every worthy resource, this collection development policy guides the Library staff in most effectively using the Library's financial resources to fulfill the present and future needs of the community.

The Tipp City Public Library is a School District Library. The Library's community is primarily the citizens within the Tipp City Exempted Village School District and secondarily the citizens of the state of Ohio.

I. Collection

1. Purpose of the Collection

In fulfilling its mission, the Library acquires, makes available, and encourages the use of materials in all media for the enlightenment, cultural development, and enjoyment of members of its community of all ages and levels of ability or interest. The Tipp City Public Library supports the Library Bill of Rights of the American Library Association as stated in attached Appendix A, subject to all other policies of the Library. The Library shall furnish materials for loan and provide resources for research in its facilities, and offer access to databases and the Internet.

2. Collection Defined

The collection of the Tipp City Public Library includes materials in print, audiovisual, and electronic formats selected for its community of users. In addition, the Library also offers access to the Internet, which is governed by the Library's Internet and Computer Acceptable Use Policy (Appendix B).

The Library uses other available avenues – interlibrary loan,

appropriate referral, or redirection – to serve the individual whose needs are either outside the scope of the Library’s collection or are remote from acknowledged collective needs of the community the Library primarily serves.

III. Collection Development

A. Level of Collection Development

Research materials and resources, whether for informational or educational purposes, are collected for preschool through community college levels. Recreational materials are collected for life-long enjoyment. The Tipp City Public Library recognizes the variety and wealth of resources of the many libraries nearby and in the SEO consortium of which it is a member. The Library’s staff is trained to offer suggestions for further research possibilities or to request materials from other libraries. If a patron requests an item within the scope of the Library’s collection, every attempt will be made to provide access to that item.

B. Authority and Responsibility for Collection Development

The Director may delegate the authority and responsibility for collection development and management to appropriate staff members. However, ultimate responsibility for materials selection rests with the Director who operates within the framework of policies determined by the Tipp City Public Library Board of Trustees.

IV. Selection of Resources

The addition of material to the Library does not constitute or imply agreement with or approval of its content, but assures that a variety of differing points of view are represented.

A. Criteria

The principles upon which the Library material is evaluated include the following criteria:

1. Resources are selected to fill the needs of both actual and potential users, within the constraints of space, availability of funds, and perceived needs of the primary service area of the Library.
2. Each resource is evaluated according to its value to the collection and the audience for whom it is intended.

3. Each resource is evaluated according to professional standards for type and format which could include any of these criteria: accuracy; scope; timeliness; readability or technical quality; social significance or relevancy; literary or recreational value; authority of the author or source; relationship to other materials or resources in its field or format; clarity and effectiveness of its presentation; comprehensiveness; accessibility; ease of use; appropriateness of format.

A resource which does not meet the physical standards for its type may still be selected if it presents a point of view not otherwise represented in the collection or if community interest justifies purchase or access.

Resources of current interest, which may be of temporary value, are selected if timeliness gives them relevance. Resources of potential future value, for which immediate interest is small, are selected for their lasting importance.

4. A resource is evaluated as a whole, not on the basis of a particular section or sections.
5. Resources representing different viewpoints on controversial issues will be acquired or made available, including those which may have unpopular or unorthodox positions. The Library recognizes the importance of making available a variety of viewpoints, realizing that a resource which might offend one person may be considered meaningful by another.
6. A resource will not be selected, or excluded from selection, solely for the reason of the race, color, religion, gender, sexual preference, national origin, disability, age, ancestry, or other characteristic of the author or source.
7. A resource will not be excluded from selection solely because of its frankness of expression, unorthodox language, nontraditional theme, or unusual presentation.
8. The availability of a resource in the Library or the accessibility of a resource through interlibrary loan does affect the selection process and is especially important when evaluating specialized resources within the context of the collective needs of the community.

9. One area where resources will be selected regardless of selection criteria is Tipp City local history. The Library will strive toward comprehensiveness in this area.

B. Format

When the same item is available in several formats, selection is based on the formats most suitable for the subject, the ease of use by the patron most likely to use the item, the availability, and level of usage by the community. When available and appropriate, a format which better serves the visually handicapped or hearing-impaired is considered.

If a book is to be retained permanently, preference is given to hardbound copy over paper if available. A non-print format is an option for retention of an item which is fragile, would easily deteriorate, or would consume a large amount of space. Electronic access is an option for resources which are high priced or high maintenance or not readily available in another format.

C. Duplication

The Library does not necessarily attempt to duplicate titles or items in sufficient quantity to meet the assigned informational demands of local institutions, schools and colleges, or non-institutional reading groups. The Library is able to borrow quantities from consortium members.

D. Patron Recommendations

The Tipp City Public Library welcomes suggestions for purchase of

Library materials or the inclusion of links to specific Internet sites.

Decisions for purchase or inclusion is made by the selecting librarian according to the Collection Development Policy.

E. Donations

Donated materials, including memorials, are accepted with the understanding that any donated item is evaluated according to the Collection Development Policy.

The cost of processing, the availability of space, the suitability of format, and the physical condition of the item are factors in the

selection process. The Library accepts donated materials only with the understanding that they are placed in the collection or disposed of as the Library determines appropriate.

No donated item can be accepted with restrictive conditions, unless the conditions are specifically approved by the Director. If a donor requests a specific title or item as a memorial gift, it can only be accepted if the item would be purchased as part of the regular selection process.

Permanent or temporary memorials will be established at the Library at the discretion of the Board of Trustees. Memorials will always include book plates. Record and acknowledgement of the endowment and memorial purchases will be maintained by Library staff.

The Library does not provide evaluations of donated items for tax purposes.

F. Withdrawal of Resources

Resources are regularly withdrawn from the collection by the selecting Librarians for the following reasons:

1. The resource is no longer accurate, current or timely.
2. The item is physically worn or damaged beyond reasonable repair or cannot be rebound.
3. The item can be replaced at a lower cost than repair or rebinding.
4. The resource's value to the collection has decreased as comparable resources have been added to the collection.
5. The resource is no longer being used frequently enough to justify space in the collection or the staff time to maintain.

Withdrawn items may be sold by the Friends of the Tipp City Public Library at publicly announced sales, with proceeds used by the Friends of the Tipp City Public Library to enhance services of the Library.

G. Reconsideration of Resources

The following procedure is available to assure that concerns about Library resources are handled in an attentive and consistent manner. If an individual disagrees with materials in the collection, he or she may submit a "Request for Reconsideration of Library Materials" form (Appendix C) available at the Circulation Desk.

1. The individual will be offered the opportunity to complete the form.
2. The Director will review the request, formulate a recommendation, notify the individual in writing within 14 days, and send a copy to the Board of Trustees.
3. If the individual wishes to appeal the recommendation, a written appeal must be made to the Board of Trustees within 30 days.
4. The appeal will be added to the agenda of the next regularly scheduled meeting of the Board of Trustees.
5. A final determination will be made in writing to the individual within 30 days of the Board meeting.
6. The challenged material will remain in the collection until a determination is made on whether a change will be made.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Internet and Computer Acceptable Use Policy

Internet

The Tipp City Public Library provides access to the Internet through the Ohio Public Library Information Network (OPLIN) to its patrons and staff. Neither the library nor OPLIN guarantee the truth or accuracy of information that may be found on the Internet. We do not have the ability to select, monitor or control the content of the millions of Internet sites available. Some resources may contain material that some people find offensive, and some sites are inappropriate for children. Parents are encouraged to monitor their children's use of these resources.

Patrons should understand basic safety guidelines when using the Internet regarding the sending of personal information. Additional information on Internet safety is available from Library staff.

In offering Internet access, the library cannot control nor assume responsibility for:

Access points reached.

The content of interactive communication such as e-mail, newsgroups, bulletin boards, and Instant Messaging.

The validity of information.

Accessibility due to technical difficulties or Internet reliability.

Privacy of information from any websites left open by a patron.

Damage to patron's files, data, or portable storage devices.

Inappropriate Use

In order to comply with contemporary community standards regarding obscenity as defined in Section 2907.01 of the Ohio Revised Code, the Library deems as inappropriate the following uses:

Display of sexually explicit graphics.

Display or transmission of profane, abusive or threatening language.

In addition, the following practices are deemed inappropriate:

Unauthorized copying of copyright-protected materials.

Violating any local, state or federal statute.

Attempting to modify or gain access to files, passwords, or data belonging to others.

Seeking to gain unauthorized access to any computer system or to damage or alter components of any network.

Misrepresenting oneself as another user.

Internet and Computer Acceptable Use Policy

Computers

By using the Tipp City Public Library's network, patrons agree to the following:

Library computers are part of the library's Local Area Network (LAN). Each computer in the network is set up to run pre-installed software only.

Patrons may not run their own software, customize files, or change configurations. Deliberate altering of any files or modifying the configuration of any PC or peripheral is considered a violation of computer system security and will result in the loss of library computer privileges, with possible legal ramifications.

Patrons may not turn off the computer, reboot the system, or attempt to make repairs to any library computer. Ask a library staff member for assistance.

Destruction or damage of equipment due to willful misuse will result in legal action. Willful removal of any part of the PC will be considered theft and will result in legal action.

To ensure privacy for personal accounts, such as e-mail, electronic ordering, etc., patrons are to log off each account, close the application that was used and return to the main menu.

Time Limits

There is a 60-minute limit when others are waiting. Patrons are to sign up at the Circulation Desk.

Printing

Cost of printing is \$0.20 per page.

Patrons are not to refill paper trays and should ask library staff for assistance.

Downloading

Downloading to disks, flash drives, or other portable storage devices is permitted.

Computer disks, flash drives, or other portable storage devices that are lost and unclaimed are discarded after three days.

E-mail

Accessing email is permitted.

Wireless Service

Wireless service is available and is governed by this Policy. Additional information is available from Library staff.

Patrons violating any usage guideline will be asked to stop. If the violation continues, the patron will forfeit the right to use the computers at the Tipp City Public Library.

Request for Reconsideration of Library Materials Form

Format of item

Book Compact Disc Video DVD CD-ROM Magazine
Audio Recording Newspaper Electronic Resource Library Program

Title of item _____

Author of item _____

Request initiated by _____

Address _____ Phone _____

City _____ State _____ Zip code _____

Do you represent

Yourself

An organization (name) _____

Other group(name) _____

1. Did you read or view the entire work? _____ What parts did you read or view?

2. To what in the work do you object? (Be specific; cite pages, sections etc.)

3. What do you believe is the theme of this work?

4. In your opinion, is there anything good about this work?

5. What do you feel might be the result of reading or viewing this work?

6. What would you like the library to do about this material?

Do not allow my child to check the material(s) out

Take it to the Library Board for reconsideration

Withdraw it from the collection

7. Which title would you suggest as a substitute? _____

Signature _____ Date _____