

Collection Management Policy

General Collection

In each collection check for series completion; check the computer to see if series or sets are noted. If a book series needs to be completed or updated check Amazon to see if books are available for reorder; if items are not available to complete collection, a decision is to be made regarding the fragmented series. If there is a reoccurring character that the story builds upon, deletion may be needed. If books do not build upon the previous releases the collection may be kept; or if the collection (author) is not in demand deletion may be necessary. The Director will make the final decision.

To develop a collection, the collection must be looked at as a whole. This requires hands on experience with the collection. Shelving and shelf reading is vital to know the collection and be aware of how the collections are used and what the collection looks like.

Public libraries are to maintain certain classics in their collection, noting the collection is built to serve the community they represent. Each collection needs to be balanced in genre, thought, principal, and opinion within the operating budget. Focusing on rebuilding or updating a collection may have to be broken down into years in order to afford changes needed. Comprehensive record keeping must be noted as needs are found.

Shelf space is valuable. So weeding the collection is valued for many reasons. It keeps the collection looking fresh (inviting to readers); it makes room for new additions; it allows you to replace well used editions for new ones (again inviting to readers). If the collection is maintained visually patrons will be more respectful of the materials as well.

Magazine Collection

1. Watch use, rotate annually new magazines into the collection. Maintain the core titles only. Exposure to magazines not found locally is ideal if affordable. In serving a rural community, magazine literature is an inexpensive way to showcase trends, ideas and places many may not have the opportunity to know or experience for themselves. Weeding is done periodically as the stacks get full. Weeding is done by the Circulation Librarians.

Newspaper Collection

1. We keep the County papers of the communities that support us, 1-2 national papers (as the budget allows) and typically the Jefferson City paper. Again the budget dictates the quantity of papers used. Weeding is done periodically as the stacks get full. Weeding is done by the Circulation Librarians.

DVD Collection

1. This collection is primarily based on quality of content and popularity.
2. Maintain a balance in each genre: drama, biography, mystery, etc.
3. Watch for series sets (new and replacement).
4. Weeding criteria: use to public and value to the library collection.
5. Replace cases of valued titles as needed

Adult Non-fiction Collection

1. Watch for outdated information. Non-fiction materials shelf life is shorter than fiction. Materials in science, health, cooking, decorating, (all areas) are updated so rapidly in format and content. These materials should be chosen carefully with that in mind and weeded as necessary. FORMAT and CONTENT will date non-fiction materials, these items need to be deleted and replaced as the budget allows. Deleting and noting replacement if the budget does not allow.
2. Each subject matter should have a minimum of 3 books to allow opportunity for different views on the subject. Maintain a balance within subject matter as well as each collection within the Dewey system.
3. Pull books as new book jackets are needed. If the book looks outdated in content let the Director know.
4. Re-jacket the book or delete and replace with an updated book.

Adult Fiction Collection

1. Maintain series or delete them if not possible to reorder.
2. Weeding criteria: use to public and value to the library collection.
3. Watch for authors not being read (exception for the classics: Jane Austen, Leo Tolstoy, etc.)
4. Replace jackets on worn titles.

Adult Audio Collection

1. Audio titles have been limited, series may not be complete. Watch for incomplete series.
2. The adult audio collection needs to mimic the adult book collection policy; classic titles along with new and notable are to built upon, allowing the latter a shorter shelf life.
3. Non-fiction Audio Collection development needs to watch for titles that are outdated due to subject matter, examples: psychology, religions, political and educational, and medical.
4. Monitoring the audio collection try and maintain balance in each genre: romance, science fiction, western, historical, biographical, etc. Non-fiction should maintain a balance in each Dewey category.
5. Non-fiction formatting changes more than fiction; information is updated and improved upon. Each Dewey category needs to be monitored for improvement, weeded and reordered as the budget permits.

6. The Dewey audio collection may not have the “3 rule” policy. Shelf space and cost is to be considered. Audio is a supplement to the book collection. It cannot be the foundation of the non-fiction collection or identical due to cost and space.

Children’s/Juvenile/Young Adult Collection

1. Board books - This collection consists of books with sturdy, laminated cardboard or plastic pages. This collection has very high usage and wears out quickly. Many titles have a short life in print and will not be replaceable after they are withdrawn. They are intended for babies, toddlers and preschoolers.
2. Easies - Easy books are selected individually for literary quality, quality of the illustrations, and subject appeal. The Easies collection is typically a very large part of children's collections throughout the Library, and has high circulation.
3. Primers and Chapters - Readers are selected individually for literary quality, attractive illustrations and subject appeal. This collection is meant to meet current needs. Classic and older titles are purchased continually to retain depth.
4. Children’s Non-fiction – Non-fiction will be selected based on their appeal and reading level. Emphasis for selection will be based on simple words, short sentences, larger type size, fewer paragraphs and more illustrations to encompass a wide range of the Dewey Decimal System.
5. Juvenile and Young Adult fiction - Fiction is selected individually using the same criteria used to evaluate adult fiction: consideration of theme, plot, characterization, setting, and style. Good fiction offers an appealing story, smoothly told, with freshness and originality. Positive racial, ethnic and sex role representation are important factors for consideration, as are appropriateness of length and format for the intended age level. Series, which are often formulaic, are sometimes evaluated individually, but are more often selected for their popularity with children. The Library acknowledges that there are many more series than can practically be purchased.
6. Juvenile and Young Adult Non-fiction - In selecting juvenile and young adult non-fiction books, the criteria used will be accuracy of facts, timeliness of information, and clarity and quality of the writing, presentation and illustrations. It is the intent to provide information in all fields of knowledge in which children are interested, and to provide it in an engaging and entertaining manner in order to stimulate imagination and satisfy curiosity.
7. Audio Collection - Audio renditions of classic and popular children/juvenile/young adult fiction are collected, as are audio versions of children's readers (which assist children in their mastery of reading). Audio versions of Easies are also collected. Very little audio nonfiction is collected.

Weeding

- All material types, other than genealogy and reference, will be weeded throughout the year.
- Material usage/weeding reports will be run in January and July of each year.
- Forms are printed, the Children’s Librarian is given the collections she purchases.
- This form and other criteria, such as: condition, age, series, core collection, etc. are used in the weeding process.

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