



## **COLLECTION DEVELOPMENT POLICY**

Rockbridge Regional Library System (RRLS) is a valuable and cost-effective source of professional reference and local information. Library employees are dedicated to providing access to information, popular materials, and lifelong learning opportunities for all.

In accordance with American Library Association guidelines, including the Freedom to Read statement and the Library Bill of Rights, responsibilities for RRLS staff include the collection of materials appropriate to the communities served, the organization of resources, the provision of access to resources, guidance in the use of resources, and participation in interlibrary loans. The library is part of the educational and cultural life of Rockbridge County, Lexington and Buena Vista, and Bath County.

### **MISSION STATEMENT**

Rockbridge Regional Library staff bolster the power of education, cultivate opportunities for learning, foster the fun in reading and serve communities as information professionals.

### **RESPONSIBILITY**

Authority for determining policy in the selection and acquisition of materials is vested in the Rockbridge Regional Library System's Board of Trustees. The responsibility for material selection rests with the library director, functioning within the framework of policies determined by the Board of Trustees and assisted by members of the staff who are qualified by reason of education and training.

### **LITERARY REVIEW COMMITTEE**

A Literary Review Committee, consisting of two library board members and three staff members including the library director, will be responsible for reviewing a request for reconsideration of material. If a complaint is made, the patron must complete a written Material Reconsideration Form.

### **GENERAL SELECTION PRINCIPLES**

The Rockbridge Regional Library System's goal is to provide access to the best available materials for a wide range of users and in the most widely used and accepted formats. Selections are made in accordance with the general guidelines of the library's mission and within the constrictions imposed by fiscal considerations. Controversial issues will be addressed through a provision of materials that speak to various sides of an issue with emphasis being given to maintaining a balanced collection. Acquisition of a title is based upon the merit of the specific title and the value of that title to the library's collection. Every effort will be made to provide material of lasting worth while still being responsive to current demand.

Principles to be followed include:

1. Weeding of the collection on a thorough and regular basis is as much a part of the collection development process as is the purchase of materials.
2. Duplication will be avoided except for high-demand materials.
3. Requests for specialized and ephemeral materials are answered through interlibrary loan.

## SPECIFIC POLICIES FOR DESIGNATED AREAS

### **MATERIALS**

#### **1. Fiction**

The Library will maintain a collection of works of fiction of a wide interest for the general public ranging from popular materials to classics from all periods of literature. Because it is the duty of the library to ensure the rights of mature readers, no book will be eliminated from consideration because of language, violence, or sexual content so long as the use of these elements is an integral part of the work.

#### **2. Religion**

The Library will maintain a collection of materials that present the fundamental concepts and beliefs of various religions to offer a well-rounded collection on major religions and their sacred writings. RRLS will not add proselytizing materials to the collection, but it encourages popular presentations of new ideas and movements in religion.

#### **3. Health and Medicine**

The Library will maintain a collection of standard and popular materials in the areas of health, nutrition, hygiene, diseases, and medicine that are aimed at the general public. These works include scientific and authoritative materials on human sexuality for the general user of every age and reading level.

#### **4. Law**

The Library's collection may include materials for the general user dealing with the philosophy of law as well as specific areas of law such as taxation, family law, and real estate. Laws of Rockbridge County, Lexington, Buena Vista and Bath County as well as of the Commonwealth of Virginia are made available. The laws and regulations of the United States or other states are also available through the Internet.

#### **5. Government and Economics**

The Library will work as appropriate to maintain a balanced collection on American government and economics as well as international government and economics.

#### **6. Textbooks**

Textbooks are not added to the collection.

#### **7. Genealogy**

The Library's collection in genealogy is limited primarily to how-to materials. The local history collection includes materials on Rockbridge and Bath Counties, Lexington, Buena Vista, Goshen, Glasgow, and surrounding areas. Appropriate works by local authors and family histories are included in the collection. Other genealogical information is available through the Internet.

### **YOUNG ADULT MATERIALS**

The Library will maintain a collection of materials of interest to middle school and high school students. The materials are not of a curricular nature although they may supplement the curriculum of the local schools.

### **JUVENILE MATERIALS**

The Library will maintain a collection of materials suitable in interest and comprehension to children from birth through the eighth grade.

Multiple copies of titles are purchased to meet demands where possible. However, the library does not purchase multiple copies to meet the demands of school reading lists.

### **MEDIA**

Library staff will select current formats using the same selection criteria as those for selecting print materials.

### **DESELECTION**

Weeding the collection is an essential part of the collection development process. Weeding must be continuous so that the highest standards will be met. The following guidelines for weeding will apply:

1. Dated materials that are no longer relevant will be discarded. Standard guidelines for weeding various subject areas of the collection will be used (for example, medical and financial materials will be deemed out-of-date well before most historical works).
2. Badly worn materials or damaged items will be discarded, mended, or replaced.
3. Items with poor circulation statistics will be reviewed regularly.

### **REVIEW LITERATURE**

RRLS staff relies on specific review media as well as professional discretion and community interest in the selection of materials. The following is a partial list of sources:

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|---------------------------|--|
| 1. Library Journal        | 5. VOYA (Voice of Youth Advocates)             |
| 2. School Library Journal | 6. Washington Post Book Review                 |
| 3. Booklist               | 7. New York Times Book Review                  |
| 4. Publishers' Weekly     | 8. Bulletin of the Center for Children's Books |

### **GIFTS AND DONATIONS**

(See Gifts Policy)

Approved by the Library Board of Trustees, December 16, 2014