



Unicoi County Public Library

Collection Development Policy

The Unicoi County Public Library aims to create and maintain a collection that meets the community's educational, informational, and recreational needs. Our goal is to enrich lives, empower citizens, and connect community through our collection. This policy is to be reviewed, updated as needed, and approved by the Board of Trustees yearly to ensure best practices are in place.

Collection Development Overview:

- The ultimate responsibility for collection development rests with the Director, who operates under the framework of policies determined by the Library Board of Trustees. The Director then assigns duties to Technical Services and Departmental Coordinators, who are to focus collection-development efforts on their appropriate audiences.
- Collection development should generally rely on professional collection development aids. This includes current journals, literary lists, blogs, etc. These will be provided by the director and independently sought out by staff on a regular basis before the purchase of materials. Staff may also use recommendations from the public, consensus among recognized subject authorities, and the knowledge and expertise of the library staff when selecting materials.
- An allocation of monies, determined by the current annual budget, will be distributed as needed throughout the year. Additional state and federal funds will be spent as scheduled by the Regional Library. Monthly purchases will encompass a variety of materials for all age groups across genres and formats to ensure a balanced, up-to-date collection.

Materials Selection:

- The Library upholds the right of the individual to request and access information, even though the content may be controversial, unorthodox, or unacceptable to others. The library strives to build a well-rounded collection that does not exclude on the basis of moral, racial, religious, or political prejudice. Every reasonable effort should be made to purchase patron requests.
- Every reasonable effort should be made to build and maintain a relevant collection. Current local, national, and global trends, social and political climates, literary patterns/trends, and user-demand should be considered when selecting materials. Community interest and usage influence purchases for the library's collection.
 - Criteria for print and audio/visual selections:
 - Accuracy and authority
 - Attention of critics and reviewers
 - Availability for purchase or through interlibrary loan

- Cost justification based on potential circulation
- Alternative, comparable materials in current collection
- Literary, artistic, historic, or scientific merit
- Relevancy
- Reputation of author, editor, illustrator, publisher, producer, director, performer, or translator
- Criteria for digital selections:
 - Access levels
 - Fees
 - Usage restrictions
 - Ease of use
 - Consideration of staff training requirements

History Room Collection

- The History Room contains reference (i.e., non-circulating) materials of local cultural, genealogical, and historical significance.

Youth Services and Young Adult Collection

- The youth collection is comprised of board books, picture books, easy books, graduating reading-level books, chapter books, graphic novels, novice- to average- to advanced-reader books, and nonfiction books that stimulate interest, motivate readers, and encourage a love of literacy. The collection reflects the emotional and cognitive stages of childhood from infancy through 12 years of age.
- The Young Adult/Teen collection is comprised of materials suitable for ages 12-18 years. However, the collection is open to adult crossover readers. The collection contains books specifically written for this age group.

Youth and Young Adult/Teen materials are intended to broaden perspective, support and reinforce literacy, supplement educational needs, increase critical thinking, and to provide recreation. Supervision of reading activities is the responsibility of parents, who guide and oversee development, and not the responsibility of the library or any staff.

Gifts/Donations

- Monetary or actual library materials may be gifted or donated. Donors understand that any donated materials will be considered for addition to the collection following guidelines recorded in this Collection Development Policy. **Donor stipulations or conditions do not apply.** Once donated and accepted, items become the sole property of the Unicoi County Public Library and the use of each item will be determined by library staff.

Collection Maintenance

- An annual collection inventory will be performed on a date determined by the Director. Staff will routinely review collections and weed based on a schedule determined by the Director.
- Materials that are damaged, duplicated, obsolete, unused, or otherwise rendered unusable will be withdrawn and reviewed for sale or discard.
- Weeded materials will be submitted to the Director for a final review before discarding.
- Staff will also assess collections for materials needing replacement, mending, or preservation. The library seeks to maintain balanced, relevant collections across multiple subject areas, Staff are to be mindful of discards, preventing gaps in collections and/or loss of valuable content or information.

Reconsideration of Materials Form

- Persons finding certain library material objectionable may request that it be reconsidered by requesting the "Reconsideration of Materials" form in person at the Circulation Desk or electronically at director@ucpl.net. The library Director will respond to a completed request within 10 business days of the submission date, personally review the material, and inform the Board of Trustees. The Director will attempt to resolve the issue. Failure to reach an agreement grants the person an appeal to the Board of Trustees. The Board will then review the material against this Board- approved Collection Development Policy. Lastly, the Board will make a final determination and draft and sign an official decision to be delivered to the appellant.