

Collections Development Policy

Adopted: 3/14/2018

Contents:

- I Purpose of Policy**
- II Policy Approval and Review**
- III Selection and Weeding Decisions**
- IV Withdrawal of Materials**
- V Accessibility and Copyright Law**

I Purpose of this Policy

This collection development policy is meant to guide the decisions of the librarians of the John Trigg Ester Library (JTEL) in selection, weeding, and access to library materials. For the purposes of this policy, the term “librarian” shall designate a person, hired or volunteer, in whom the JTEL Board of Directors has entrusted responsibility for the collections development of the JTEL. This may or may not be a person professionally trained in the library sciences.

II Policy Approval and Review

This policy shall be reviewed and approved every 3 years by the Board of Directors.

III Selection and Weeding Decisions

A. Collection Responsibility

Operating within the policies set by the board and with the input and assistance of the board, the librarian has final responsibility for the management of the collection. The librarian may be a volunteer, a board member, or an employee of the JTEL.

B. Description of Collection

The JTEL collection is a dynamic one and constantly changing, but is currently divided into:

- Alaska and Polar Regions nonfiction (including a reference and periodical section specific to Ester)
- Art and illustration
- Children’s books, both fiction and nonfiction
- General fiction
- General nonfiction, divided into subject categories (including cooking, crafts, gardening & agriculture, natural history, science, etc.)
- Graphic novels and illustrated humor
- DVD Videos
- Audio books
- Music
- Periodicals, Puzzles & games
- Rare books
- Reference (includes foreign-language dictionaries and English dictionaries, grammars, and stylebooks, an encyclopedia; and maps and atlases)

- Women's Studies
- Young Adult/Teen

C. Collections Development

Donated items make up the majority of the current collection and are expected to be a large part of the collection in the future. Donations are subject to the criteria in section k, below.

New books may be purchased with the approval of the Board of Directors.

D. Collection Priorities and Criteria

The basic criteria are: need (as in completion of series or request of members) and condition of item.

The library attempts to provide a minimal level of coverage on most topics, plus some basic reference works such as an encyclopedia, dictionaries, atlases, biographical dictionaries, and style guides.

Library materials (print and non-print) shall be chosen on the basis of their value in terms of interest, information, and enlightenment of all people of our community. No library material shall be excluded because of the origin, background, or views of those contributing to their creation.

E. Specific Criteria for Works of Information and Opinion

Works of information and opinion will be judged on one or more of the following criteria:

- Authority of author;
- Comprehensiveness and depth of treatment;
- Integrity;
- Currency;
- Clarity, accuracy, and logic of presentation;
- Representation of challenging ideas, including extreme and/or minority points of view; and
- Contribution to subject balance of the collection.

F. Specific Criteria for Works of Imagination

Works of imagination will be judged on one or more of the following criteria:

- Representation of important movement, genre, trend, or national culture;
- Equal representation of viewpoints and cultures of minority, disenfranchised, and non-Euro-American peoples;
- Vitality and originality;
- Artistic expression and experimentation;
- Enduring value; and
- Effective characterization.

G. Specific Theme or Subject Goals

While the library carries a broad variety of material of general interest, certain themes and subjects will be collected with greater intensity. The library puts special emphasis on the following kinds of materials, within the criteria specified above:

- Fiction of minority groups and non-Euro-American cultures;
- Alaska history, especially exploration, mining, and the history of the Interior and Ester;
- Science fiction;
- Science and natural history;
- Sustainability (such as in architecture, food systems, energy supply, or economics);
- Do-it-yourself books, especially carpentry, agriculture and gardening, and homesteading and survival skills;
- Local authors and locally published materials, especially from Ester; and
- Banned or controversial works, especially those not included in other local collections.

Lack of inclusion on this list does not exclude a title or subject from consideration. Materials are to be judged in their entirety, not on the basis of specific illustrations, words, or passages that some may find offensive.

H. Format of Materials

The JTEL does not collect:

- Newspapers, magazines, or journals (with the exception of those published in Ester);
- Comic books;
- Software;
- Microforms;
- Tools or instruments;
- Textbooks (textbooks and curriculum material is generally held to be the responsibility of the schools. Textbooks may be purchased for the collection when they supply the best or only information on a specific subject.);
- Realia;
- Fragile and valuable materials requiring proper archiving (until such time as the new building is complete and archive space available).

Electronic materials (e-books, etc.) may be collected in future.

I. Duplicates

The JTEL will not acquire multiple copies of materials, unless in different formats (for example, Harry Potter books on CD and in print). Donations that duplicate materials already in the collection may be sold to raise funds for the library, donated to the Alaska Literacy Council, or placed at the Ester Post Office book exchange shelf at the librarian's discretion.

J. Patron Requests

Library members in good standing may request that an item be purchased for the collection. If that item meets the collection development guidelines, and if enough money is available, the item may be purchased and added to the collection.

Requests for reconsideration may be made only by library members in good standing. Associate members may not make requests for reconsideration. A member who objects to the JTEL's inclusion of an item may meet with the board to discuss his/her concerns.

K. Donations

The JTEL happily accepts donated materials if they are in good condition: they are not torn, stained, drawn in, warped, burned, insecurely bound, or in any other way so damaged that the completeness of their content is compromised or that they lack ordinary durability. When a choice exists between a hardback and a paperback edition of the same book, and both are in acceptable condition, the hardback will be preferred.

All donated items become the property of the John Trigg Ester Library and will be evaluated for inclusion in the collection by the criteria above. No condition or restriction on their use can be honored.

If asked, the JTEL can supply a receipt describing the date and general description. JTEL cannot provide a monetary valuation of donations for tax purposes.

L. Preservation Goals

The JTEL attempts to preserve its materials for their ordinary, expected duration. All materials circulated are regularly cleaned and repaired when damage is minimal. Damaged or worn paperback books may be reinforced at the librarian's discretion using the library's book tape binder.

Long-term preservation is not a goal of the library, except in certain limited cases. The budget does not support building a controlled environment for archival preservation or to buy archiving storage materials (like boxes or special paper). Residents of Ester have the opportunity to find archival materials at the Fairbanks North Star Borough Library and at the Rasmuson Library of the University of Alaska Fairbanks.

M. Collection Assessment

The collection requires continuous evaluation to determine whether the JTEL is fulfilling its mission. The collection in each subject area will be evaluated according to the following criteria:

- Comparison to standard title lists;
- Date of publication, depending on the subject;
- Representation of diverse viewpoints;
- Completeness of sets or series;
- Projected space requirements compared to total shelf space available.

IV Withdrawal of Materials

A. Deselection Criteria

When library materials lose the value for which they were originally selected, they should be withdrawn. Items will be evaluated on the criteria given in the “Specific Criteria” sections above. Materials may also be withdrawn if they:

- Have, since acquisition, been shown to be largely misleading or inaccurate;
- Have been replaced by a significantly new edition or better work on the subject;
- Are worn beyond mending; or
- Have not circulated in three years and future use is not expected.

B. Disposal

Withdrawn items will be disposed of as follows:

- Items may be offered to other programs.
- Items may be sold through library-sponsored sales.
- Items may be deposited at the Ester Post Office book exchange shelf.
- Items not distributed or sold will be destroyed or taken to the nearest transfer site.

V Accessibility and Copyright Law

A. Access to Materials

All materials are kept on open shelves, easily accessible to the public. Children are not limited to items in the children’s collection, though certain materials may be kept on higher shelves to prevent children’s accidental exposure to them, at the librarian’s discretion (this does not mean that a child may not view these materials). Responsibility for a child’s reading or computer use must rest with the parents or guardians, not the JTEL, and we strongly encourage parents and guardians to be closely involved in their children’s selection and use of library materials.

It is the job of librarians, when asked, to instruct patrons about the quality or authority of information found in the library. However, as the JTEL endorses no particular views, the librarian will not recommend or criticize materials based on their personal viewpoints; nor will they privilege or de-privilege materials they find personally objectionable by placement or labeling.

B. Copyright Law

The John Trigg Ester Library complies with Title 17 of the United States Code, “Copyrights,” and other federal regulations regarding the duplication and use of copyrighted materials. Patrons using library materials are responsible for the legal use of those materials.