

# WINTER HAVEN PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY



## Purpose of Policy

- **To document** the current collection management policies and procedures of the Winter Haven Public Library.
- **To serve** as a staff training document for policies and procedures related to collection development and management.
- **To establish** a framework for continuous collection evaluation and improvement.

## Authority & Selection Procedures

Members of the Collection Development Team are comprised of library professionals and staff. Librarians use their professional judgment and expertise to make selection and replacement decisions.

Selection of library material is done with the help of:

- Book reviews in national and international magazines and professional journals
- Publisher/vendor catalogs
- Bestseller lists
- Award lists

The following is a list of general criteria to be considered in selection of library materials. This list is not in priority order, nor is it meant to be exhaustive.

- Material use measurements such as circulation counts, interlibrary loan requests, patron purchases, and waiting lists
- Insight into human and social conditions
- Popular interest, appeal, or demand
- Authoritativeness and accuracy
- Timeliness or permanent value
- Relation to the existing collection
- Attention of critics and reviewers
- Scarcity of information in the subject area
- Availability of material elsewhere in the Cooperative or through statewide Interlibrary Loan
- Price
- Format
- Purpose or intent of an item
- Comprehensiveness and depth of treatment
- Artistic presentation
- Authenticity of historical, regional or social setting
- Prominence, reputation, qualifications of author, director, illustrator, actor, publisher, etc.
- WHPL does not purchase self-published materials unless reviewed well in established publications or websites or some other reason that deems it necessary for the community

- WHPL does not replace elementary, high school or college libraries, and therefore will not provide curriculum material. It may attain general items that could be supplemental to learning in those institutions.

## Chronological Coverage

The Library maintains a collection of materials on Winter Haven primarily research and historical in nature. Local history and genealogical materials relating to Winter Haven and the surrounding area are particularly sought for this collection whether they are current or retrospective.

The Fiction, Philosophy, History, Audiovisual, Cookery, Religion, Sociology, Literature, Art and Architecture, Games, Gardening and Biography collections, offer broad chronological coverage. The Library collects classic materials in these areas as well as current materials.

The Library collects only current materials in the areas of Health, Medicine, Science, Travel Guides, Technology, Law, Business, Computer Science, Language, and Sports. The only exception would be historical works on these subjects. "Current" is defined as information that is pertinent and timely, or materials that have significance "today."

The Library subscribes to a variety of periodicals and newspapers. Selection of the periodicals is based primarily on public demand and use. The library retains newspapers for one week and periodicals for six months. Exception to this is *Consumer Reports*, which the Library retains for two years. Many periodicals may also be accessed online through Libby, the Library's digital service.

## Formats

The Library purchases materials in a variety of formats including but not limited to books, eBooks, eAudiobooks, periodicals, DVDs, CDs, and Playaways. The Library also provides access to a number of online databases and services.

## Languages

English is the predominant language found in most library materials. The Spanish speaking community is continuing to grow and staff anticipates making continued purchases of materials in Spanish. Staff will monitor community needs and add items in additional foreign languages as needed.

## Weeding

Weeding or the deselection of materials is critical to collection maintenance and involves the removal of resources from the collection. All materials are considered for weeding based on accuracy, currency, and relevancy. Space limitations, editions, format, physical condition, and number of copies are also considered when evaluating physical materials. Staff utilize data driven lists which includes title, author and circulation statistics to help identify weeding candidates. Items that are out-of-date, worn out, soiled, damaged beyond simple repair, or are no longer used based on circulation statistics are withdrawn.

## Disposal of Weeded Materials

Weeded items will be donated to local organizations in the following order.

1. Friends of the Library
2. Local charities & Non-Profit Groups

3. Legal disposal of remaining books may include recycling based on item's condition.

## Item Requests

To request an item be added to the catalog, patrons may fill out an [item request form](#). The item request form is found on the Library's catalog website and is submitted digitally. Once the request is submitted, a Librarian will determine if the item fits the current collection needs. If we are unable to purchase the item, we will try to acquire it for the patron via an Interlibrary Loan.

## Local Author Collection

The Winter Haven Public Library wants to support local authors, so we have developed a Local Author Collection to help connect you with readers. If you are interested in having your work considered for the Collection, [complete a submission form](#) and return it, along with a donated copy of your work, to the Winter Haven Public Library, 325 Avenue A NW, Winter Haven, FL 33881.

### **Who is considered a Local Author?**

A local author must live, or have spent a significant portion of their life in Polk County, Florida or an adjacent county.

### **What happens after the Library receives my form and donated copy?**

The material will be reviewed by a Library staff member. If the book is accepted for the Local Author Collection, it will become Library property and be processed accordingly with a spine label, barcode, and property stamp. A short record will be added to the Library's database and the material will be labeled as part of our 'Local Author' collection and made available for checkout. If the material is not added to the collection, it will be donated to the Friends of the Library for their ongoing book sale.

### **What kinds of materials would not be added?**

There are some types of materials the Winter Haven Public Library does not add to the Local Author Collection: textbooks, specialized or highly technical non-fiction, or any material deemed unsuitable for the targeted age. Also, the following formats will not be added: any loose-leaf pages or workbooks. The work must be bound and, preferably, have an ISBN assigned to it.

### **You added my book two years ago, but now it's gone. What happened?**

A Library collection is always changing and the Local Author Collection is no different. If your book was added and is no longer available, it could have been damaged or lost. Or it could have been withdrawn during routine collection maintenance. Titles that are damaged or lost are not automatically replaced.

### **Will you return my material to me if it is not added, or later withdrawn from the Collection?**

No. Once you have submitted your material for consideration it becomes the Library's property.

## Request for Reconsideration of Library Materials

If a citizen wishes the Library to reconsider the purchase of a particular item, the patron must complete and sign the [Request for Reconsideration of Library Materials form](#). The form may be submitted in person, or emailed directly to the Library Director. From there, the Library Director will contact the citizen to see if we are able to address the concerns. If a resolution is not met the form and material in question will be submitted to the Library Advisory Board to review and a public discussion will be held at

the next Library Advisory Board meeting. After hearing all concerns and viewpoints, the Library Advisory Board would vote on an appropriate response.

The Library provides materials representing a wide range of views and expressions. The selection of an item in the collection does not constitute an endorsement of its content by the Library. All individuals have the freedom to choose which library materials they use. No one may restrict the freedom of others to choose what to read, hear, or view. Responsibility for materials accessed by children or teens rests with their legal guardians and is not limited by the Library.

## Gifts Policy

The Friends of the Library operate a bookstore and accept donations of used books and audio visual materials. Donated materials are reviewed for addition to the Library's collection. Materials are reviewed for condition, popularity, timeliness and must meet the same criteria by which purchased materials are judged. Donated materials are considered with the explicit understanding that such factors as duplication, lack of community interest, processing costs, or inadequate shelf space may prevent their addition to the collection or permanent retention on the shelves. Items not added to collection are sold and proceeds support the Winter Haven Library. The Library does not appraise donated books or other gifts.

## Memorials & Friends of the Library Donations

Through the Friends of the Library, citizens may request items be purchase in memory of or in honor of a friend, relative or special person in your life. If the items requested are compatible with the collection development policy, Library staff will make every effort to honor the request. If preferred, instead of a title, a subject area for the memorial may also be indicated, or the library staff can select a book in an area in need of new materials. For every \$25 dollars donated to the Friends of the Library, a bookplate naming the donor and the person being recognized will be added to the book or books. Friends of the Library will send letters of acknowledgement to both the donor and to the family of the person being honored.