



FAIRFIELD COUNTY LIBRARY COLLECTION DEVELOPMENT POLICY

October 14, 2010

Philosophy and Objectives

The objective of the Fairfield County Library is to make freely and easily available to the people of Fairfield County books and other resources to aid them in the pursuit of education, information, research, and culture, and in the creative use of leisure time.

Ideally, the public library should strive to furnish any resource requested by any person, but in practice limitations of funds, staff and space make this impossible. The public library must, therefore, be selective rather than inclusive. That this may not become censorship, these general principles of selection are set forth.

Responsibility for selection of books and other resources rests with the library director and, under his or her direction, such members of the staff who are qualified by reason of education, training, and experience. Suggestions from staff and patrons are encouraged and given serious consideration.

The Fairfield County Library endorses and will attempt to follow the concepts of the Library Bill of Rights and the American Library Association's Freedom to Read Statement, both of which are appended to this policy statement.

Selection Criteria

Most materials are selected on the basis of published reviews and standard bibliographies. Some important materials may not be reviewed, however, and are selected using the following criteria:

1. Scope and authority of subject matter presented
2. Authority of author, editor, publisher
3. Date of publication
4. Physical qualities and format
5. Relationship to the collection
6. Price
7. Demand
8. Shelving or storage space in the library

There is no single standard which can be applied in all cases when making an acquisitions decision, but at least one of the above criteria must be met before an item is purchased.

Special Subject Areas

A. Controversial subjects

1. *Political opinion:* Materials are chosen to reflect all sides of an issue as authoritative works become available and are fully reviewed.
2. *Sex and sex education:* The library attempts to purchase accurate, scientific, up-to-date materials dealing with the subject of sex for readers of all ages and varying backgrounds. In selection of any book in this area, judgement is based on the total piece of material rather than the presence of words, phrases, or situations which in themselves might be objectionable.
3. *Medicine:* The library gears its selection to the layman's requirements in such areas as preventive medicine, vocational aspects of professional and practical nursing, personal health and hygiene and certain basic subjects of general interest. Standard drug and medical dictionaries and encyclopedias are acquired for reference purposes. Highly technical clinical texts on diagnosis and treatment are not usually purchased. The library staff does not interpret or give medical advice.
4. *The Law:* The library attempts to acquire general statutes and regulations (especially those applying to South Carolina), books on court procedure, jury duty, divorce, and such aspects of law as needed by laymen in pursuit of their daily affairs. The library staff does not interpret the law or provide legal advice.
5. *Religion:* Materials are included in the collection which present historical or cultural viewpoints or present doctrine in an objective, non-partisan way. Tracts and materials of a proselytizing nature are not included.

B. Textbooks

The library does not purchase textbooks unless they fulfill a basic informational need better than other material available.

C. Local History and Genealogy

The library seeks to collect all published materials dealing with the history and genealogy of Fairfield County and selected materials on the history of the surrounding areas. The library will refer patrons to other collections in the state or will attempt to obtain materials through interlibrary loan when possible.

D. Paperback Books

Paperback books are selected for the following reasons:

1. To save money for the purchase of other titles

2. To provide duplicate titles of popular titles
3. To acquire a title not available in hardcover
4. To offer the title in the format preferred by its expected readers

E. Leased Books

In appropriate situations and when the budget will allow, books are leased through rental services and are used primarily to add duplicate copies of current best sellers in great demand and additional titles not anticipated as needed in the permanent collection but of current interest.

F. Large Print Books

The library feels a responsibility to make available to those with impaired eyesight a collection of large print books so that they may continue an enjoyment of reading.

G. State Library for the Blind and Physically Handicapped

The State Library for the Blind and Physically Handicapped provides talking book service and a large print book service available through the mail at no cost to the patron. The Fairfield County Library will assist in the application process necessary for those services.

H. Periodicals

Periodicals are acquired to supplement the book collection with current research information, to serve as selection aids for the librarians, and for recreational reading. Most periodicals selected are those which are indexed in standard sources such as Reader's Guide or Magazine Index.

I. Newspapers

Daily and weekly newspapers are purchased. Emphasis is placed on providing representative coverage of local newspapers.

J. Non-Print Materials

The library will purchase items in non-print formats to meet patron demand for informational and recreational materials. Selection decisions will follow the criteria for print materials whenever possible. As preferred non-print formats change (example: videocassettes to DVD) collections will be phased out and purchases will be in newer formats. Examples of current non-print formats are microforms, maps, audio books, compact discs, DVDs, and software. The library does not purchase R and NC-17 rated films.

K. Online Resources

The library has developed an Internet Use Policy and a Technology Plan to address the issue of electronic services. Public access to the Internet and access to the DISCUS databases will be available at the main and branch libraries. Acquisition of other online databases will be determined by reference needs and

funds available.

Gifts

The library welcomes donations of hardback and paperback books, and other suitable materials under the following conditions:

1. The same criteria used for the selection of other library materials are used to evaluate gift materials for addition to the collection.
2. The library retains the right to make the most advantageous use of gift materials possible. Materials not added to the collection are sold (proceeds going to the Friends of the Library), distributed to hospitals, nursing homes, prisons, or other institutions in the community, or discarded.
3. Large collections of books are accepted only through prior arrangement and inspection of the library director.
4. Appraisals of gifts for income tax or other purposes are the responsibility of the donor. The library will, upon request, supply a receipt for the number of books received.
5. In the case of gifts of original manuscripts or rare books, the library may exercise its option to transfer the valuable or original to an appropriate archive and retain a microform, photocopy, or printed copy for use in the local collection.

Memorials

The library welcomes and encourages gifts of money for the purchase of memorial books. In selecting memorial books, works of permanent value are chosen, generally non-fiction and beautiful in themselves, to ensure a lasting tribute. Donors may request a specific title or subject area or leave the selection to the discretion of the library director.

Materials accepted as memorial gifts must conform to the same criteria for selection as materials purchased with library funds.

Collection Maintenance

Systematic weeding is an integral part of the selection process which helps maintain the quality of the library's collections. The same care, thought, and judgement is used in this process as in the original selection. Withdrawal policies are generally applicable throughout all the collections. Criteria for discarding materials will include:

1. Poor physical condition, not suitable for repair or rebinding
2. Duplicate copies of a title no longer in demand
3. Obsolete content
4. Recent poor circulation figures
5. Format no longer in common use
6. Shelving space available

Challenged Materials

The Fairfield County Library has the responsibility to provide materials and information to meet the needs and interest of all the people it serves. The library endorses the Library Bill of Rights and The Freedom to Read Statement as developed by the American Library Association.

The choice of library materials by users is an individual matter. Responsibility for the reading of children and adolescents rests with their parents and legal guardians. While a person may reject materials for him/herself and parents may restrict access to library materials for their children, no individual has the right to exercise censorship or to restrict the freedom to read of others.

Should a library patron object to a book or other material for any reason, he or she will be asked to complete the form "Request for Reconsideration of Library Materials." The director will review the form, gather any information and reviews applicable, and present the objection to the library commission at its next regularly scheduled meeting.