

Mission

The Pamunkey Regional Library enhances the quality of life in our communities by providing free access to information, promoting reading enjoyment, nurturing lifelong learning, and providing places for people to interact.

Objective

The objective of collection development is to provide quality library service by making available a well-selected, well-maintained collection. The collection will include library materials in adequate numbers and in a variety of formats, based on patterns of use and anticipated demand.

Goals and Guidelines of the Collection

The Pamunkey Regional Library is the provider of free and easy access to recorded information within the limitations of space and budget. The selection of the books and related materials necessary to achieving this goal is directed by the following goals and guidelines:

- To facilitate continuing education, both formal and informal;
- To supply sources of information in all fields of knowledge in order to meet the basic informational needs of the community;
- To provide practical and vocational information that will improve occupational capabilities;
- To encourage the development of reading skills;
- To encourage informed discussion of contemporary problems by providing materials on different or innovative cultures, experiences and thinking;
- To support the educational, civic and cultural activities of groups and organizations;
- To encourage intellectual, aesthetic, creative and spiritual growth;
- To promote and market the use of books and other library materials for recreation and enjoyment;
- To encourage maximum use of the collection by the greatest number of persons;
- To support the democratic process by providing materials for the education and enlightenment of the community.

The Pamunkey Regional Library believes that confidential and unrestricted access to information is essential for people to exercise their constitutional rights and that reading, listening, and viewing are individual matters. Only parents or guardians have the right and responsibility to restrict the material for their own minor child(ren). The public library does not, and cannot, stand in place of parents (*in loco parentis*).

Selection Philosophy and Principles

PHILOSOPHY

The initial responsibility for materials selection lies with the Collection Strategy staff of the Pamunkey Regional Library. Library staff employ professional judgment and expertise in making collection development decisions, including decisions about choosing titles and identifying quantities for purchase. Library staff use their training, subject knowledge and the Selection Principles to make selections for the Library's collection. The ultimate responsibility for material selection, as for all library activities, rests with the Library Director.

All staff members and the general public may recommend materials for consideration. The Library upholds the belief that every person deserves to have their humanity and identity celebrated and, therefore, books should be Mirrors (individuals should see themselves reflected in titles), Windows (individuals should see the experience of others in titles), and Sliding Doors (individuals should have the opportunity to step into the experiences of others and/or pursue the enjoyment of escapism). Selection for the collection is not restricted by the possibility that children or adolescents may obtain or see materials their parents or guardians consider inappropriate. Responsibility for the reading material of children and adolescents rests with their parents or legal guardians. Library materials are not marked or identified to show approval or disapproval of the content. No book or other item is sequestered except for the purpose of protecting it from injury or theft.

Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Highest selection priority is given to those materials in all formats having the broadest appeal. Multiple copies of materials are purchased in response to user demand as evidenced by the number of holds, anticipated popularity, repeated customer requests and monitoring of the collection. The number of copies acquired of a particular title is determined by user demand and available funds. Due to budgetary and space constraints, a copy of each selected title cannot be placed in every branch. Placement of materials is determined using a regional approach to create a comprehensive collection of materials system-wide. Pamunkey Regional Library provides delivery services between branches to allow customer access to multiple branch collections.

The selection of materials will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work as a whole. To build collections of merit and significance, all acquisitions, whether purchased or donated, are considered in terms of the principles written below. An item need not meet all of them in order to be acceptable.

PRINCIPLES

Materials are evaluated on the significance of the entire work rather than individual parts. The following principles will guide selection of material in all formats:

- Anticipated demand
- Physical space limitations

- Relevance to community needs and interests and also to Library's mission and service roles.
- Local or national significance
- Contemporary significance or permanent value
- Accuracy
- Reputation and/or authority of author, editor, illustrator, publisher, or producer
- Literary merit
- Relation to existing collection and to other materials on the subject
- Price and availability
- Format and ease of use
- Scarcity of information in the subject area
- Attention of critics, reviewers, media, and public
- legal or licensing issues
- Suitability of format for library shelving and circulation including: type of binding, paper quality, readability of type, packaging, specialized equipment needs and technical quality of non-print and electronic media
- Support of library programs and initiatives
- Specialized library staff development materials

The following types of selection aids may be used in the selection of materials:

- Professional journals
- Databases
- Local and national periodicals
- Online sources

AUDIENCE

Pamunkey Regional Library has three general audience levels that it assigns materials to: Juvenile, Young Adult, and Adult. Library Staff use the following to determine the audience placement of materials: previously mentioned selection aids, BISAC (**B**ook **I**ndustry **S**tandards and **C**ommunications) headings, Library of Congress subject headings, CIP (**C**ataloging in **P**ublication) data, author and/or publisher's marketing and intent, and the anticipated interest of a particular audience. These audience levels serve as guideposts to assist readers and their families make decisions about titles that are the best for them based on literacy, interest, and content. These guideposts do not stand as proclamations by the Library as to the "suitability" or "appropriateness" of materials for individual persons; that remains the responsibility of the patron and/or their parents or guardians.

Juvenile Collection

- The Juvenile Collection provides a range of materials primarily intended to serve children from birth through age 12. Included in the collection are picture books, easy readers, graphic works, fiction, and nonfiction titles. All Juvenile Collection items are designated with a "Children's" audience facet in the Library's online catalog, can have a

“P”, “J”, or “E” designation preceding the call number, and are shelved separately as their own collections in all library branches. The collection for children is carefully chosen with the emphasis on materials that entertain, stimulate the imagination, develop reading ability, and enable children to learn about the world around them. Collection management decisions are made on the basis of staff judgment, expertise, and by evaluating reviews in professional library reviewing journals and other library selection tools. The collection includes materials for all reading, listening, and viewing levels; for all recreational preferences; and on all subject interests.

- Material purchased for older children served by the collection is often too complicated or mature to be useful or understood by the younger child. The Juvenile Collection, like all of literature, covers a wide range of subjects, themes, life situations, and often reflects reality. As such, it may include material that is controversial or offensive to some. Parents and/or guardians are expected to assist their children, especially younger children, in selecting materials to meet their needs and interests.

Young Adult Collection

- The Young Adult Collection provides a collection of materials specifically intended to serve the needs of patrons aged 13-18. The purpose of the Young Adult Collection is to meet the informational and recreational needs of teen patrons. All Young Adult collection items are designated with “YA” above the call number and are shelved separately as their own collection in all library branches. Young Adult materials include fiction, nonfiction, and graphic works.
- Due to the wide range of tastes, reading abilities, and maturity levels in this age group, not all titles included in the Young Adult Collection will be appropriate for all ages. The Young Adult Collection, like all of literature, covers a wide range of subjects, language, and life situations. As such, it may include materials which is controversial or offensive to some. Parents and/or guardians are expected to assist their children, especially younger teens, in selecting materials to meet their needs and interests.

Specific Collection Guidelines

Magazines and Newspapers

Subscriptions are reviewed annually to assess interest and activity. Particular focus is placed on customer recommendations and titles that are popular in retail outlets, as well as the relationship to existing collections, patterns of use, and anticipated demand. The Library purchases most periodicals through vendor contracts. If our vendors do not offer a periodical, it is unlikely that the Library will purchase that periodical. System reports give selectors information about circulation and in-branch use of periodical materials. Assessment of the need for materials is based, in part, on both customer interest and use in every subject area. Gifts of magazine or newspaper subscriptions are not accepted due to the logistical and ephemeral nature of selecting and maintaining them.

Local Authors and Author Solicitations

The Pamunkey Regional Library does not accept unsolicited communications or requests from authors to purchase their materials. To support and showcase the creativity of the local community, Pamunkey Regional Library does invite local writers to donate their self-published or independently-published books for inclusion in the Library's collection. The following criteria will be used to determine addition to the collection:

- *Authors must currently, or previously have, resided in the central Virginia region, defined as the Counties of Goochland, Hanover, King & Queen, and King William, as well as the City of Richmond and Henrico County.*
- *Authors must have a current Pamunkey Regional Library card*
- Items must be bound, published, or professional produced within the last five years (i.e. self-published or print-on-demand is acceptable, but photocopied and stapled is not. Spiral or comb bindings are also not acceptable.)
- Donations become the property of the Library and will follow the Library's collection maintenance policies, whereby the title can be withdrawn at any time due to damage, lack of use, or space concerns.

Foreign Language Materials

Foreign Language materials will be purchased on a case-by-case basis and will ultimately be limited to common languages within the Pamunkey region and the popularity of the title and/or author requested.

Collection Maintenance

It is necessary to continually maintain a library collection. New materials will be added according to the Library's Selection Principles and older materials containing outdated information may be removed. Materials may be removed from the library's collection based on age, accuracy, condition, lack of circulation, or lack of space and then sold, donated, or destroyed.

Reconsideration

Once an item has been accepted as qualifying under the Selection Principles and rules, it will not be removed at the request of those who disapprove of its selection unless it can be shown to be in violation of these policies and rules. The Pamunkey Regional Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a local court of competent jurisdiction has ruled against the material.

There is a formal procedure for the reconsideration of library resources. Library personnel are available to discuss the interpretation and application of the Selection Principles. Individual items, which in and of themselves may be controversial or offensive to some people or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a

whole. For a request of reconsideration to be considered, the “Request for Reconsideration Form” must be completed in full. The patron submitting the request must hold a valid Pamunkey Regional Library card and the title must have been reviewed by the patron. Upon receipt of the completed and signed Request for Reconsideration form, Library Administration will review the material and the Library Director will respond to the complainant in writing (either by email or regular mail) within thirty days. The response will indicate the action to be taken, if any, and the reasons for or against the request. Materials under reconsideration will remain available to patrons until a decision is made.

DRAFT

Request for Reconsideration (Please fill out form in its entirety)

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email Address _____
Do you represent self? Organization? If organization, please list: _____

Have you read Pamunkey Regional Library’s Collection Development Policy? Yes No
Have you read Pamunkey Regional Library’s Library-Sponsored Program Policy? Yes No
Have you read Pamunkey Regional Library’s Library Display Policy? Yes No

1. Resource on which you are commenting:
Book Video Magazine Newspaper Audio Recording
Electronic Resource Library Display Library Program Other
Title _____
Author/Producer/Director _____

2. What brought this resource to your attention? _____

3. Have you examined the entire resource? If not, which parts were examined? _____

4. Are you aware of any reviews for this resource? _____
If so, please cite: _____

5. What concerns you about the resource? (use other side or additional pages if necessary, please be specific, cite pages and/or timestamps)

6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? What would you replace the material with? _____

7. Is there anything good about this resource? _____
8. Is there anything else you would like the Library to know about this resource? _____

9. What would you like your Library to do about this resource?
Remove it Send to librarian for reclassification Other _____

Signature: _____
Date: _____

Please return this form to a staff member or mail to: **Library Director, Pamunkey Regional Library | PO Box 119, Hanover, VA 23069**. You will receive a response from the Library Director once your request has been reviewed and the resource evaluated.