

Collection Development Policy

(Updated 4/13/20)

Purpose

To provide guidance for collection management and to inform the public of the principles upon which library personnel make decisions regarding the selection and maintenance of the collection.

Identification of Users

The James River Valley Library System provides free and equal service to all residents of Stutsman County, North Dakota.

Intellectual Freedom

James River Valley Library System is committed to the principles of intellectual freedom. Materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its staff agrees with the ideas and viewpoints it presents.

The Library typically classifies materials according to the target age group (children, teens, or adult) as established by cataloging services and other authoritative sources.

Responsibility for Selection

The Library Board approves the collection development policy for the James River Valley Library System. The Board delegates the responsibility for administering this policy to the Library Director. The Director, the Children's Librarian, and the Teen Librarian perform selection of materials. Suggestions from other staff members and the general public are welcome and are given consideration within the framework of this policy.

Goals of Material Selection

1. To meet the informational, educational, and recreational needs of the community.
2. To provide diversity of material that reflects the interests of the community.
3. To provide materials in many formats including, but not limited to, books, electronic materials, audio-visual materials (including video games), periodicals, and newspapers.
4. To maintain a balanced, current, and representative collection within the allotted budget and space limitations.

Evaluative Criteria

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following general criteria are used in the selection process to help ensure that all materials in the library are in keeping with its goals and mission, and are of use to the community served:

1. The collection will attempt to provide a balance of viewpoints on controversial issues
2. The collection will attempt to include a cross-section of viewpoints representative of patron needs and interests
3. The collection will attempt to provide significant items of local and regional interest, history, and authorship
4. Reviews from professional publications are considered in the selection of library materials
5. Patron requests are considered in the selection of materials.

When evaluating specific materials for inclusion in the library collection, consideration is given to the following criteria:

1. Authority (is the item from a trusted source?)
2. Clarity, accuracy, and logic of presentation
3. Currency of the information (unless the item is a classic)
4. Artistic presentation and/or literary merit
5. Popular interest
6. Relevance to the community
7. Structural integrity of the physical item
8. Size of the item
9. Cost

Special Collections

The library preserves archival materials relevant to local history, including letters, pictures, and manuscripts. The library provides digital access to archival materials as time and resources permit.

Resource Sharing

James River Valley Library System actively shares materials with other libraries through Interlibrary Loan, giving the collection nationwide outreach. Because the library lends to other libraries, we are able to overcome some space and budget limitations, greatly expanding the scope of information patrons may access.

De-selection (Weeding)

The library cannot and should not retain most materials indefinitely. Shelving space is finite, and in order to fulfill our mission and meet the diverse educational, cultural, research, and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant, and useful in format and condition. Materials that are no longer current, accurate, used, or broadly useful must be withdrawn from the collection to make way for new materials. This does not mean that they were a waste of money. Rather, these have served their purpose, providing benefit to our community for the years that they remained in our collection.

It is the goal of James River Valley Library System to de-select (weed) roughly one item for every item added.

Weeded items in good condition may be donated to organizations such as schools, non-profits, and prisons that can continue utilizing them, sent to used book distributors, or made available for sale through the Friends of the James River Valley Library System for the benefit of the library. Items that are not disburseable must be properly discarded.