

COLLECTION DEVELOPMENT POLICY

Objective

The Pickens County Library System belongs to all the people it serves and wishes to encourage their interest in its work. It seeks to maintain a broad and well-balanced collection with up-to-date information in varied formats to enlighten, inform, entertain, educate and empower the community of Pickens County. The library believes that collections are part of the broader content of what a library provides to its community, which includes experiences, spaces, materials, and collaborations. The library seeks to respond to our community's needs and interests through this content. This policy ensures that the library collection will reflect the experiences of the community, and provide an opportunity to explore cultures, traditions, and ideas from all different types of people. All content decisions must follow applicable specifications of Federal, State, and Local legislation.

Selection Principles

The responsibility for selection of library materials is delegated to the Library Director, following the Collection Development Policy approved by the library board. Direct selection of materials is performed by staff members qualified for this duty through professional education, training and job classification. These qualified professionals are responsible for suggesting appropriate materials through daily interaction with library patrons and assessment of their needs, as well as on their own wide reading experience. In addition to responding to the demands of Library users, staff consults a variety of reviewing sources and community members with expertise in certain areas. The Board, therefore, establishes the following principles to guide the library in that selection process.

- Develop a well-rounded collection of current, high-demand, high-interest materials in a variety of formats to meet the needs of our community.
- Curate a collection that represents diverse points of view, subjects, opinions, and modes of expression, and which reflect the community and the world we inhabit, and the variety of our community readers' tastes and interests.
- Collection materials should include materials in digital/electronic formats (when available).
- Library material will not be excluded or included solely because of the race, nationality, sex, or the political, social, or religious views of its author or its intended audience.
- Provide materials to meet the recreational and informational needs and interests of our community and organize those materials in age-appropriate collections. Materials are selected and organized considering complexity, vocabulary, and topic.
- Encourage lifelong learning by making current, accurate, and useful information available to all ages in our community.

- Encourage minors to develop an interest in reading and learning by providing a collection of materials which is current and appeals to their interests by being age appropriate.
- Provide an appropriate number of copies for each title purchased so that the community has access within a reasonable length of time
- Balance individual and community needs in determining the best allocation of collection budget

Philosophy

The library strives to support an informed community by providing access to the world of ideas and information. The library's collection is developed and managed to meet the informational, educational, cultural and recreational needs of the residents of Pickens County. The library will neither promote nor censor any particular religious, moral, philosophical or political conviction or opinions. Material will not be excluded because of race or nationality or the religious, social, or political views of the author, publisher, or creator. The library recognizes that some materials are controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs. Classification of materials into clearly labelled age-appropriate sections of the library aid in parental determination for access to minors. The PCLS youth library card application allows parents to choose access to various collections for their minor children.

The presence of an item in the collections does not represent endorsement or promotion of its content by the library. Any request for reconsideration of an item in the collection must follow the procedure outlined in the "Review of Materials Policy."

Selection Criteria

No single standard can be used universally in making acquisition decisions. Material will be evaluated according to one or more of the criteria below, in addition to the judgment exercised by professional library staff. Any given item need not meet all criteria to be selected, but a list of possible criteria includes:

- Community members' requests for or interest in an item.
- Circulation use of existing and similar materials.
- Accuracy and current information.
- Contemporary significance, permanent value, or popular interest.
- Authority and reputation of the author or publisher.
- Artistic and literary merit.
- Adaptability to use.
- Illustrations - especially important for children's books, which use illustrations to teach reading and comprehension.
- Format and price.
- Evaluation in professional review or other sources to determine age-appropriate content if necessary, such as, but not limited to: *Booklist*, *Library Journal*, *Publisher's Weekly*, *Kirkus Reviews*, *School Library Journal*, *National Book Rating Index*.
- The relation of new materials to existing collections.

- Contribution to diversity enriching the breadth and depth of collections.

Library materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft.

All selection policies and procedures will be applied to any donated materials before they are added to the collection. Materials not added to library collections will be given to the Friends of the Library book sale or discarded due to their condition.

Materials suggested for purchase by patrons will be considered for purchase, if funds are available, provided they meet the requirements set forth in this policy.

Collection Maintenance

Periodic and continuous evaluation of materials in the collection is a priority of collection development and is considered of equal importance to the acquisition of new materials. Systematic and ongoing weeding of library materials is essential to ensure an active and useful collection and the best use of available space. Materials are evaluated on condition, current information/accuracy of information, and community demand. Locally significant materials may be retained even if some of these factors do not apply. In addition to weeding of print materials, the discontinuation of purchasing and/or housing of older media formats will be considered when demand and availability indicate they are no longer appropriate for the collection.

Collection Scope

Adult Fiction

The adult fiction collection includes a wide variety of contemporary works of fiction representing all genres, international works, classics as well as important novels of the past. The library makes every effort to acquire fiction which is representative of the cultural and ethnic communities that it serves and to satisfy the of interests and recreational needs of its users.

Adult Nonfiction

The library aims to acquire materials which provide a core of basic knowledge. In addition, it selects, makes accessible, and promotes the use of materials which:

- address contemporary issues
- provide self-help information
- facilitate continuing education
- enhance job-related knowledge and skills
- increase knowledge of affairs of the community, the country, and the world
- support business, cultural, recreational, and civic interests in the community
- nourish intellectual, aesthetic, creative and spiritual growth
- present different viewpoints on issues

The following two sections: Children's and Teen's Collections will follow the "Guidance on Collection Development for Minors" by the South Carolina State Library as a resource.

Parents or legal guardians are responsible for completing Youth Library Card applications, which grant permission for minors to access library materials they deem appropriate for their family's values and lifestyle. The Pickens County Library System respects and upholds the decisions of each parent or legal guardian regarding materials accessed by their minor children and will honor those choices in support of individual family needs. Please look on our website for the "Youth Library Card Applications".

Children's Collection

To encourage life-long reading habits, the children's collection provides material in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Pickens County from birth through grade eight/age 12. Material is selected with regard to the stages of emotional and intellectual maturity of children. Children material is generally understood as those materials for ages 0-6 year of age, juvenile materials encompass items in the range of 7-12 years of age.

The following content will not be included for the children and juvenile collection areas:

1. Adult nudity
2. Sexual descriptions
3. Vulgar language

Teen Collection

Teen collection material is intended for library patrons from the age of 13 to 17 years. It is a transitional collection for the reader moving from the children's collection to the adult collection. The Teen collection consists of fiction and nonfiction books of popular and contemporary interest. Because of the wide range of maturity and reading levels among individual teens, the suitability of any particular item for a teen must be determined on an individual basis by the parent/legal guardian of that teen according to the selection made on the Youth Library Card Application, which can be found on the PCLS website or by request in person at the library branches.

All Material that are rated for the Teen area of the library should be appropriate for children 13-17 years of age.

For the purposes of this policy, South Carolina Code of Law, Section 16-15-305 will be used as guidance.

Materials that contain the following content will not be included in the Teen Collection:

1. Graphic depictions or descriptions of rape, pedophilia, or incest
2. Graphic explicit sexual depictions or descriptions (vaginal, anal, oral, and masturbation)
3. Pervasive vulgarity
4. Prurient interest material – according to the current South Carolina legislation
5. Patently offensive

**If materials rated for the Teen (13-17) Collections has the above criteria, items should be placed in the Adult (18+) or sub-category Young Adult (18-25) when available.

While “young adult” is a standard term used by publishers and libraries, it can be ambiguous and confusing to the general public. If a library has a “young adult” section it should be located in the adult area of the library. The term “young adult” is generally understood as individuals aged 18-25.

Reference Collection

The library maintains a physical reference collection to serve the informational needs of library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. They remain in the library to be readily available to all residents. Selection criteria of particular importance for reference sources are accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing. Reference sources are consulted for specific items of information and are not meant to be read consecutively. They include bibliographies, indexes, directories, dictionaries, catalogs, statistical compendia, atlases, and almanacs.

Library of Things

The Library of Things is a collection of non-traditional library items that patrons may wish to try or test before purchasing. These include items used for outdoor activities, games, health and fitness, tools, electronics, crafts, hobbies, and musical instruments. The includes WIFI hotspots and Adventure Passes used for free admission to local and regional museums and attractions. This collection is not intended to be comprehensive, and the library is limited by a finite amount of storage space and funds for these items.

The Library Director has full authority to create, move, or remove collections based on changing media, community needs, or to improve access, provided these changes satisfy all current policies of the library board.

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