



## Collection Development Policy

### Introduction

The Sheridan County Public Library consists of the main library Sheridan County Fulmer Public Library, and three branch libraries: Clearmont Branch Library, Story Branch Library, and Tongue River Branch Library. Our mission is “Nurturing lifelong curiosity, enrichment, and community.” The books, periodicals, and non-print items available at the libraries are important keys to realizing this mission. The Collection Development Policy serves as a communication tool to staff and the public how, by whom, and under what criteria, library materials are selected.

### General Principles

The Sheridan County Public Library System acquires materials in a variety of subject areas and formats to reflect community interest as well as global trends and issues. The library strives to acquire materials that will represent various sides of an issue, and does not subscribe to any particular point of view. The library believes in intellectual freedom as a basic human right through Article 19 of the Universal Declaration of Human Rights that states, “Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.” The library supports everyone’s right to read free of censorship and adheres to the Library Bill of Rights:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

- VI. Libraries, which make exhibit spaces and meeting room available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The collection is free, available, and accessible to all patrons. It is the responsibility of each individual to determine whether certain materials are suitable for them or their children. The library is not responsible for preventing anyone from accessing any materials, and does not censor the collection on the possibility that certain materials may come into possession of minors.

The library and Board of Trustees are not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Consequently, challenged materials will not be removed from the library collection for any category covered by law until after receipt of an independent court order. Conversely, materials previously judged unlawful will not knowingly be selected for the collection. Concerns about library material will be subject to the library's Reconsideration Policy.

### **Collection Evaluation**

To ensure that the library's collection is meeting the needs of the Sheridan County community, and to fulfill the library's mission, "Nurturing lifelong curiosity, enrichment, and community," the collection is evaluated on a continuing basis. The CREW (Continuous Review Evaluation and Weeding) Method, circulation reports, reference statistics and interlibrary loan requests are used to determine how the collection is being used. Using this information, the library is able to keep pace with the changing reading and information needs of the community. With these methods, the director and library managers can monitor the collection to see if it is serving its public.

Literary classics, regional authors, well-recognized authors, titles in a series, and titles in popular demand are retained. Weeding of duplicate copies unless in demand, books in poor condition, outdated information, and titles that have not checked out in a reasonable amount of time is done on a regular basis to maintain space for new books. Literary classics and titles in demand may be replaced if in poor condition.

### **Responsibility for Selection**

The Sheridan County Library Board of Trustees charges the director to manage the library and its collection. Selection is a collaboration of librarians appointed by the director to select materials based on the needs and interests of the Sheridan County community.

### **Selection Tools**

Tools used for the selection process include award-winning book lists, bestseller lists, reviews in book journals, and patron requests. The library subscribes to a number of periodicals which are used as review and evaluation sources for materials selection.

## **General Selection Criteria**

The collection includes print, audio, visual, and electronic formats. The collection serves the needs of the Sheridan County community by considering reading level, interest level and the educational and recreational needs community. One or more of the following criteria will be used to evaluate items considered for inclusion in the collection, whether the item is purchased or donated.

- Public need, present and potential
- Relation of work to existing collections
- Reputation of author and/or publisher
- Literary, artistic, or scientific value
- Local or regional interest
- Quality and durability of item
- Popularity with library patrons
- Availability within the library system
- Availability from vendors
- Purchase price and other budgetary considerations
- Availability of display shelving and storage space
- Timeliness and accuracy of information and content

## **Patron Requests**

Patron requests are considered based on the General Selection Criteria for the collection. The library welcomes patron requests, but may be unable to fulfill every single request. If the library is unable to purchase an item for the collection, the request may still be filled through Interlibrary Loan. A form is available for patrons to request an item to be considered.

## **The Collection**

The fiction collection is considered a “popular collection.” The primary goal of the fiction collection is to provide a balance of popular reading materials in all genres, as well as a core collection of literary classics and graphic novels. The nonfiction collection follows the same General Selection Criteria as fiction. Young Adult Nonfiction is specifically labeled for young adult, and located in the Nonfiction area.

**Children’s and Tween Collection:** This collection includes print, audio, visual, and electronic format, and serves the reading and/or interest level of patrons aged 0-12. The goal is to meet the developmental, informational, and recreational reading/viewing needs of these patrons.

**Teen Collection:** This collection is intended to serve individuals from ages 13 – 19. Titles are selected to meet the research and recreational reading needs of teens in the community. In addition to the General Selection Criteria used for selecting the collection, the age of the main characters, the setting and/or subject matter of the book, and publishers' recommendations are considered when choosing titles for this collection. Teen Nonfiction is specifically labeled and interfiled in the Nonfiction area.

**Audio/Visual Collections:** This collection includes fiction and nonfiction books recorded on CD's, preloaded MP3 players, downloadable books in electronic format, DVD's, Blu-Rays, and downloadable videos through state purchased databases. Book recordings are purchased in unabridged versions. The collection includes classics, popular fiction and nonfiction. Visual materials cover a wide range of general subject areas, including popular films, documentaries, plays, classics, musicals, and foreign films. Materials will not be excluded from the collection because it presents frankness of expression or on the basis of particular scenes and segments. Materials with mature ratings (PG-13 and R) are housed in the main library in the adult section.

**Electronic Resources:** The majority of electronic resources are purchased by the Wyoming State Library and made available to all Wyoming Libraries. These resources include databases, online catalog, eBooks, downloadable audiobooks, eMagazines, and streaming videos. Wyoming Libraries participate in a consortium that purchases their own eBooks and eAudiobooks that then go into a statewide service, available to all Wyoming library patrons. Questions regarding the electronic materials will be passed along to the Wyoming State Library.

**Periodicals:** The library purchases magazines and newspapers based on the reading preferences of the Sheridan County community. Selection of eMagazines are done at the state level, and are available to all Wyoming library patrons. Print magazines and newspapers are considered based on the availability of the publication, price, and whether or not it is available digitally through the databases to best utilize our purchasing power.

## **Donations of Materials**

The Sheridan County Library System welcomes gifts/donations of materials. Once received, the materials are the exclusive property of the Sheridan County Public Library System. Gifts and donations are evaluated using the general selection criteria to determine if they are suitable additions to the collections. The library does not guarantee adding any materials to the circulating collection and reserves the right to reject or discard any gifts or donations. Gifts and donations that are not added to the collections may be donated to the Friends of the Library book sale.