

***This policy is currently under revision and the new updated policy will be posted in early July. Please refer to the library system director with any questions or for guidance, as much of this policy is outdated and no longer in use.**

Collection Development

Library System Collection Diversity

Collection Development Goals and Objectives

What is a Core Collection?

The core list should include only books that meet all three criteria:

1. Content is accessible to the educated layperson
2. The quality of the work is outstanding
3. The topic is one in which there is at least some public interest.

The following are not criteria sufficient to cause a book to be included on a core list:

1. It is the best book available on its topic
2. Popular demand for the book or topic is high

Notes on Core titles:

1. A true core title should grab the reader's attention, whatever the subject
2. We are not looking for a certain number of books, only the very best books, and the ones with literary merit, richness and originality. When in doubt, leave it out!
3. The core collection should reflect the many immigrant cultures of the United States. What cultures currently make up the community?
4. Review of potential core titles are usually consulted after a title has appeared in a retrospective listing of recommended titles or has received a literary award.
5. Award winning literature and media.
 - a. Caldecott
 - b. Newbury
 - c. National Book Award
 - d. Pulitzer
 - e. Nobel
 - f. American Library Association Awards
 - g. (Other...)

(Reference "core collections" book here)

Library Bill of Rights

The library subscribes to the Library Bill of Rights of the ALA; the Freedom to Read; and the Freedom to View. The SCPL affirms its belief in the following basic policies:

- 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 origin, background, or views of those contributing to their creation.
- 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.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. *Adopted June 18, 1948, amended February 2, 1961, and January 23, 1980 by the ALA Council.*
- Library circulation records are considered confidential information and will not be divulged to others except pursuant to court order.

The Freedom to Read

The Freedom to View

Basic Selection Criteria

- Print
- Non print
- Periodicals

Selection Guides

- American Libraries - ALA
- Library Journal - Wilson
- Public Libraries - ALA
- The Horn Book
- Best Books for Children – Libraries Unlimited
- Best Books for Teens – Libraries Unlimited

- ALA "Recommended" Lists

Collection Review and Development Schedule

Print and Non Print Materials

The SCPLS collection will be reviewed and developed in detail on a five-year rotation.

Year One – Children & YA Collections
Year Two – Fiction & Large Print Collections
Year Three – Non Print Collections
Year Four – Non Fiction & Reference 000-599
Year Five – Non Fiction & Reference 600-999

Approximately 40% of the materials budget will go towards developing collection in review. The remaining 50% will be used to keep other collections current and to maintain the core collection of award winning literature and classics. The collection review process will include any online resource guides covering the same content area.

The Appalachian Collection and Genealogy Collection development will receive 10% of the materials budget each year. The five year development plan for these two special collections is as follows:

Year One –
Year Two –
Year Three –
Year Four –
Year Five -

Serial Publications

The SCPLS currently subscribes to _____ magazine and journals. These serial publications are evaluated each year by circulation statistics and observed use. The budget for serials is a separate line item from the materials budget.

Fee Based Online Databases

The SCPLS subscribes to a variety of fee-based online databases. These databases are evaluated based on use each year prior to the renewal of the subscription. Database funds are also a separate line item in the budget. The SCPLS currently subscribes to the following databases:

Heritage Quest (remotely accessible)
XReferPlus (remotely accessible)
Ancestry.com

The Tennessee Electronic Library (TEL) provides access to the Gale – Infotrac database package and is free to residents of the state of Tennessee. Subscription databases and the Tennessee Electronic Library access links can be found on the SCPLS web page (<http://www.sevierlibrary.org>) under “Online Services”.

Gifts and Donations

Monetary Donations

All monetary donations shall be directed to the Library System Director, Main Library Manager, Branch Manager of Seymour or the Branch Manager of Kodak.

Library system Donation & Sales Funds Policy and Procedures

- a. All materials donations (books, videos, cds, magazines, etc...) are to be turned in at the Main Library. Branch libraries will not accept donations and should refer any to the Main Library.
- b. Any materials donated to the Sevier County Library System become the property of Sevier County at the **Point of Donation**. Unauthorized removal of these materials constitutes theft.
- c. Absolutely no donations are to be turned in to McKay’s for money unless the money is deposited into the Sevier County General Fund. Donations deemed not appropriate for inclusion in the library collection may be taken to McKay’s for trade only.
- d. If any item is sold inside any of the library facilities, the money collected is to be deposited into the Sevier County General Fund. There is no exception to this.
- e. The Sevier County Friends Groups may hold *events* that involve the sales of items in library facilities. These events must be approved in writing by the System Director prior to the event taking place. If an event occurs and the approval has not been granted, any monies collected will become the property of Sevier County. The Friends Groups are prohibited from conducting ongoing sales of any kind inside library facilities.
- f. If the library staff in any of the library facilities finds that they are placed in a position that requires them to collect monies designated for one of the friends groups, this money must be recorded on the cash register using the designed “friends” category key.

Any staff member or manager violating these rules will be automatically subject to an employee intervention.

II. Procedures for Book Trades at McKay’s Used Book Store

- a. Separate hardback and paperback books
- b. Enter the count of books to be traded on the McKay’s spreadsheet

- c. Enter the date the trade will occur
- d. Books may only be taken for trade, no cash is to be accepted
- e. When buying materials with trade in value, be sure to get a receipt for the amount of trade funds used.
- f. Enter the amount of books and their trade cost on the spreadsheet.
- g. Save the receipt in case of audit and turn in to Business Coordinator

Procedures for Handling Print Donations

1. Determine if any of the donations have genealogical value based on the following criteria. If items do meet the following criteria, send to Genealogy Department for review.
 - a. Tennessee County or State History
 - b. Tennessee School Annuals
 - c. All bibles
 - d. Tennessee County or State photographs
 - e. County or State Businesses
 - f. Old Tennessee phone books or city directories that predate 1960.
 - g. If item has a Sevier County name written inside or back cover
 - h. Military History of any kind
 - i. Old newspapers especially Sevier County (older than 1970)
 - j. Maps of any kind
 - k. Old journals that cover Tennessee history or war history (older than 1970)
2. Throw away any items that are old, musty, moldy, torn, stained, written in, or have damaged spines.
3. Fiction books that are less than five years old and in good condition should be looked up in the card catalog. If no copy is present in the system, send to the Cataloging Department.
4. Contemporary Non-Fiction that is in good condition and less than five years old should be checked against the card catalog. Follow the same distribution outline presented as above. Exceptions to the five year rule are history, biography, and religion.
5. The only exceptions to the five year rule are Classical literature and core books.
6. Any books in good condition that are not needed in the library system collection may be sold at the annual library system book sale.

Collection Weeding Guidelines

The library will endeavor to weed out five percent of its collection each year in keeping with the *Tennessee Minimum Standards for Non-Metropolitan Public Libraries*. Materials that have not circulated or been used for three or more years, outdated materials, or items in poor condition will be considered for possible withdrawal. The CREW guidelines will be used to judge condition of materials being considered for withdrawal. Materials withdrawn from the library's collections may be disposed of in whatever manner will best serve the library and community. Possible dispositions include:

- Donating to local schools
- Offering for sale
- Turning over to a "Friends" organization for book sales to support library programs
- Turning in to a recycling facility in exchange for \$.03 per pound.

The "CREW" Guidelines

The MUSTIE Acronym

M = Misleading; factually inaccurate

U = Ugly; book is worn and torn, in disrepair

S = Superseded by a newer edition (think of almanacs, etc.)

T = Trivial; of no real discernable value (cartoon compilations, etc.)

I = Irrelevant to the needs and interests of your community

E = Elsewhere available; turn to interlibrary loan for the subject

Collection Development Committee

The collection development committee members for the Sevier County Public Library System are the System Director, the Branch Managers, the Genealogist, and the Cataloging Manager.