



COLLECTION DEVELOPMENT POLICY

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Introduction

The collection development policy ensures that the library's collection supports its mission and continues to meet the changing needs of the community over time.

The purpose of this document is to outline Cleveland County Library System's standards for the selection of materials for the library's collection. The Cleveland County Library System adheres to the following collection development principles:

- Cleveland County Library System serves customers of all ages and cultural backgrounds and realizes that customers have diverse needs, interests, value systems and reading abilities.
- Cleveland County Library System encourages parents to use the library with their children and supports parents' rights and responsibilities to guide their children's reading and viewing of library materials. Library staff are available to assist parents and children with accessing and choosing the most appropriate materials. Cleveland County Library System does not make a determination of what children should read, view, or borrow from the library, but provides materials that support parents and children's searches for diverse materials and ideas.
- Materials are provided in varying formats that meet the educational, recreational, and informational needs expressed by patrons and that represent divergent and alternative views. Not all materials will be suitable for, nor of interest to, all segments of the community. What may be offensive to some may be significant and of value to others.
- Resource sharing is viewed as an additional means of providing patrons access to a larger volume of materials and information.
- Purchase suggestions from patrons are encouraged.



- Through a process of ongoing assessment and maintenance, collections are kept relevant in content and format and useful to patrons.
- Cleveland County Library System endorses and defends the concepts of intellectual freedom as protected by the United States Constitution. The Library adheres to the Library Bill of Rights and Freedom to Read Statement as outlined by the American Library Association. Selections are not made on the basis of approval or disapproval by individuals or groups in the community but on the merits of the item, and its inclusion in our overall collection and the selection criteria described above.

Responsibility for Selection

The ultimate responsibility for selecting materials for the library rests with the Library Director who delegates selection responsibilities to appropriate staff members.

Selection Criteria

The Cleveland County Library System uses the following criteria when selecting materials:

- Need for information in a subject area
- Suitability of reading level, interest, and treatment of subject for intended audience
- Timeliness and accuracy of information/data
- Community interest and popular demand
- Balance and diversity of viewpoint
- Impartiality of opinion, or clearly stated bias
- Historical value
- Quality of writing, illustrations, performance, or design



- Reputation and/or authority of author, editor, illustrator, publisher, or performer
- Durability and quality of production
- Price, format, and ease of use
- Positive reviews and/or widespread critical attention
- Inclusion in standard bibliographies and indexes
- Adequate breadth and depth of coverage
- Availability of material in the community and at other area libraries
- Space limitations
- The Library does not actively select materials published by vanity presses or on-demand publishers. However, if there is a request for a vanity press or on-demand title, it will be considered for addition to the library's collection.

Print Materials

1. Fiction

Fiction collections are a large component of the library's collections. The variety of reading interests and needs of the community are the key considerations when developing these collections of popular and literary works.

2. Nonfiction

The library acquires materials of both permanent and current interest in all subjects, based upon the merits of a work in relation to the needs, interests, and demands of the community. Each item is evaluated in its entirety and not on the basis of a particular section.

3. Young Adult Materials

The library's teen collections serve youth ages 13 to 17. Emphasis is on materials that widen the teen's boundaries of thinking, enrich their lives, and help fulfill recreational or emotional needs. Plot, characterization, theme,



writing style, subject area, and appropriateness for the teen reader are taken into account.

4. Children's Materials

The library's children's collections serve children from infancy through age twelve. Materials for this collection reflect the wide range of reading and interest levels that this age group includes. The children's collections exist to encourage children to develop a lifelong habit of reading for both recreational and informational needs. Materials are chosen based on positive reviews, popularity, award winners, children's classics and/or accuracy of factual content, and appropriateness.

Non-Print Materials

1. Visual Media

DVDs and Blu-Rays will be purchased for both children and adults. These collections are intended to provide quality entertainment and educational materials for home use. Films with an MPAA rating of G will be placed in the children's collection; all others will be placed in the adult collection.

2. Audiobooks

The library's goal is to provide a collection of recorded instructional, educational, and recreational literature that parallels most areas of the general collection for adults, children, and teens. Every effort will be made to ensure that the print version of each title is available in the library. Efforts are made to select on a variety of topics and to appeal to a range of interests. Only unabridged selections will be purchased.

3. Music CDs

The library aims to provide a collection of music on compact disc that is culturally significant and of enduring popularity. The primary emphasis will be on acquiring well-reviewed materials and unique items. The selection of

music shall be limited to works of lasting importance, which are considered significant within their respective genres or regional artists.

Other Collections

1. North Carolina Room

The library staff selects, arranges, and makes available for research materials concerning local history and that aid in tracing family relationships. The major collection is housed at the main library in Shelby, although the Spangler branch may provide basic genealogical resources.

The local history collection concentrates on the history of Cleveland County, North Carolina and surrounding counties. Emphasis is also given to the State of North Carolina as a whole.

The collection contains a variety of formats in both print and non-print. Some items may be kept in locked files based on the format, rarity, and condition of the items. These materials are available upon request and must be used in the presence of library staff.

Microfilm and/or digital records are collected in the following categories:

- Local newspapers
- Census
- Courthouse and military records
- Other such as church records and journals
- Scrapbooks

2. Large Print

Large print materials are collected for adult fiction and nonfiction. Selection of large print materials will follow the same criteria for general material selection.

3. Graphic Novels

The library acquires graphic novels for children, young adults, and adults, on the basis of the literary or artistic merit and in response to demand.

Selections are based upon professional reviews, professional staff evaluating the item, customer requests, and the popularity of styles, authors, characters, and series.

4. Periodicals

Periodicals in print and non-print are selected and evaluated annually to supplement the book collection for adults, children, and teens. The Library provides newspapers of local, state, and national interest.

5. Digital Materials

The library purchases eBooks and eAudiobooks for adults, children, and teens using the same general criteria as print materials.

The library provides access to digital materials and content not selected by the Cleveland County Library System and does not necessarily reflect the Library's policies. This includes but is not limited to content provided by NC LIVE and Overdrive.

Other Considerations

1. Donations and Gifts

The Cleveland County Library System welcomes donations of both materials and money to purchase materials. Donations may be made in honor or in memory of someone. Donors may specify types of materials to be purchased but are asked to keep in mind that specific titles may not be available. Materials donated or purchased with monetary donations are subject to the same criteria for selection and removal as other materials.

Materials not accepted by the library:

- Material in poor condition (has stains, water damage, smell, writing, etc.)
- Formats not currently being collected by the library, such as VHS, audio cassettes, LPs, etc.
- Textbooks
- Encyclopedias
- Magazines & newspapers as well as magazine gift subscriptions

The library reserves the right to keep, discard, sell, or make other appropriate disposal of any books or materials that are donated as determined by its mission and needs.

2. Requests

Patron requests are evaluated and fulfilled based on the selection criteria outlined in the Collection Development Policy. Requests are submitted online (link) or by paper form, available at the Access Services desk. A maximum of 3 requests per patron per month will be accepted. Requests are not guaranteed, and will generally be fulfilled for items with significant



demand that are likely to circulate beyond the requestor. Titles that were published more than 2-3 years ago are generally not added to the library's collection. Requests should be submitted via the Google form available on the library's website.

3. Weeding or removal of materials

Materials are typically withdrawn from the library's collection or moved to another collection within the library for the following reasons:

- Poor physical condition
- No longer circulating regularly
- Duplicates of titles that are not in demand
- Contains outdated or inaccurate information and is of no widespread historic or reference interest
- Appropriateness or significance to a particular collection
- No longer meeting current selection criteria

Items withdrawn from the collection may be sold at book sales in the library or disposed of according to the Cleveland County Purchasing Policy.

Request for Reconsideration of Materials

Customers who are concerned or have objections to materials in the library's collection can make a formal request for reconsideration of the work in question. The Cleveland County Library System has established a collection development policy and a procedure for gathering input about particular items. If you wish to request reconsideration of a resource, please complete this request using the form on our website or print out a copy of the form and return a completed form to the library director. The item will remain in circulation while under consideration.

1. The director of the library, and a selection committee appointed by the director, will consider whether the item follows the criteria below:
 - ❖ Follows the collection development policy
 - ❖ Is appropriate for the collection that it is currently in (Adult, Graphic Novel, Young Adult, Juvenile)
 - ❖ Is aligned with the library's mission and strategic goals

2. Within 30 business days after the receipt of the request for reconsideration, the director will make a decision and send a letter to

the concerned customer who requested the reconsideration, stating the reasons for the decision.

3. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Library Director. An appeal does not guarantee the item will be removed from the collection, or moved to a different collection in the library.