



ORANGE COUNTY PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

PURPOSE

The Orange County Public Library is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community. This policy is to provide guidance for the selection and withdrawal of library materials in order to meet the needs of the community. As the community changes, the library will continue to reassess and adapt its collections to reflect new and changing areas of interest and concern. However, no changes will be made that violate the principles contained in the [Library Bill of Rights](#), adopted and amended by the Council of the American Library Association, or the ALA [Freedom to Read](#) policy statement.

POLICY STATEMENT

Overview of Orange County Library Locations

Orange County Main Library: The Orange County Main Library is located in the Town of Hillsborough, offering a full selection of materials in different formats.

Our branch libraries offer collections unique to their size and population.

Orange County Carrboro Branch Library: The Carrboro Branch Library is located in the media center of McDougle Elementary / Middle School. This branch shares its collection with the schools' media centers. Due to its shared location, the collection is limited in size and scope. However, patrons may borrow materials from other Orange County Public Library branches.

Orange County Cybrary: The Cybrary is located in the Century Center in downtown Carrboro. The Cybrary focuses on computer access and digital literacy and, therefore, provides a small collection of popular materials.

Orange County Cedar Grove Library Station: The Library Station (Kiosk) is located in the northern part of the county next to the Cedar Grove Community Center. The library station contains over 300 of the most popular books and DVDs for adults, teens and children.

Scope of the Collection

The library provides materials and services that reflect the diverse educational, information, and recreational needs of its users and provides access to content through print, multimedia, and technology.

- **Circulating print** – hardcovers, paperbacks, and magazines
- **Circulating Non-print** - audio and visual formats

- **Non-circulating print** – reference, local history and newspapers
- **Electronic resources** – resources for learning and research; eBooks, audiobooks, videos, music, images and digital historical archives.
- **Electronic equipment** –eReaders, laptops, iPads, WiFi to Go, and other computing devices
- **Assistive technology** – magnifiers, assistive listening, and software

Selection and Collection Maintenance

Professional staff reviews the collection on an ongoing basis in order to maintain its relevance and usefulness to the community. Responsibility for materials chosen and resource access is shared with designated selectors who work as a team to represent all aspects of the collection. All staff members are encouraged to participate in the selection of library resources.

It is the Library Director’s responsibility to support collection development through staffing and resources.

Selection Guidelines

Selection is an ongoing process. Staff considers the following criteria when selecting materials, though an item need not meet all of the criteria to be selected:

- Relevance to the interests and needs of the community
- Positive reviews in professional journals and review sources
- Popular demand
- Access of material elsewhere in the area
- Suitability of format or physical form for library use
- Qualifications of the author, creator, or publisher of the work
- Price and affordability
- Representation of inclusive points of view based on our diverse population
- Currency and accuracy of the information
- Space availability
- Consideration of vendor / publisher availability to libraries

Collection Maintenance

In order to provide the best service to our community, the collection is regularly evaluated. The following are the criteria for withdrawal from the collection:

- Items are worn, stained, or damaged beyond repair
- Items are out of date, contain inaccurate data, or are not historically significant
- New, current, or more comprehensive resources are available
- Format
- Duplication
- Low circulation
- Availability of shelf space

Whenever possible, items removed from the collection will be sold by the Friends of the Library or selected vendors with proceeds to benefit the library.

If items are withdrawn by reason of condition, loss, or damage, they will be considered for replacement.

Consideration for Purchase

The library encourages input from the community concerning the collection. All [suggestions for purchase](#) are subject to the same selection criteria as other materials. It is the library's intent that suggestions for purchase are to be used to help the library in developing collections which best serve the overall interests and needs of the community.

If an item is unavailable for purchase, we can attempt to obtain the item via Interlibrary Loan (ILL) for a fee.

Donations

The library accepts donations of books and other materials in good condition. These items will be considered for addition to the collection and subjected to the same selection criteria as purchased items. The library may give donated materials to the Friends of the Library or use them for program giveaways.

Local History Donations

Due to preservation limitations, the library does not collect rare books or personal papers, photographs or artifacts of public officials and citizens past or present.

Gifts

The library is pleased to accept monetary gifts intended for the purchase of library materials when the donors' intentions for the gifts are consistent with the library's collection development objectives. Those who wish to make donations of this type should contact the head of the division or branch where the material will be housed.

Local Authors

The Orange County Public Library recognizes and supports the talent of local authors and, whenever possible, wishes to include their works in the collection. Donations by local authors are welcomed with the understanding that acceptance of material does not guarantee addition to the permanent collection.

Request for Reconsideration

The library selects materials using established criteria. Requests for removal of items from the collection may be made using a formal procedure, beginning with a [written request](#).

Staff reviews the request in relation to the library's mission statement and the selection criteria. A written response to the request for removal is sent to the patron from the Library Director within 30 days of receipt of the request.

RESPONSIBILITY

Professional staff reviews the collection on an ongoing basis in order to maintain its vitality and usefulness to the community. Responsibility for materials chosen and resource access is shared with the Library Director and designated selectors who work as a team to represent all aspects of the collection.

All staff members are encouraged to participate in the selection of library resources. The Library Director is the final authority with regards to enforcing this policy.

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