

Calhoun County Library
COLLECTION DEVELOPMENT AND MAINTENANCE POLICY
January 21st, 2025

Calhoun County Library

COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

In order to provide quality resources for information, education, and leisure to Calhoun County residents, the Calhoun County Library System (hereinafter the "Library") has established this policy for the ongoing process of development and maintenance of the Library collection. This policy provides direction to Library staff in the collection development and maintenance process as well as information for the public on the philosophy and rationale used to make collection development and maintenance decisions.

1. OVERVIEW AND AUTHORITY

Collection development and maintenance is the ongoing process of evaluating materials available for purchase or licensing and making decisions about adding, deleting, and retaining materials in the Library collections. The Library Board delegates responsibility for collection development and maintenance to the Director. Primary responsibility rests with the Collection Development Staff who ensures continuity and relevance in the Library's collections through an organized structure for planning, budgeting, selecting, and managing library materials. Staff also continuously evaluate the collections for condition, currency, and continued use.

The Library Board determines the Collection Development and Maintenance Policy and is the final authority in matters concerning its application. The Board may authorize the Director to make adjustments to the policy based on budget, physical space, or other special concerns.

2. MATERIALS SELECTION

Selection refers to the act of identifying and evaluating specific items for addition to the Library's collections or the decision to provide access electronically. Staff involved in selection materials will coordinate with the Director to keep current in their assessments of user needs. In addition to responding to the demands of Library users, staff consult a variety of reviewing sources and community members with expertise in certain areas.

Effective collection development and maintenance is best achieved through the participatory efforts of staff and users. Recommendations for acquiring materials are welcomed from all members of the library community. It is the responsibility of staff to communicate users' requests and needs to Collection Development staff or to assist users in submitting requests directly. Patrons can ask staff to use the Patron Request form on the website to request the library buy a book. The Collection Development staff evaluate these requests according to the tenets of the "Factors Considered in Material Selection" listed in this policy. Therefore, items requested may or may not be purchased based upon those criteria.

Patrons also have the right to request that material in the library collections be reconsidered. The library procedures for handling these requests outline the steps to be followed. Request for Reconsideration of Library Material forms are available at the library.

Calhoun County Library

COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

January 21st, 2025

3. PHILOSOPHY OF SELECTION AND MAINTENANCE

Through its collections, 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 Calhoun County. The library's responsibility is to provide circulating material for the general public. Unless otherwise designated, materials are circulated according to the Circulation Policy. Uncirculating special collections are maintained only when indicated by the demonstrated needs of the community and if funding is available.

The library recognizes the need to balance budget, staffing and space limitations when making its decisions. The library has an efficient request and courier system (SCLENDS) which allows patrons to request materials from other locations for delivery to a more convenient location.

The Library attempts to acquire or provide access to materials and information in a variety of formats. Staff evaluate new formats as they become available or as the public requests them.

The Library places priority on filling contemporary needs rather than building historical and rare book collections except for the acquisition of materials of both past and current significance to Calhoun County.

Collection decisions are based on the merit of the work as it relates to the Library's mission and the work's ability to meet the expressed or anticipated needs and interests of the community. It is the Library's responsibility to acquire, as available, material presenting a wide variety of views and opinions on current and historical issues. The Library will neither promote nor censor any particular religious, moral, philosophical or political conviction or opinion. Material will not be excluded based on race, color, religion, sex, sexual orientation, national origin, age, disability, religious, social, or political views of the author, publisher, or creator, or any other characteristic protected by law. The inclusion of an item in the collection does not represent an endorsement of its contents.

The Library recognizes that many materials are controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs. The Library will not label materials to indicate appropriateness or acceptability of contents. The Library will retain labeling provided by the publisher or manufacturer. These labels include the ratings of the Motion Picture Association of American and the advisory labels music publishers place on musical recordings. The Library will not expurgate or allow expurgation (e.g. the deletion, excision, alteration, editing or obliteration) of any Library material; these actions could result in copyright violations.

Although the Library recognizes the need to be sensitive to the categorization of material that may be deemed inappropriate for some ages of children, parents and legal guardians have the responsibility for their children's use of library materials and are encouraged to define what material or information is consistent with their personal and family beliefs; only they can apply those values for themselves and their children.

Maintenance of the collection is a fundamental responsibility of Library staff. Staff continuously evaluate materials, replacing or repairing those which are worn or damaged and removing items no longer current or in demand or of ongoing value as part of a core collection.

Calhoun County Library

COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

January 21st, 2025

4. FACTORS CONSIDERED IN MATERIALS SELECTION

These factors are applicable to most selection decisions. Others may be taken into consideration, and the importance or weight of a particular factor will vary from one acquisition to another.

General Criteria:

- Community needs, interests, demands, and standards
- Reputation and qualifications of the creators, publisher or producer
- Importance as a document of the times
- Literary, artistic, and technical values
- Relationship to the existing collection
- Availability in other area libraries
- Suitability of physical form for library use
- Recommendations in reviews
- Durability
- Price
- Suitability of subject and style for intended audience
- Judgment of work as a whole
- Availability of equipment required for examination and use
- Publication date
- Availability for purchase

Special considerations regarding electronic resources or format:

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of physical space needed to house and store information or equipment
- Conformance with the Library's Internet Use Policy

5. DONATIONS

The Library accepts donations of print and non-print materials (e.g. books, DVDs, etc.). All donated materials received at the Library become the absolute property of the Library with no right of ownership from any other entity. Donated materials will not be returned to the donor. Using the selection evaluation factors delineated in this policy along with consideration of cataloging and processing costs, Library staff will determine if donated material is added to the Library's collections. If a donation is deemed not relevant to the collection, it is given to the Friends of the Calhoun County Library for further disposition (to sell, further donate to charitable organization, or discard).

6. WITHDRAWAL OF MATERIALS

The process of removing items from the Library's collections is an integral part of collection maintenance. Materials are withdrawn in order to maintain a particular collection's usefulness, currency, and relevance. Criteria for removal of material include, but are not limited to, condition, currency, and popularity of material. The library disposes of withdrawn materials by donating them to the Friends of the Calhoun County Library if in serviceable condition; otherwise, the items are discarded.

Calhoun County Library
COLLECTION DEVELOPMENT AND MAINTENANCE POLICY
January 21st, 2025

7. ADULT COLLECTION

The Library purchases a wide range of material reflecting the diverse interests of a public that varies greatly in education, taste, and reading ability. Highly specialized and esoteric materials are not normally acquired.

7.1 Adult Fiction (AF)

The adult fiction collection is maintained as a resource of recreational reading for the community and is aimed at serving patrons age 18 and above. The Library is unable to acquire all of the many fiction titles published each year, but an attempt is made to purchase books representing a wide variety of fiction categories. Although all of the selection factors listed above apply to fiction, public demand and published reviews are particularly relevant. The Library is very aware of public demand and will often purchase fiction titles that are not notable for literary quality or artistic merit but have substantial popular appeal. Popular titles are also duplicated as necessary to meet demand. Because of the abundance of available fiction titles, the Library staff makes extensive use of book reviews. On rare occasions, staff members critique individual works when it is necessary to resolve disagreement among the reviewing sources or when an authoritative review cannot be found.

7.2 Adult Non-Fiction (ANF)

The adult non-fiction collection includes material on almost any topic that might be of interest or concern to Library's users age 18 and above. Popular items and subjects are sometimes duplicated. Unusually expensive materials and those with an extremely narrow or highly specialized focus are not normally acquired. The Library does not normally acquire textbooks.

Although accuracy of content and authority of a work's creators are important criteria in the selection of non-fiction materials, the Library does not assume responsibility for inaccuracies or errors in the works included in its collections. Opinion, hypothesis, and theory are as important to the Library's non-fiction collection as proven facts.

7.3 Parenting Collection

The Parenting Collection consists of child development, parenting, and teacher resource material. These materials are selected and de-selected in accordance with demand, relevance, and authority as outlined in paragraphs 4 and 6.

8. AUDIOVISUAL MATERIALS

The Library provides materials in a variety of audiovisual formats for all ages. In addition to the selection criteria used for print materials, the Library also considers quality of production, reputation of performer, and the ability of the public to access the format. Often these new products enjoy only brief popularity before losing their market to newer forms of audiovisual media. The Library cannot be held responsible for manufacturing defects or errors in the product that may result in damage to personal equipment or other inconvenience to the user. The library will only maintain current popular formats that are easily accessible by the general public.

8.1 Musical Sound Recordings

The Library does not maintain a collection of any musical genre.

Calhoun County Library
COLLECTION DEVELOPMENT AND MAINTENANCE POLICY
January 21st, 2025

8.2 Books on CD (audio books)

The Library selects, acquires and maintains a collection of spoken word recordings. This collection primarily contains popular fiction and non-fiction titles in unabridged versions. Abridged versions of titles may be acquired under special circumstances. Selection decisions are made based on demand, quality of recording and production, cost, shelving space, durability of materials, and ease of obtaining replacement discs. This collection is being phased out by the end of FY25-26.

8.3 Video Recordings

The Library selects, acquires and maintains a diversified collection of video recordings. This collection consists of informational, how-to and popular entertainment video recordings. The collection includes feature length movies intended for home use and other private showings that do not constitute public performances. Review and selection decisions are based primarily on awards lists and published reviews. Video recordings produced specifically for instructional use in the classroom are generally not purchased.

9. BOOKMOBILE COLLECTION

The bookmobile carries a changing collection, relying heavily on historic patron use at the various stops. The bookmobile collection consists of a variety of popular materials for all ages in print and audiovisual formats. Patrons may request specific materials be brought to them at their bookmobile stop.

10. BRAILLE AND TALKING BOOKS

The South Carolina State Library provides free Talking Book and Braille services to eligible patrons via free mail service. Due to relatively easy access to these specialized materials, the Library does not purchase Talking Book or Braille materials.

11. ELECTRONIC RESOURCES

The Library also provides electronic resources which may include online databases, eBooks, downloadable video recordings, downloadable eAudiobooks, and links to selected websites. These materials can be accessed using a computer at home and/or in any Library location.

11.1 eBooks & eAudiobooks

The Library provides access to downloadable eBooks and eAudiobooks. Availability of particular titles, loan periods, renewals and reserves of downloadable items are configured within the options offered by vendors. Restrictions imposed by individual vendors or by the terms of the Library's purchase agreements often determine the number of items allowed for download, duration of loan periods, request list functionality, and/or the number of renewals.

11.2 Internet

The Internet provides access to ungoverned and unregulated sources of information. The Library's Internet Use Policy is intended to augment the Library's Collection Development and Maintenance Policy, determining the content offered by the Library via the Internet.

11.3 Online Databases

The Library provides free access to subscription-based electronic databases of information that are subject to formal publication or editorial procedures/criteria to ensure accuracy and timeliness.

Calhoun County Library

COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

January 21st, 2025

Some databases are available only from within a Library location. Remote access is provided to library card holders when permitted by the supplier and when financially feasible.

12. FOREIGN LANGUAGE COLLECTION

The Foreign Language Collection serves students and native speakers of foreign languages. This collection contains titles in various formats for recreational reading, listening, and viewing and for increasing fluency in a language.

Community demographics, circulation statistics and patron requests determine in which languages the Library purchases materials. Circulation and requests indicate the subjects and genres patrons prefer. Educational topics of interest to native speakers (GED study materials in Spanish, for example) may be purchased. For the juvenile collection, foreign language translations of English works are preferred. Foreign language periodicals are not carried by the Library.

13. GOVERNMENT PUBLICATIONS

If and when the Library receives publications from the South Carolina State Legislature, local government documents from Calhoun County, or other state and local agencies and municipalities, they are stored for public use for a period of time determined by the relevance of the materials. Items considered useful for the Local History collection are transferred to the South Carolina Room Collection. State and local documents are usually discarded within five years.

14. INTERLIBRARY LOAN

The Library supplements its collections through resource sharing agreements with other Libraries through SLENDS. Patrons may request that items not included in the Library's collections be borrowed from other libraries.

15. JUVENILE COLLECTION

Materials for children are selected to provide a balanced collection that encourages the love of reading and provides information in all areas of knowledge. The Library supplements school curricula when possible. Materials may be selected in a wide range of formats. Selection criteria include suitability and durability of a particular format for the age of the target audience.

The Library is very aware of public demand and will often purchase fiction titles that are not notable for literary quality or artistic merit but have substantial popular appeal. Popular titles are also duplicated as necessary to meet demand. Because of the abundance of available fiction titles, staff make extensive use of book reviews. Staff members may critique individual works when an authoritative review cannot be found.

The Juvenile Collection's (Board Books, Easy Readers, Juvenile Fiction, Juvenile Non-Fiction) target audiences are from infancy through 12 years of age. Variations in reading levels of children, best available source of usable information, and expanded target audience of a particular work may call for the inclusion of material whose primary audience is teens or adults.

Materials may be subdivided into areas according to interest, format and/or reading level; however, the Library makes no attempt to have separate subdivisions for every reading or interest level. Any

Calhoun County Library

COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

January 21st, 2025

restriction desired by parents and/or legal guardians on their own children's use of material is the parents' and/or legal guardians' responsibility.

The Library recognizes parents/legal guardians are the primary source of education for their children and that they have a fundamental right and responsibility to direct the upbringing and education of children under their care including issues of moral, social, physical, civic, and spiritual development. To that end, materials targeting audiences aged 0-12 in which the illustrations, themes, or story lines affirm, portray, or discuss changing the appearance of a minor's gender in ways inconsistent with the minor's biological sex, will be located in the Parenting Collection including:

- Social transitioning: Pronouns or dress inconsistent with biological sex for the purpose of affirming gender transitioning.
- Medical or surgical procedures: Puberty blocking drugs, cross-sex hormones, or surgical procedures for the purpose of affirming gender transitioning.
- Gender fluidity: The possibility of changing genders at will or being no gender at all for the purpose of affirming gender transitioning.

Materials excluded by the above criteria will be included in the Parenting and Early Childhood (PEC) Collection.

Materials that contain the following will not be included in the Juvenile Collection: Explicit descriptions or depictions of sexual acts including vaginal, anal, oral, masturbation, incest or pedophilia. For the purposes of this policy, material is considered graphic if a person applying contemporary community standards relating to the depiction or description of sexual conduct would find that the portion of material appeals to the prurient interest, and/or the material can be considered gratuitous sex because it involves descriptions or depictions of carnal detail of a sexual act or encounter.

16. LARGE PRINT COLLECTION

Large print books are made available to serve persons who cannot read regular print. Patron interest and the availability of titles dictate the composition of the collection which is largely fiction. The majority of large print books are titles found in the Library in regular print. The most important factors in the selection of large print books are popularity of author and/or genre, size of print, and cost.

17. LEASED BOOKS

The Library leases copies of high demand books in order to fill multiple requests for the same title more quickly. These materials are returned to the supplier when the Library no longer needs them.

18. LOCAL (CALHOUN COUNTY) AUTHORS' WORKS

The Library may accept one donated copy of a local author's work. The Local Author must live in Calhoun County. Donated works must be aimed at the general reader and may not be a textbook. It must be in a format that the Library currently collects. All donated works are subject to the same criteria for selection and/or removal as other materials as stated in the Withdrawal of Materials Section of this policy.

19. LOCAL HISTORY

Historical and rare materials of past and current significance to Calhoun County are stored in the South Carolina Room (SC Room). These works are primarily by authors from Calhoun County or works about Calhoun County. The library does not actively seek to add to this collection.

Calhoun County Library

COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

January 21st, 2025

19.1 Rare Books

Although the South Carolina Room contains some rare items in its collections and provides for their special handling and housing, the Library does not intentionally collect rare material. Rare items that come into the Library's possession are passed on to the museum.

20. MAGAZINES

The Library maintains a representative collection of magazines intended to supplement the book collection. The focus of the magazine collection is on publications that will provide current information on a variety of popular and practical topics. The main criteria used to determine whether a magazine title will be added are demonstrated or perceived demand by current users. Magazines are retained for one year.

20.1 Newspapers

The Library's newspaper collection consists of current issues of *The Calhoun Times Leader*, *The State*, and *The Times and Democrat*. All newspapers are retained for one month. Inclusion of any given paper will be based upon patron demand and price.

21. TEEN COLLECTION

The Teen Collection consists of material considered of particular interest to teens aged 13 through 17. 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.

Fiction material is classified as Teen when its target audience falls within the 13 to 17 age range. Typically, the novel has teen protagonists and deals with such subjects as school, dating, peer-pressure, and coming-of-age issues such as teens angst. Emphasis is on material that widens the boundaries of teens' thinking, enriches their lives, and helps fulfill their recreational or emotional needs. The Library provides a small selection of nonfiction materials suitable for this age group.

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

- graphic depictions or descriptions of rape or pedophilia
- graphic sexual depictions or descriptions
- collections, series or authors' works that have adult themed sexual content

For the purposes of this policy, material is considered graphic if a person applying contemporary community standards relating to the depiction or description of sexual conduct would find that the portion of material appeals to the prurient interest, and/or the material can be considered gratuitous sex because it involves descriptions or depictions of carnal detail of a sexual act or encounter.

Materials excluded by the above criteria will not be included in the teen collection. The library is not responsible for adult themed content found in some materials that may have high demand by patrons, but those items will be housed only in the adult collection. The Library System recognizes that parents/legal guardians have a fundamental right to be involved in all aspects of their minor children's lives.

Calhoun County Library
COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

January 21st, 2025

Therefore, materials targeting audiences aged 13-17 with characters who have transitioned or are in the process of transitioning from a gender that corresponds to their biological sex to a different gender will be located in the Adult Collection. This includes materials with illustrations, themes, or storylines that celebrate, portray, or affirm gender transitioning, whether changes are social (names, pronouns) or physical.

Approved Date: January 21, 2025

Board of Trustees Signature: Caroline G. James
Mrs. Kay James, Chairperson