



**LAKE COUNTY**  
BOARD OF COUNTY COMMISSIONERS  
*County Policy*

**Title: LAKE COUNTY LIBRARY SYSTEM  
COLLECTION DEVELOPMENT POLICY**

Number: LCC-11  
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Approved 11/02/93  
Approved: 02/03/09

**I. OBJECTIVE**

To establish the principles, responsibilities and criteria used by the Lake County Library System and its member and branch libraries in the selection and management of library materials for the communities that they serve.

**II. DEFINITIONS AND REFERENCES**

A. Freedom to Read:

A statement which asserts the public interest in the preservation of the freedom to read adopted by the ALA Council on June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, and June 30, 2004.

B. Freedom to View:

A statement which affirms the freedom to view as protected by the First Amendment of the Constitution of the United States, drafted by the Educational Film Library Association's Freedom to View Committee in February, 1979 and endorsed by ALA Council on January 10, 1990.

C. Library Bill of Rights:

A statement governing the collections of all libraries adopted by the American Library Association, hereafter referred to as "ALA", on June 18, 1948, and amended February 2, 1961, June 28, 1967, and January 23, 1980, inclusion of "age", in Section V., reaffirmed January 23, 1996, by the ALA Council.

D. Library Materials:

Include but are not limited to the following print and electronic formats: books, video recordings, audio recordings, art works, maps, computer software and periodicals. As new technologies are developed, these formats may change.

E. Local Librarian:

Director of a member library or manager of a branch library of the Lake County Library System.

F. Member Libraries:

Libraries which meet the "Guidelines and Minimum Standards for Public Libraries Entering the County Library System", Lake County Policy Number LCC-7; and which, through their local governing bodies, have entered into an Interlocal Agreement with Lake County to provide library service to the residents of Lake County.

G. Branch Libraries:

Libraries which are primarily operated and staffed by the Lake County Board of County Commissioners to provide library service to Lake County residents.

H. Selection:

Refers to the decision to add, retain or delete materials.

**III. DIRECTIVES**

- A. Library materials are selected, organized, maintained and made accessible in order to anticipate and meet the needs of the community served by the Lake County Library System. The System recognizes the importance of acquiring materials of permanent value and timely materials on current issues.
- B. Materials selection for the Lake County Library System shall be in conformance with the Library Bill of Rights. The Lake County Library System shall adhere to the standards ascribed to in the Freedom to Read and Freedom to View Statements.
- C. Selection decisions will not be limited by the possibility that materials may be accessible to children. Responsibility for use of library materials by children rests with their parent, legal guardian, or other adult with financial and selection responsibility for the child.
- D. Libraries shall not needlessly duplicate functions and materials. The Library System encourages the use of interlibrary cooperation to better serve the needs of its clientele by expanding available resources.

#### **IV. COLLECTION DEVELOPMENT RESPONSIBILITY**

The main responsibility for collection development rests with the local librarians and/or their designees, operating within the framework of the Lake County Library System Long Range Plan countywide library policy, budget limitations, and adhering to the generally accepted professional practices involving the use of book and media reviews and other selection and de-selection tools.

#### **V. GUIDELINES AND CRITERIA FOR SELECTION**

- A. Materials are evaluated as a whole and not on the basis of a particular section or sections. A work will not be excluded from a library's collection because it presents an honest aspect of life or because of frank expression.
- B. There is no single set of criteria that can be applied to all items because of the great diversity of materials. Some items are judged primarily in terms of artistic merit, scholarship, or documentation of the times, while others are selected to satisfy the informational and recreational needs of the community.
- C. To facilitate the development of a diversified collection, the following objective criteria are used. These criteria apply to purchased and donated materials:
  - 1. Relevance to community needs.
  - 2. Timeliness or permanence of the material.
  - 3. Suitability of subject, style, and level for the intended audience.
  - 4. Quality of writings, design, illustrations, or production.
  - 5. Relative importance in comparison with existing materials in the collection on the same subject.
  - 6. Critics' and staff's reviews.
  - 7. Reputation of the publisher or producer; authority and significance of the author, composer, filmmaker, etc.
  - 8. Price.
  - 9. Appearance of title in special bibliographies or indexes.
  - 10. Availability and suitability of format.
- D. The Lake County Library System uses standard selection tools to review potential additions to the Library's collections. Representative selection tools include: professional journals, subject bibliographies, published catalogs and promotional materials, reviews from reputable sources, lists of recommended titles such as Accelerated Readers and staff recommended lists; and sales representatives for

specific materials. Purchase suggestions from patrons are also an important source. Standard review sources may include, but are not limited to the following:

1. Booklist
2. Book Review Digest
3. Book Review Index
4. Bulletin for the Center of Children's Books
5. Choice
6. Horn Book
7. Library Journal
8. New York Times Book Review
9. Orlando Sentinel
10. Publishers Weekly
11. School Library Journal

Titles not included in these sources may be reviewed on a title-by-title basis by the libraries' selection staff.

- E. The Lake County Library System recognizes the place of print and non-print formats in the collection as legitimate educational and recreational resources for the community it serves. The Library System monitors the development of new audiovisual and electronic formats, and within budgetary and technical limitations, adds these to the collection.

## **VI. DONATED LIBRARY MATERIALS**

The Lake County Library System and its member and branch libraries gratefully accept donations of library materials in accordance with the Lake County Library System Acceptance of Gifts Policy, LCC-14. The gifts are accepted with the understanding that they may be used, sold, or disposed of as the receiving library determines appropriate. The decision to include the donated materials in a library's collection is subject to the same selection criteria as newly purchased materials.

## **VII. COLLECTION MAINTENANCE**

To maintain vital, useful, and up-to-date collections, Lake County Library System member and branch libraries must review their existing collections on an on-going basis. The collections are analyzed against the changing needs and interests of the community, the availability of similar materials at other libraries, and the availability of space within the library. Materials are withdrawn according to the following criteria:

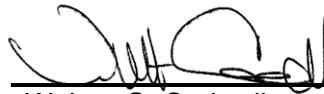
- A. Materials worn out through use.
- B. Ephemeral materials which are no longer timely.
- C. Materials no longer considered accurate or factual, for example outdated science and medical titles.
- D. Materials which have had little recent use and are of questionable value.
- E. Excess copies of a title no longer in demand.

Materials that are subject to withdrawal are reviewed for replacement. If the item is in demand, but worn out, and still available for purchase, a new copy may be procured. If the item is inaccurate or out-of-date, but the subject matter remains in demand, a more current item on the same subject may be purchased.

Materials which have been withdrawn may be offered to other libraries in Lake County Library System; they may be given to a Friends of the Library organization for sale to benefit the library; or if unsuitable for transfer, they will be discarded. In this case, use of Lake County recycling is encouraged.

**VIII. RESERVATION OF AUTHORITY**

The authority to issue or revise this policy is reserved to the Board of County Commissioners.



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Welton G. Cadwell

Chairman, Board of County Commissioners  
Lake County