



Collection Development Policy

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Index	1
Library Mission and Values Statement	2
Purpose	2
Service Principles	2-3
Organizational Responsibility	3
Intellectual Freedom	3
Selection Criteria for Materials	3-4
Donations	4-5
Development of Specific Collection Areas	5-8
New or Emerging Formats	8
Collection Maintenance	8-9
Weeding	9
Appendix	10

Library Mission Statement:

The Pea Ridge Library serves as the local equal-opportunity resource center for Pea Ridge, AR., providing citizens with access to a wide variety of books, multimedia materials, programs, and other intellectual stimulations. We strive to cultivate a diverse collection and an enriching environment for community members to foster lifelong connections with the library.

Purpose:

To provide a framework for the acquisition and retention of library materials. The policy supports the library's mission by ensuring quality, up-to-date materials are available to the public. It establishes the criteria for the management, continuous evaluation, and improvement of the collection.

Service Principles:

Pea Ridge Library adheres to the following collection development policy service principles.

- The Pea Ridge Library Board of Trustees recognizes that the library is a community resource for people of all ages, races, creeds, sexual orientations, national origins, and political, religious, or social views. The board realizes patrons have diverse needs, interests, value systems, and reading abilities; the collection development will provide for all patrons.
- The library is a physical and virtual place where ideas and information are freely communicated through the collection and other services and resources.
- A variety of viewpoints are represented in the library's collection, regardless of the author's race, nationality, political, religious, or social views. The existence of a particular viewpoint in the collection is an expression of the library's commitment to intellectual freedom and not an endorsement of a particular point of view.
- Not all materials will be suitable, nor of interest, to all segments of the community.
- Pea Ridge Library encourages parents to use the library with their youth and supports parents' rights and responsibilities to guide their youth's reading and viewing of library materials. A librarian and/or trained library staff are available to assist parents and youth with accessing and choosing the most appropriate materials.
- Pea Ridge Library does not make a determination of what youth should read, view, or borrow from the library.
- The library does not act *in loco parentis* (in place of the parents) but provides materials that support parents, teens, and children's searches for diverse materials and ideas.

- Materials are provided in varying formats that meet patrons' educational, recreational, and informational needs and represent divergent and alternative views.
- Resource sharing is an additional means of providing patrons access to a larger volume of materials and information.
- Purchase suggestions from patrons are encouraged, both in general and in the development of special collections.
- Through ongoing assessment and maintenance, collections are kept relevant in content and format to be helpful to patrons.

Organizational Responsibility:

The Board of Trustees of the Pea Ridge Library entrusts the development of library collections to the Library Director and their designated staff members. Library collections are considered a whole and are therefore referred to as a single collection in this policy. The Library Board of Trustees considers all materials selected under this policy constitutionally protected.

Pea Ridge Library responds to community needs by providing:

- Relevant books, visual and audio materials, eBooks, eAudiobooks, electronic resources, programs, and other services
- Courteous, respectful service
- An inviting and welcoming environment for all patrons

To fulfill this, the Pea Ridge Library maintains a collection of materials determined by budget, space, and overall collection strength.

Intellectual Freedom:

The Pea Ridge Library endorses and defends the concepts of intellectual freedom as protected by the United States Constitution. The Library Board of Trustees declares that it adheres to and supports documents that support the foundation of intellectual freedom, which are found in the appendices of this document.

Selection Criteria for Materials:

General selection criteria are taken into account for all materials selected for Pea Ridge Library's collection, regardless of whether the material under consideration is purchased or donated. All items specified must meet at least one of the following criteria:

- Public demand and interest

- Lack of information on the subject matter
- Contribution to diversity or breadth of the collection
- Timeliness of information and/or significance of the subject
- Evaluations in professionally recognized critical review sources and/or widespread critical attention. Review sources include but are not limited to:
 - Booklist
 - Publisher's Weekly
 - New York Times Book Reviews
 - Kirkus Reviews
 - Library Journal/School Library Journal
- Special local interest or community relevance
- Authority, reputation, and competence of the author, editor, illustrator, publisher, or performer
- Accuracy
- Balance and diversity of viewpoint
- Locally/regionally produced or authored. However, the fact that an author or producer is/was a resident of the local area does not necessarily mean that the library will automatically select or accept copies of the item. Other factors, including selection criteria and public interest, maybe more relevant in the decision to select or accept such items.
- Quality of writing or performance
- Effectiveness and suitability of format, durability, and quality of production
- Price of format and ease of use
- Availability of material in other area libraries
- Space limitations. The size of the collection dictates shelving arrangements of materials.
- Impact on materials budget
- Support of library's mission and roles
- Additional criteria may be used, when appropriate, for specific types of materials

Donations:

The Pea Ridge Library welcomes donations of materials and money to purchase materials. Acceptance of a gift of materials may depend on the available space at the library. Donors understand that the gift becomes the sole property of the library, which assumes responsibility for and the right to determine its use, maintenance, and disposition.

Donations of materials are examined and may be added to the collection under the same criteria used for purchasing materials. These donations are accepted with the understanding that they may be added to the collection, sold at book sales, donated to the Friends of the Library, or otherwise disposed of at the discretion of the Library

Director. All materials donated become the property of the Pea Ridge Library. The library does not assign a monetary value to donations for tax purposes but can issue a receipt indicating the number of boxes or books donated. Materials donated are weeded according to the same criteria used for purchases and are not retained indefinitely.

Donations of special or unique collections of local or historical interest that further the library's mission will be considered for addition to the library. According to established policies and procedures, such material will be added to the library's collections. The library and the donor of such special or unique collections may negotiate an agreement outlining the library's planned location, shelving, and circulation. Any such agreement will include the requirement that the material becomes the property of the Pea Ridge Library upon addition to the library.

Development of Specific Collection Areas: *(alphabetical order)*

Audiovisual Materials

To fulfill the service goals and mission of the Pea Ridge Library, the library maintains non-print resources for patrons of all ages. These resources represent a variety of formats and viewpoints; extend library services to a clientele not reached by print materials; and supply cultural, recreational, educational, and informational productions best represented through an audiovisual medium. The following include, but are not limited to, examples of audiovisual formats:

- Audiobook, CD, DVD, Video Games, and Playaways

Children and Juvenile Collections

This collection serves youth from infancy through age 12. Materials for this collection reflect this age group's wide range of reading and interest levels. The children's collection supports the information needs of youth and encourages youth 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. In addition, materials in social and personal awareness and cultural and sociological concern are chosen at all levels in fiction and non-fiction, reflecting current and traditional values. The collection includes the following formats: board books, paperbacks, hardbacks, graphic novels, picture books, fiction, easy readers, juvenile non-fiction, CDs, DVDs, Blu-Ray, Playaway Views, and electronic formats such as eBooks and eAudiobooks. In addition, children and juvenile collections are shelved in areas explicitly designated for children in this age group.

The library's policy is that parents or legal guardians are responsible for deciding what library resources are appropriate for their children. It is the responsibility of the parents to let their children know if there are materials that they do not want them to use. In addition, parents should supervise their child's usage of library materials and internet sessions.

Electronic and Downloadable Resources

The Pea Ridge Library Board of Trustees recognizes the growing importance of digital resources for the informational needs of its patrons. Digital resources allow patrons and staff to meet these needs from their home offices and other remote locations. In addition, they offer opportunities for those who would otherwise not have access to those resources. In addition, they have many value-added features not found in other formats.

These resources include, but are not limited to: database subscriptions, downloadable eBooks, audiobooks, magazines, music, videos, and mobile apps. Rapid changes in electronic resources' extent and format require continuous evaluation. Therefore, the library uses the same criteria for selecting electronic resources as it uses for print media. Criteria include professional reviews, resource scope, accuracy, currency, intellectual level, and relationship to the library's total collection.

When feasible or necessary, the library will partner with other libraries to provide a combined collection of online resources and digital content. In those instances where the library shares a collection of resources with other libraries, Pea Ridge Library's circulation policies and collection development policies, including reconsideration, may not be valid. In addition, copyright privileges, publisher limitations, and loan rules may dictate the purchase of downloadable texts.

Fiction

The library attempts to provide a collection that contains a balance of contemporary and retrospective materials. It reflects a wide range of reading and interest levels and incorporates purchases from various genres, including mystery, western, historical fiction, romance, science fiction, horror, fantasy, and many other subgenres. These selections align with the library's mission to cultivate a diverse collection.

Local History

Pea Ridge Library strives to provide a collection of research material on the state of Arkansas's history, exploration, settlement, and development. The

Arkansas collection serves the needs of a broad range of patrons, i.e., youth working on school projects, genealogists, and scholars conducting research. Special effort is made to collect material relative to Pea Ridge, AR.

Non-fiction

This collection includes general information and current topics and titles. Non-fiction collections are developed primarily in subject areas with significant actual or anticipated demand and cover a wide variety of subject areas related to work, school, and personal life. All library collections include recent and retrospective works. Non-fiction resources address the needs of all ages and emphasize material written or produced for the general reader. The non-fiction collection may include graphic novels as well as hardback, large print, paperback, and possibly electronic formats.

Reference Collections

Essential print reference resources are maintained but not limited to business, government, fundraising, careers, education, consumer information, and local history. All reference materials are available for in-library use only.

Young Adult Collections

The primary audience for young adult materials is library users between the ages of 12 and 18, including titles ranging in reading levels from "reluctant reader" to the college-bound senior. These resources are selected to provide young people with diverse, entertaining, enlightening, and challenging materials. Materials are chosen based on positive reviews, popularity, award winners, classics, and relevance to teen interests. Young adult materials are shelved in an area designated specifically for teens in this age group.

Special Collections

The library may house "special collections" to meet community interests. For example, these collections may include Business & Career, Literacy, Parenting, Local History & Genealogy, American Art, Foreign Language, and Graphic Novels. Special collections may include the City of Pea Ridge or partner organizations' resources housed and circulated by the library. The library may circulate various items such as technology hardware, special kits, and other miscellaneous items. In addition, innovative technologies, and mobile devices, such as laptops, eReaders, iPads, telescopes, and other items, are available for use inside and checkouts outside the library. Library agreements and specific procedures have been established to protect and secure these investments.

Loan periods, checkout limits, and fines/fees for special collections may differ from the library's standard circulation policies. Off-site collections are considered an extension of the library's services to the public. Such collections may consist of circulating materials housed in a partnering agency location or browsing or shared collections sponsored by the Friends of the Library.

New or Emerging Formats:

New or emerging formats are the media through which information or entertainment is conveyed. The Pea Ridge Library will consider new formats under the following circumstances and criteria.

- The demand for the format in the library
- The demise of a current format
- Is it the only source of information?
- When a new format is more cost-effective than the current format
- The durability of the format for public use
- The technical quality of production or reproduction
- Its compliance with industry standards and specifications
- The suitability for circulation, access, and housing in a safe and convenient manner
- Its capability for networked distribution
- Is there an availability of funds for suitable start-up and continued collection development?

When a new format is investigated, the following issues will be addressed.

- How would this format be funded?
- What selection policy would apply to this format?
- What public concerns would arise?
- What processing concerns would arise?
- What security concerns would arise?
- What publicity concerns would arise?
- What would the time frame be for incorporation?

Collection Maintenance:

The library recognizes the need to continuously evaluate its collection in response to the changing nature and needs of the community. Library materials in poor physical condition are replaced, mended, or rebound if the information contained in them does not meet the criteria for weeding. Mending is preferred whenever possible. If damage is too extensive, replacement copies will be purchased. If mending or replacement is impossible, titles of value and/or historical significance may be sent

for rebinding. All materials in the collection will have their replacement price increased to account for the cost of materials used to reinforce items to increase their longevity in the library. When mending is required for an item that received damage during circulation, the patron who had the item checked out will be financially responsible for the maintenance fees applied to their account.

Lost or worn items may be replaced if they meet the selection criteria outlined in this policy. Replacement decisions are based on cost, demand, availability of newer materials on the subject, value of the work to the collection, and the number of copies in the collection.

Weeding:

The deselection of library materials is an integral component of the collection development guidelines of the Pea Ridge Library. A vigorous and continuous deselection program often referred to as "weeding," is essential in maintaining a viable and functional collection. General weeding criteria include, but are not limited to:

- Items damaged, worn, in poor physical condition, or mutilated
- Content is outdated or no longer accurate
- Materials are no longer of interest or demand
- Superseded editions of specific titles
- Item has circulated less than three times in the past four years since its purchase date
- Completeness (series/sets)
- Space needed in the library
- Historical value
- Reference value

Deselected materials shall be:

- Given to the Friends of the Library organization to be included in book sales
- Sent to recycling
- Sent to disposal
- Donated

Appendixes:

[Appendix A. Library Bill of Rights](#)

[Appendix B. Freedom to Read Statement](#)

[Appendix C. Freedom to View Statement](#)

[Appendix D. Access to Library Resources and Services for Minors](#)

[Appendix E. Diverse Collections](#)