

WILLIAMSBURG REGIONAL LIBRARY
COLLECTION DEVELOPMENT GUIDELINES
May 31, 2022

INTRODUCTION

Williamsburg Regional Library's collection consists of physical and digital holdings, including books, AV materials, ebooks, downloadable audio, and databases. WRL's collection primarily consists of popular materials including multiple copies of high demand items.

Collection management encompasses the planning, evaluating, selecting, acquiring, organizing, displaying, and weeding of the material holdings (the collection) of Williamsburg Regional Library. This document shares with our community how and why the library collection is built and maintained in support of our vision, mission, and core values.

Vision: The Williamsburg Regional Library will contribute to a strong, informed, and resilient community by providing access to resources, programs, and public spaces. Public libraries are essential to a vibrant community and a healthy democracy. WRL delivers outstanding and equitable library services to all members of a diverse region. WRL sparks innovation, inspires creativity and learning, and creates connections. WRL empowers individuals to transform their lives.

Mission: Inspiring and nurturing a vibrant community through exceptional library services.

Core Values

WRL Believes In:

- Providing outstanding customer service
- Offering balanced, relevant, and responsive collections
- Supporting lifelong learning
- Providing equitable access to all library services
- Adapting services to meet changing community needs
- Embracing technology, innovation, and positive change
- Offering a wide variety of learning experiences
- Providing welcoming public spaces where reading, learning, and imagination thrive
- Providing civic spaces for communicating, collaborating, and exchanging ideas
- Valuing a well-trained public service-focused staff
- Fostering a positive and diverse workplace culture
- Managing its resources in ethical and fiscally responsible manner

Responsibility for Selection & Maintenance of the Collection

The Library Board of Trustees assigns the responsibility of the daily operation of the library including the selection and maintenance of the library's collection to the library director. With

the oversight of the library director, the professional staff select and maintain the library's print and digital collection.

Selection Criteria

The library collection reflects the interests and needs of a diverse community. The library responds to user requests, local interest, and community needs in the selection of materials.

The selection tools used by librarians include professional library journals, trade journals, subject bibliographies, publisher's promotional materials, and reviews from reputable sources. Librarians also consider materials reviewed in national newspapers and magazines, local publications, the broadcast media, and reputable Internet sources.

To meet anticipated user demand, the library has standing orders for the pre-publication purchase of popular authors and titles. These items may not have professional reviews available when selected but are purchased based not only on anticipated high demand, but also on previous circulation statistics and publication history.

Maintaining a variety of titles with multiple viewpoints are factors WRL considers to keep the collection responsive to the library's diverse readership. There are certain opinions, such as those involving religious, political, or moral attitudes, which are inherently controversial since these views may impact an individual's fundamental beliefs. An impartial recognition of diverse points of view is the selection goal.

The library encourages parents to have an active and responsible interest in their child's selection of materials. The library does not act in loco parentis regarding the selection or display of library materials.

The library has items with many views and contains a wide variety of materials. Inclusion and display of these materials does not indicate advocacy. The purpose of displays is to raise awareness of the collection and increase use of material.

Selectors use the standards listed below to select and evaluate materials for the collection. Gifts and purchases are selected for the collection using the same criteria.

- Popularity of author/title
 - Public request, especially for items that are likely to be popular with other users and are not unusually expensive for their type
- Cost and availability
- Significance and/or usefulness to the community
- Evaluation presented by critical reviews
- Comprehensiveness and depth of treatment: clarity, accuracy, objectivity, and organization of information

- Reputation and authority of author, artist, producer, or publisher
- The contribution the work makes to a diversity of viewpoints
- Currency or timeliness of information
- Production quality and suitability of physical format for library use, including issues related to durability and possible obsolescence of format
 - o The board book collection is based around the age appropriateness of the content, not the medium. Board books exist to give toddlers exposure to basic words, shapes, colors, animals, simple narratives, and to foster an early love of reading and learning, they use language appropriate for this age group, and they deal with topics appropriate to this age group.
- Relationship to existing material in the collection

In addition, electronic materials are also subject to the following selection criteria:

- Accessibility, both in the library and remotely
- Quality of access relating to product's ease of use and availability of online help
- Currency and frequency of product maintenance and updating

Gifts

The library assumes unconditional ownership of all donated items and retains the right to use or dispose of them as it sees fit in accordance with the selection criteria.

Collection Maintenance

Collection maintenance ensures that collections are current, attractive, diverse, responsive, and useful to customers and to the community. Collection maintenance includes collection analysis as an ongoing process, repairing, replacing, and removing materials.

Local Author

WRL accepts book donations from local authors and if requested, arranges a photo of the donation for publicity as part of the Local Authors Project. Local is determined to be residents of City of Williamsburg, James City County, or York County.

Items donated are subject to the same collection maintenance criteria as items purchased for the collection.

Local authors who would like to donate work to the library should contact the Development Office for additional guidelines and procedures.

Collection Reconsideration

Questions about materials are referred to the appropriate division director (Youth Services or Adult Services). If the user continues to have concerns after discussing the matter with the division director, a Request for Reconsideration of Library Resources form may be requested.

The appropriate division director responds to the completed form in a timely manner. If the user continues to have concerns, the library director will convene a panel of three library staff members to read/watch and make a recommendation regarding the item in question. The library director will make a final decision on the material and the user will be informed.

ALA Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.