

## **Collection Management Plan**

### **Purpose of the Collection Management Plan**

The Collection Management Plan is intended to provide guidance, within budget and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the Auburn community. It directly relates the collection to the Library's Mission Statement and defines the scope and standards of the collection.

As the community changes, the Library will reassess and adapt its collection to reflect new and differing areas of interest, concern, and formats. This plan will periodically be evaluated and revised as necessary to provide guidance for implementing changes throughout the collection.

### **Philosophy of Collection Management**

In support of its mission, the Auburn Public Library fully endorses the principles documented in the [Library Bill of Rights](#) and [the Freedom to Read Statement](#) of the American Library Association. The Library upholds the right of the individual to access information without restriction, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Through effective collection management, the Auburn Public Library is committed to the following:

- meeting the information needs of the Auburn community,
- assisting individuals in achieving intellectual growth and enjoyment of life to the fullest through recreational reading, listening, and viewing,
- supplementing formal study and encouraging informal self-evaluation and learning,
- stimulating thoughtful participation in the affairs of the community, the country, and the world by providing access to a variety of opinions on matters of current interest, and
- connecting readers of all ages and audiences with resources arranged to facilitate effective and appropriate discovery through browsing.

### **Intellectual Freedom**

The Auburn Public Library functions as a provider of information on many topics, levels, and opinions. To meet its goals and objectives, the Library must protect the freedom of all to choose their own information in their preferred format. The responsibility of the Library is to serve the entire community, not to promote - and above all, not to censor - any particular political, moral, philosophical, or religious conviction or opinion.

Patrons with concerns about the content of any library materials will be asked to follow the steps outlined in the section of this plan entitled Reconsideration of Library Materials.

### **Scope of the Collection**

The primary responsibility of the Auburn Public Library is to serve the residents of Auburn by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. Materials are selected to aid individuals, groups, and organizations in attaining practical solutions to daily problems and to enrich the quality of life for all community members. Major emphasis is placed on educational and recreational needs; therefore, a broad choice of print and non-print materials is selected to accommodate the diversity of reading levels and interests of users of all ages.

The interests and needs of the actual and potential users of the Auburn Public Library are continually evaluated so that the Library has a collection reflecting the community that it serves. While the Library serves the basic reference needs of the community, budget and space limitations, as well as local needs, preclude the Library from duplicating the specialized and comprehensive collections that exist elsewhere in the immediate area. Access to these collections is provided through interlibrary loan and direct referral.

### **Responsibility of Collection Management**

Ultimate accountability for managing library collections rests with the Library Director, who routinely delegates responsibility for aspects of selection and deselection to professional library staff.

### **Selection Criteria**

The general criteria listed below apply to the selection of all materials for the Auburn Public Library. Materials are evaluated as complete works and not on the basis of a particular passage. A work will not be excluded from the Library's collection solely because it represents a sensitive aspect of life, a frankness of expression, or controversial subject matter. Not all titles selected will meet all of the criteria listed, but will meet at least one of the following:

- public demand and interest
- timeliness and/or significance of the subject
- reviews in professionally recognized sources
- local or community relevance
- authority and competence of the author and/or reputation and standing of the publisher
- contribution to diversity, depth, or breadth of the collection
- effectiveness and suitability of format, durability, and ease of use
- replacement of lost or worn copies or updating of outmoded information
- support of the Library's mission

Purchase requests made by library patrons are an important consideration in materials selection. Titles suggested for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help Library staff in developing a collection that serves the needs of the community.

Widely diverse points of view, including controversial and unorthodox subjects, will be available in the collection. Inclusion in the collection does not imply Library approval or agreement with the contents. The Library Advisory Board and the Library Director recognize that some materials are controversial and that any given item may offend some patrons. Selections will not be made on the merits of any anticipated approval or disapproval but solely on the merits of the work in relation to building the collection and to serving the interests of all the Library's patrons.

## **Self-Published Works**

In addition to previously stated selection criteria, self-published works must also meet two of the following special criteria in order to be considered for addition to the library collection:

- availability for purchase through a vendor with which the Library has an established purchasing relationship
- reviewed positively in professional literary or trade journals or other industry-respected sources
- patron demand
- appearance on nationally recognized bestseller lists
- local significance (local author or local subject)
- award-winning title
- popularity of styles, authors, characters and/or series in the existing collection
- significant online buzz, including social media or crowd-sourced reviews

## **Selection Tools**

The Auburn Public Library uses the following resources when selecting materials for the collection:

- professional journals
- trade journals
- subject biographies
- publishers' catalogs and promotional materials
- reviews from reputable sources
- popular and news magazines
- related websites and commercial websites

## **Gifts for the Collection**

The Auburn Public Library encourages monetary gifts by groups or individuals, foundations, corporations, etc., for the purchase of materials. The Library Management Team, through the Collection Development Librarian, will select materials for the collection that fall within needed subject categories. Monetary gifts to the collection may be designated as memorials or honoraria. Gift additions must meet the same selection criteria as other purchased materials and are subject to the following limitations:

- The Library retains unconditional ownership of the gift.
- The Library Management Team makes the final decision on the use or other disposition of the gift.
- The Library reserves the right to decide the conditions of display, housing, and access to the materials.
- Gift materials will not be tracked beyond the means necessary for established statistical purposes.
- Donations of money designated for the periodicals and newspapers collection are accepted in lieu of actual subscriptions. These contributions offset the high cost of periodical subscriptions and maintain the continuity of subscriptions from year to year.
- Donors of the funds may suggest subjects or titles to be acquired with their donation, but the Library reserves the right of final decision.

The Library offers memorial and honorary bookplates that can be attached to materials purchased with money donated for this purpose.

Because of the cost of handling special collections, the Library reserves the right to evaluate such collections individually. Groups or collections of materials cannot necessarily be kept together.

### **Duplication of Material**

Multiple copies of materials are purchased in response to patron demand as evidenced by number of holds, anticipated popularity, repeated requests, and monitoring of the collection. For popular fiction and non-fiction titles, the Auburn Public Library strives to maintain a ratio of one (1) copy for every five (5) holds placed on specific titles by library patrons; however, exceptions may be made depending on demand, timeliness, and availability.

### **Fiction**

The Library's collection includes a wide variety of contemporary works of fiction representing all genres, international works, and important novels of the past, such as those held in support of local school curricula. The Library places emphasis on acquiring fiction that is representative of the diverse community that it serves and satisfying the range of interests and recreational needs of its users.

Because of the volume of new fiction published each year, very few titles will be collected retrospectively. Exceptions will be made for new editions or translations of essential classic titles or to replace missing or worn copies of works with enduring popularity. Special emphasis is given to providing multiple copies of high-demand titles in order to fill patron requests as quickly as possible.

### **Non-Fiction**

The Library aims to acquire materials that provide core knowledge in a variety of topics, with emphasis placed on materials representative of current community interests. In addition, the Library selects, makes accessible, and promotes the use of materials that seek to do the following:

- address contemporary issues
- provide self-help information
- facilitate continuing education
- enhance job-related knowledge and skills
- increase knowledge of affairs of the community, the country, and the world
- support business, cultural, recreational, and civic endeavors in the community
- nourish intellectual, aesthetic, creative, and spiritual growth
- present different viewpoints on issues
- celebrate local history, persons, and events

### **Large Print**

The large print book collection strives to meet the needs of visually impaired patrons. Emphasis is placed on popular fiction, including mysteries and westerns, along with high interest non-fiction, such as biographies and health-related materials.

## **Periodical Collection**

The print collection of newspapers and magazines provides current and retrospective information aimed at meeting the research and recreational needs of the community. The collection also contains periodicals that serve the professional reading needs of the Library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books and presenting a less in-depth treatment of a subject than is usually found in books.

The periodical collection consists of a diversity of publications in fields that are of current interest to the community. It includes basic and popular reading magazines and a small selection of business, trade, financial, and local publications. Journals that are highly technical or scholarly are generally not included in the collection. In addition to magazines, the collection includes a selection of newspapers published locally and nationally.

Within a limited retention model, back issues of some magazines and newspapers are available.

## **Reference Collection**

The Library maintains a small collection of reference materials to satisfy the need within the community for information that cannot be readily obtained through digital resources. Reference sources typically summarize or give a comprehensive overview of a topic, and they remain in the Library to be readily available to all patrons. Selection criteria of particular importance for reference sources are the following:

- accuracy
- arrangement
- ease of use
- uniqueness of information
- authority
- documentation and indexing
- demonstrated need for the specific title or information therein

As part of the reference collection, the Library provides Auburn residents with information on local government actions, services, and programs. Additionally, reports produced by the City of Auburn are made available for public review. Depending on the nature of the content, some of these materials will become a standing part of the collection, while others will be discarded when no longer in demand.

Certain literary works and educational materials may be designated as non-circulating and utilized in the Library to support library programs.

## **Textbooks**

Recognizing the responsibility of schools and universities to provide access to required textbooks for their students, the Auburn Public Library does not acquire textbooks required for school curricula. The Library may elect to acquire textbook-style works in order to provide broad or introductory coverage in high-interest subject areas if other survey materials are not available.

## **Media**

The Library's goal is to provide a collection of instructional, educational, and recreational-based audio and visual materials that will enhance the Library's existing fiction and non-fiction collections. The media collection will follow the same selection and deselection criteria as other library collections.

Periodically, new forms of media are introduced and are studied carefully to assess their suitability for public library use. Sufficient time is given to properly determine whether they will receive lasting and widespread acceptance before they are adopted by the Library.

## **Digital Resources**

Digital resources consist of content that is accessed via computers and mobile devices. These resources are often referred to as databases or as online or electronic media.

The Library collects a variety of digital resources that may include some or all of the following:

- full-text periodicals
- reference sources
- images
- electronic books, both textual and audio
- streaming video

Through digital resources, the Library aims to extend access to library information, as patrons can access these collections within or beyond the physical library facility. The electronic format enables increased usability of library resources and improved searching and interactivity. Because these resources expand the depth and breadth of the collection, the need to purchase some resources in a physical format is alleviated.

When selecting digital resources, Library staff will evaluate the following in addition to the criteria employed for the collection at large:

- compatibility of the content and/or software with popular electronic devices
- ease of use
- usage restrictions
- ownership/licensing of the content and usage models
- possible impermanence of the technology
- relationship of the resource to the print collection
- availability of remote access
- quality of technical support
- usage statistics

## **Display of Library Materials**

The Auburn Public Library utilizes displays throughout the Library facilities to increase collection visibility and discoverability. The Display Team executes this goal by presenting materials in ongoing as well as seasonal or topical displays and in a variety of formats, topics, and viewpoints, reflecting the Collection Management Plan and the ALA Library Bill of Rights. The Display Team incorporates the Auburn Public Library's values of equity, diversity, and inclusion in the design and material selection of our displays.

## **Reconsideration of Library Materials**

The Auburn Public Library Advisory Board and Library Management Team recognize that the Auburn Public Library serves a community with diverse interests and needs. To that end, the Library strives to build a collection that will entertain, enlighten, inform, and inspire our patrons. At the same time, the Board also recognizes the right of citizens to question materials that have been selected for inclusion in the Auburn Public Library collection.

A patron who objects to a particular title in the Library collection may express their concerns to Library staff. At this point, the patron will be referred to the Library's Materials Management team, who will arrange to meet with the patron to hear the concern and discuss the Collection Management Plan.

If the discussion does not resolve the concern, the patron may submit the concern in writing to the Collection Development Librarian, who will forward the concern to the Library Director.

Any patron submitting a written concern must comply with the following guidelines:

- the person requesting the reconsideration must be a registered library patron who meets standard residency requirements;
- the written request must include the patron's full name, library card number, and current address; and
- the patron must have reviewed the work to be reconsidered in its entirety.

Upon receiving the patron's concern, the Library Director, in collaboration with the Library Board Chair, will convene a review committee consisting of three librarians and two Library Board members to conduct an evaluation as to whether the title was selected in accordance with the Collection Management Plan. The committee will make a recommendation to the Library Director and Library Advisory Board as to whether the title should be retained as is, reclassified, or removed.

The Library Director will forward the committee's decision to the patron and include the decision in the packet for the next regular Library Board meeting. If the patron disagrees with the decision, the patron may appeal the decision to the Library Board by emailing [libraryboard@auburnalabama.org](mailto:libraryboard@auburnalabama.org) or speaking during Citizens' Communications at a regularly scheduled Board meeting.

The Board will review the committee's decision and either affirm that decision or elect to conduct a further review in accordance with the selection criteria contained within the Collection Management Plan.

The decision of the Library Advisory Board shall be considered final.

## **Collection Maintenance**

The Auburn Public Library collection is continually maintained and evaluated through deselection of unused, outdated, outmoded, and worn materials. The systematic removal of materials from the collection, or deselection, is an important component of total collection development. Ongoing evaluation of materials is necessary in order to maintain a current, accurate, and inviting collection. Deselection improves the accessibility of the remaining materials, enhances the appearance of the collection, and helps improve the overall circulation of materials. Maintenance of the Library's collection through constant re-evaluation by the Library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the professional expertise of the Library staff in assessing the needs of

the community in relation to the content of the collection.

Library materials are discarded for one or more of the following reasons:

Usage/Age

- infrequent circulation
- outdated or inaccurate information
- wear or damage

Value/Quality:

- subject matter is no longer of current interest or historical or literary significance
- lack of community or regional interest
- availability of better materials in the field
- physical appearance/condition relative to other factors of importance
- multiple copies of a title no longer in demand

Space Allocation:

- relative to other factors, the material is occupying space that could be utilized more effectively

Deselected materials cannot be reserved. These items become surplus property and will be discarded at the discretion of the Library Director and/or the Collection Development Librarian.

## **Replacement**

Replacement of deselected materials is not automatic. The decision to replace is influenced by the following factors:

- popular interest
- adequacy of coverage in the subject area
- significance of the subject area to the community
- cost and availability of the title
- availability of space