



## **Johnson City Public Library Collection Development Policy**

### **Purpose**

The Johnson City Public Library provides and maintains a balanced and broad collection of materials in appropriate and varied formats for the use and enjoyment of the community as space and financial considerations allow. This policy serves as a guide for staff regarding the selection and management of the collection. It also informs the public of the principles guiding how we develop our collection. Finally, it states the Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints.

### **Responsibility for selection**

The ultimate responsibility for selection, whether by purchase, donation, or any other means, rests with the Library Director who operates within the framework of policies determined by the Board of Directors. The Library Director will provide list(s) of newly purchased materials to the Board of Trustees.

### **Selection guidelines and criteria**

The library selects materials, based on professional review sources, recommendations from the public, consensus among recognized subject authorities, and the knowledge and expertise of the library staff. Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, and recognition of the needs of the community. The library strives to select material that will build a well-rounded collection.

The library makes an effort to provide materials of sound factual data and honest opinion representing all points of view on topics of public interest and importance. Titles are not excluded on the basis of moral, racial, religious, or political prejudice. The following criteria will be considered when making selection decisions:

- accuracy and authoritativeness
- attention of critics and reviewers
- availability of material elsewhere in the community or through interlibrary loan
- cost and availability
- coverage of the subject in existing collection
- format, durability and ease of use

- literary, artistic, historic or scientific merit
- quality and suitability of subject, style, and format for intended audience
- relevancy
- reputation of author, editor, illustrator, publisher, producer, performer or translator
- uniqueness or special features

Books and materials that contain sexual themes or content are reviewed by the public library independently for age-appropriateness and cataloged accordingly, which may override publisher recommendation.

The library collects materials in various formats, including physical formats such as print and non-print media and electronic formats. Other selection criteria may be applicable to specific formats, in addition to these general criteria.

## **Special considerations**

### **Digital Collection**

The library maintains a website ([www.jcpl.org](http://www.jcpl.org)) providing access to digital resources to its patrons. These are provided through open access, or other freely distributed resources and library-funded subscriptions. The following criteria are considered when selecting new digital resources:

- training requirements for staff and the public
- remote access capability
- licensing fees and usage restrictions

The library also curates a selection of links to other internet websites chosen to provide a convenient searching/browsing tool in key topical areas. Our collection of links to outside content is based on selection criterion including:

- accessibility and usability
- commercial aspects and criteria
- responsibility and ownership
- stability of access

When selecting digital collections or other resources the library favors open access and free content whenever possible. Both are re-evaluated on a regular schedule to determine if they still align with our selection criteria. The library cannot be held responsible for the content of linked websites.

### **Tennessee Room collection**

The Tennessee Room contains material on the cultural, genealogical, and historical heritage of Johnson City, Washington County, and the surrounding region. Also included are general genealogical materials for family researchers.

The library acquires and maintains materials that are a permanent record of the

past and present activities of the community. All items in this collection are non-circulating and must be used within the library only.

### **Youth Services collection**

The collection provides materials for children that inspire intellectual curiosity and encourage a love of books and reading. The collection reflects the emotional and cognitive stages of childhood from infancy through 12 years of age. Resources for adults working with children are also included in the collection.

### **Teen Collection**

The teen collection is made up of materials for ages 12-18 years old— although children and adults may use the collection. The collection contains books written specifically for this age group. There is more crossover with children's books than with adult because it is sometimes difficult to judge the intended grade level.

### **Gifts/Donations**

Gifts/donations to the collection can be in the form of money or actual library materials. Library materials are accepted with the understanding that they will be considered for addition to the collection in accordance with this Collection Development Policy. Items are accepted without donor stipulations or conditions and become the sole property of the Johnson City Public Library.

### **Maintenance of the collection**

Librarians and other professional staff regularly review collection material to ensure they align with the library's collection development policy and patrons' needs. Materials that are damaged, duplicated, obsolete, unused, or otherwise rendered unusable are discarded from the collection.

The library's professional staff does assess if material needs to be replaced, can be mended, or preserved as needed. While items are not automatically replaced, the library seeks to maintain a strong collection across multiple subject area and works to ensure the discarding of material does not result in a loss of valuable content or information.

### **Reconsideration of materials**

Comments from members of the community about the collection or individual items in the

collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The library welcomes expression of opinion by patrons but will be governed by this Collection Development Policy in making additions to or deletions from the collection.

Patrons finding certain library material objectionable may request that it be reconsidered by filling out the "Request for Reconsideration of Library Materials" available at the public service desks.

The library will respond to a "Request for Reconsideration of Library Materials" (the Request) in the following manner:

1. The staff member on duty receiving the initial request for reconsideration will supply the patron with a "Request for Reconsideration of Library Materials" form and ask the patron to complete the form.
2. When the Request Form is completed and turned in to a staff member, it will be given to the Library Director.
3. The Library Director will acknowledge the receipt of the Request and specify a date by which the initiator will be given a formal response. The date should be not more than 30 days from the date the Request is received.
4. The Library Director will notify the Board of Directors that a Request has been received.
5. The Library Director will attempt to bring about a resolution of the Request with the initiator within the specified time, after personally reviewing the work which is the subject of the Request.
6. If the person indicates dissatisfaction with the resolution, he/she may appeal to the Library Board. The Board will reconsider the decision based on whether or not the particular title conforms to the Board-approved Collection Development Policy, as outlined in the "Selection Guidelines and Criteria," above.
7. The Board of Directors will then make a final determination on the Request.
8. The Library Director and the Board President will convey in writing the Board's decision to the initiator of the Request.

## **Review and revision of this Collection Development Policy**

This Collection Development Policy including any attachments will be reviewed annually by the library staff and the Library Board of Directors. It may be revised only with the formal approval of the Board.

Approved by the Board of Directors  
September 11, 2012  
Revised August 15, 2023

## **The 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.

**Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.**

