

COLLECTION DEVELOPMENT

4.1. SELECTION

4.1.1. *Objective*

- 4.1.1.1. The objective of collection development for the St. Clair County Library is to select, organize and make accessible library materials to meet the expressed and anticipated needs and interests of the diverse public in the Library District. As a public service agency, the Library must strive to provide the residents of St. Clair County with a comprehensive collection of materials in a variety of formats that record human knowledge, ideas and culture; to organize these materials for ready access; to offer guidance and encouragement in their use; and to serve the community with reliable and easily available sources of information and reference.
- 4.1.1.2. Materials should be selected and services planned to satisfy residents both as individuals and as members of groups, with concern for all ages, backgrounds, interests, abilities, and levels of education. Materials and services should be held in sufficient quantity to make the Library a dependable resource for most of the people most of the time.
- 4.1.1.3. The Library has an obligation not only to serve its current users but also to search for materials and methods that will meet the needs of community members who have not traditionally been Library users. Cooperation with governmental, academic, and special resource centers in the area continues to be increasingly important in meeting needs of Library patrons.

4.1.2. *Priorities of Selection*

- 4.1.2.1. Materials to meet informational needs, both expressed and anticipated, of patrons of all ages.
- 4.1.2.2. Materials to meet the recreational needs of patrons of all ages.
- 4.1.2.3. Materials to meet the educational needs of pre-school children, out-of-school adults, and all other patrons who are not served by an educational institution.
- 4.1.2.4. Materials to meet the needs of the business community.
- 4.1.2.5. Materials to support civic and cultural activities of individuals, groups, and organizations.

4.1.3. *Selection*

- 4.1.3.1. Library should plan to acquire, within its budgetary limitations, all types of library materials needed to meet its obligations. Library materials include books, pamphlets, documents, periodicals, maps, microforms, audiovisual materials, software, on-line databases, and artifacts.

- 4.1.3.2. When lack of funds limits purchases, current in-print publications of lasting value, regardless of format, will be given priority over out-of-print publications. Reprints are considered current publications.
- 4.1.3.3. Holdings of other area libraries will be considered when selecting subject areas for intensive collection or large purchase items. Consideration will be given to both the privileges and responsibilities of cooperative acquisition plans and interlibrary loan procedures.
- 4.1.3.4. The number of copies of any title shall be dependent upon demand by patrons and the size of the population served. Demand is a valid factor in materials selection. Materials that receive poor reviews or no reviews may be purchased if there is demonstrated local demand. For the purposes of this policy, demonstrated local demand is interpreted as three individual written requests for the item.
- 4.1.3.5. While the Library is sympathetic to the needs of students, including home-schooled students, it is not justified by community needs, religious materials designed to be used for proselytizing, or purely propagandistic literature.
- 4.1.3.6. The Library will not purchase text books except in cases where no other material on a given subject exists or where the demand of the patrons is greater than can be met by the existing collections.
- 4.1.3.7. Materials that should not be acquired or added to the collection include literature in languages not justified by community needs, religious materials designed to be used for proselytizing, or purely propagandistic literature.
- 4.1.3.8. Addition of an item to the Library's collection in no way represents an endorsement of any theory, idea, or policy contained in the material.
- 4.1.3.9. The responsibility for selection of library materials is delegated to the Director and, under his or her direction, to those members of the staff who are qualified by their education, training, and experience. The judgments of experts, or professionally trained staff members, and of qualified reviewers provide a balance of opinion as the basis for selection. Though a variety of criteria is used for each subject, final decision is based on the value of the material to the Library and its public, regardless of the personal taste of the selectors.
- 4.1.3.10. In selecting materials, the librarians will use as many selection and bibliographic management tools as possible, including: book selection periodicals such as Booklist and Publishers Weekly; Books in Print; Public Library Catalog; Children's Catalog; Book Review Digest; Dewey Decimal Classification; LC Subject Headings; professional journals such as American Libraries and Library Journal; databases such as OCLC; and bibliographies such as Magazines for Public Libraries, Reference Books for Small and Medium-Sized Libraries, and any other useful bibliographic reference works.

- 4.1.3.11. Librarians will strive to find a review of any item before considering it for purchase. However, because only a portion of all published material is ever reviewed, librarians will also consider purchase of items based on advertisements, author tours, television and radio coverage, and direct mail.
- 4.1.3.12. The Library should attempt to buy all publications of local authors and all materials about the four-state region.

4.1.4. Censorship

- 4.1.4.1. The Library recognizes the pluralistic nature of the community and the varied needs of St. Clair County citizens. The public library does not promote particular beliefs or views. It provides a resource where the individual can examine issues freely and make his or her own decisions.
- 4.1.4.2. The Library recognizes that many materials are controversial and that any given item may offend some library users. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection. The collection must contain the various positions expressed on important, complicated, or controversial subjects, including unpopular or unorthodox positions. The choice of library materials for personal use is an individual matter; while anyone is free to reject materials of which he or she does not approve, no one has the right to exercise censorship to restrict the freedom of use and/or access to others.
- 4.1.4.3. The selection of adult materials will not be limited by the possibility that such materials may inadvertently come into the possession of minors. The freedom of access for minors may be restricted only by the child's own parents or legal guardians. Upon written request of the parent or legal guardian, the Library will restrict the borrowing by children seventeen and under to a specific juvenile collection. By agreeing to allow their child to have a library card, parents/guardians agree that their child will have full access to all eResources and that the St. Clair County Library has no way to restrict said eContent.
- 4.1.4.4. The Library affirms the principles of each individual's freedom to read and view. No book or other library material shall be removed from the collection because of a complaint except under the orders of a court of competent jurisdiction.
- 4.1.4.5. Each item considered for selection must be evaluated on its own merits. Works that depict an aspect of life honestly will not be excluded because of frankness of expression, vivid descriptions of sex or violence, the philosophy, politics, or religion of the author, or any other factor which might be objectionable to some library users.
- 4.1.4.6. All materials will be judged as a whole rather than by isolated passages.

4.1.5. Age Appropriateness Designation

- 4.1.5.1. The Library's collection for patrons under age 18 are split in the "Pre-K" collection, which is intended for ages birth to Kindergarten, "J 1-2" section is intended for patrons in the 1st to 2nd grade, the "J 3-4" section is intended for patrons in the 3rd to 4th grade, the "J 5-6" section is intended for patrons in the 5th to 6th grade, the "J 7-8" section is intended for patrons in the 7th to 8th grade, and the "YA" collection which is intended for patrons in 9th grade and above. There may be some variation in the age appropriateness of each collection. In general, decisions to place particular items in the collections are done by the standard of the average person, applying contemporary community standards nationwide, would find that the material, taken as a whole, has a tendency to appeal to ages birth through Kindergarten for "Pre-K" materials, 1st through 2nd grade for "J 1-2" materials, 3rd through 4th grade for "J 3-4" materials, 5th through 6th grade for "J 5-6" materials, 7th through 8th grade for "J 7-8" materials, and 9th grade and above for YA materials; and/or the publisher's suggested age range if available. Please note, that age recommendation is only that, a recommendation. This statement is required by Missouri Regulation 15 CSR 30- 200.015.
- 4.1.5.2. Separate collections are available for children and young people, but it is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection they should use or what item in the approved collections is suitable for an individual. By agreeing to allow their child to have a library card, parents/guardians agree that their child will have full access to all eResources and that the St. Clair County Library has no way to restrict said eContent.
- 4.1.5.3. Materials selected for the Adult and Young Adult collection are intended for mature readers. Checkouts to minors from these collections are allowed with the signed parental permissions on a minor's library card form. Minors will be allowed checkouts from each library collection that has been approved with signed parental permission. Separate collections are available for children and young people, but it is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection they should use or what item in the approved collections is suitable for an individual.

4.2. GIFTS

4.2.1. General Information

- 4.2.1.1. All forms of materials will be accepted as gifts.
- 4.2.1.2. All gifts are used at the discretion of the Director.

4.2.2. Gifts and Cash Bequests for Materials

- 4.2.2.1. All gifts and cash will be accepted.
- 4.2.2.2. Patron may ask for monies to be spent in a particular area. Director will do their best to accommodate such request.

4.2.3. *Limitations of Acceptance of Gifts*

- 4.2.3.1. The library cannot legally provide a monetary appraisal of any gift for income tax or other purposes.
- 4.2.3.2. The Library retains unconditional ownership of the gift and makes the final decision on the use of disposition of the gift.
- 4.2.3.3. The Library reserves the right to decide the conditions of display, housing, and access of gift materials.
- 4.2.3.4. Gift subscriptions of one year or longer will be cataloged and shelved with the circulation periodical collection, providing that the periodical meets the conditions of the collection development policy.

4.3. MEMORIALS

4.3.1. *Fund Overview*

- 4.3.1.1. Any funds given for memorial purchases will be received by Director.
- 4.3.1.2. Funds will be spent according to giver in cooperation with Collection Development Policies.

4.3.2. *Guidelines for Memorial Acquisitions*

- 4.3.2.1. Director must approve memorial donation if it is considered material. The Director will approve gift on guidelines set out in Collection Development Section.
- 4.3.2.2. Request for material to be purchased

4.3.3. *Process for Receiving Memorial Donations*

- 4.3.3.1. Patron must inform the Director that the donation is for a memorial.
- 4.3.3.2. A Memorial Donations Form must be filled out.

4.4. WEEDING AND DISCARDING

4.4.1. *General Guidelines*

- 4.4.1.1. In order to maintain an active working collection of high quality, the Library staff will periodically examine the collection for items that should be withdrawn. Overall authority for weeding of the collection lies with the Director, who in cases of dispute serves as mediator and makes the final decisions. Whenever

necessary, the Director will be consulted before an item is discarded from the collection.

- 4.4.1.2. Weeding will be done on a schedule of continual review of the collection on a consecutive basis. It is the goal of the Library to review the entire collection every year.
- 4.4.1.3. Materials that are weeded from the collection will be disposed of in the most appropriate manner, which may include sale to the public, donation to another library or organization, exchange with another library, or discarding as recycled material.

4.4.2. *Criteria for Weeding*

- 4.4.2.1. Materials in poor physical condition will be weeded; if desirable materials must be discarded because of physical condition, the Library will either replace the item or set it aside for preservation consideration.
- 4.4.2.2. Superfluous or unneeded duplicate volumes will be weeded from the collection.
- 4.4.2.3. Materials containing information no longer useful or accurate or that are no longer of historical value will be weeded from the collection.
- 4.4.2.4. Weeding should not bias the collection in favor of or against any viewpoint.
- 4.4.2.5. Weeding will not be done solely on the basis of circulation statistics or past use, although these factors merit strong consideration in evaluating an item. A public library must give more weight to circulation/use statistics than must a research or academic library.
- 4.4.2.6. Periodicals will be put on the shelf for the current year, stored in the back for the previous year and discarded after two years.
- 4.4.2.7. Newspapers are held for two days then recycled or given to the public on a first come, first served-basis. The Courier, however, is saved until the new microfilm comes out every two to four years.

4.5. CHALLENGES TO LIBRARY MATERIALS

- 4.5.1. If a Library employee is approached by a patron that lives within the Library District who wishes to complain about Library materials, the complainant must be treated with dignity and courtesy. Under no circumstances is any Library employee to express agreement with the patron's complaint.
- 4.5.2. The employee must advise the complainant that no employee has the authority to remove any item from the shelf.
- 4.5.3. If the complainant wishes to file a written complaint, the employee should provide the complainant with a copy of the *Request for Consideration Form*. All *Request for*

Consideration Forms must be completed in full. Complaints specifically targeting children's materials, presentations, events, and displays must have a Request for Reconsideration of Materials form completed by the parent or legal guardian of the minor.

- 4.5.4. After receiving a complaint form submitted by a patron, the Library Director or his or her designee will respond to the complainant in a letter addressing all of the items covered in the response form or will talk to the person in response. A copy of the complaint will be kept on file. The challenges (titles and result) will be public record but the name of the challenger will not be listed. Missouri Regulation 15 CSR 30- 200.015
- 4.5.5. Librarians are expected to defend the principle of the freedom to read and view as a professional responsibility. Only rarely is it necessary to defend an individual item. Laws governing obscenity, subversive material, and other questionable matter are subject to interpretation by courts. Library materials found to meet the standards set in the selection.

CIRCULATION POLICIES

5.1. GENERAL CIRCULATION POLICIES

5.1.1. Circulation Department Goals

- 5.1.1.1. The Library's lending policies facilitate the use of library materials, except for those judged irreplaceable or needed in the collection for basic informational services. Materials not immediately available may be reserved for patrons.
- 5.1.1.2. The Library's circulation practices and policies provide for protection of patron confidentiality.
- 5.1.1.3. The Library's circulation process provides accurate and reliable information about the materials collection.
- 5.1.1.4. The Library keeps accurate records of citizens registered for library cards.

5.1.2. Use of Library Materials by the Public

- 5.1.2.1. All Library collections are available to the general public for in-house use.
- 5.1.2.2. Some restrictions apply to in-house equipment and computer use.
- 5.1.2.3. Some restrictions apply to use of fragile or valuable collections, including some archival collections.

5.2. LIBRARY CARD ELIGIBILITY AND REQUIREMENTS

5.2.1. Residency Requirements for Non-fee Cards

- 5.2.1.1. To qualify for a Library card as a resident of the Library District, a person must reside at a permanent address within the county, own property within the county

limits and show a current real estate property tax receipt, or work in the county limits.

- 5.2.1.2. Hotels, motels, group homes, residential treatment centers, shelters and other temporary housing are not considered to be permanent addresses except for residential managers of such facilities. Residents of group homes and residential treatment centers are not eligible for individual cards unless the Library is provided with a signed letter from the director or resident manager of a group home stating that the person does, in fact, have permanent residence in the facility.
- 5.2.1.3. Post office boxes are acceptable as mailing addresses when physical address is given as well.
- 5.2.1.4. St. Clair County Library cards can be issued to non-residents for \$7.50 a year. The fee covers individual cards for all members of the household residing at the same address.

5.2.2. *General Card Requirements and eCard Registration*

- 5.2.2.1. A patron registering for a library card must supply the following documentation and information: Written proof of physical address. Acceptable as proof of address are: utility receipt, voter registration card, computer generated mail with name and address, and personal mail.
- 5.2.2.2. The applicant must sign the application acknowledging that all information is correct and that he or she accepts responsibility for all use made of the card. The applicant's signature on the application card and on the library card itself is a promise to abide by all Library policies and to notify the Library of any change of status (name, address, etc.) or the loss or theft of the card.
- 5.2.2.3. A person who cannot provide proof of current address may not check out any items but a library card will be mailed to them at which time they can use it.
- 5.2.2.4. Patrons of all ages have the option of applying for an eCard if they wish to only check out the St. Clair County Library's eResource Collection. The eCard gives patrons access to our eBooks, eAudiobooks, and access our online resources. A link to the eCard application can be found on our website or one can be emailed to the patron upon request. Once the application is submitted, access information will be emailed to the patron by the end of the following business day. Parental consent must be given for minors to obtain an eCard. To check out physical items, request an interlibrary loan, or reserve a computer; patrons must apply for a standard library card.

5.2.3. *General Library Cards and eCards for Minors*

- 5.2.3.1. If the applicant is seventeen years old or younger, the application must be signed by the parent or legal guardian who has library card in good standing. Applicants eighteen and older must sign their own applications.
- 5.2.3.2. The parent or guardian must complete an *Informed Consent of Use of Library for Minor Child form* when submitting a library application for their child. By agreeing to allow their child to have a library card, parents/guardian agrees that their child will have full

access to all eResources and that the St. Clair County Library has no way to restrict said eContent.

- 5.2.3.3. Cards issued to minors do not allow access to the computer lab. Parents or legal guardians must register a minor for computer access at the circulation desk.
- 5.2.3.4. The minor's parent or guardian must have a current library card in good standing.
- 5.2.3.5. As stated in the eCard registration policy, parental consent must be given before a minor will be assigned an eCard.

5.2.4. Corporate or Group Home Cards

- 5.2.4.1. The Library issues cards to organizations such as businesses or group homes for business or organization use. Employees of the organization or business may not use these cards to check out items for personal use or use the computer lab. Family members of the owners or managers of the organization or association may not use these cards to check out items for personal use or use the computer lab.
- 5.2.4.2. Application for a corporate or group home card must be made in a letter on letterhead signed by the individual who will assume financial responsibility for any materials checked out on the card. The letter must state that the individual who signs the letter will assume financial responsibility for library materials checked out on the card, including all overdue fines.
- 5.2.4.3. Organizations or businesses located outside the St. Clair County Library District are charged a \$7.50 annual fee.
- 5.2.4.4. The card must be kept by the library.

5.2.5. Transfer of Cards

- 5.2.5.1. The patron is responsible for all use made of his or her library card.
- 5.2.5.2. If a patron's library card is lost or stolen, it is the patron's responsibility to report it to the Library immediately. The patron will be responsible for any circulation activity on a lost card until it has been reported.

5.2.6. Expiration and Invalidation of Library Cards

- 5.2.6.1. Non-resident cards are valid for one year from the date of payment, regardless of the date of issue.
- 5.2.6.2. Renewal of a card follows the same procedure as for a new card.
- 5.2.6.3. A Library card may be invalidated by the St. Clair County Library District at any time if the patron does not return overdue materials, does not pay outstanding fines, does not abide by other Library policies, or habitually abuses Library policies.

- 5.2.6.4. A resident card becomes invalid if the cardholder moves outside the Library District unless the individual still owns property inside the county limits.

5.3. CIRCULATION OF MATERIALS

5.3.1. General Circulation Guidelines

- 5.3.1.1. A patron must present his or her card at the circulation desk at the time of checkout.
- 5.3.1.2. Items limited to in-house use, such as reference books, microforms, bound periodicals, current issue periodicals, reserved books, local history materials, and other so designated, do not circulate and may not be checked out for any reason.
- 5.3.1.3. All materials, with the exception of items on hold, may be renewed three times for the same period as the initial checkout.
- 5.3.1.4. Library users will not be allowed to check out materials if they:
 - 5.3.1.4.1. Owe \$5.00 or more in unpaid fines or charges. If fines or charges are on a child's card, this block includes the parent/guardian who is responsible for the child as well as all other minors for whom the parent/guardian has signed responsibility. This also blocks all children's accounts if the parent or guardian is blocked.
 - 5.3.1.4.2. Have unpaid fines or charges three months old or older.
- 5.3.1.5. A parent may use a child's card in the child's absence to check out Children's Department materials only. A child's card may not be used in the child's absence to check out Adult Department materials.

5.3.2. Interlibrary Loan

- 5.3.2.1. Interlibrary loan (ILL) periods are determined by the lending library. Items loaned by another library on the condition that they be used under supervision may not be checked out.
- 5.3.2.2. ILL records are kept and requests for ILLs are made at the circulation desk. ILL items are picked up, paid for, checked out, and returned at the circulation desk.

5.3.3. Requests for Holds

- 5.3.3.1. Each patron may place up to ten holds for items that are checked out or otherwise unavailable.
- 5.3.3.2. All materials on hold for patrons will be kept at the circulation desk. Materials held by some means other than a system-placed hold must be marked with the patron name and the date of hold expiration.

5.3.4. *Return of Materials*

5.3.4.1. All materials except ILL materials may be returned at the circulation desk, by mail, or in the book drop.

5.3.4.2. ILL materials must be returned to the circulation desk or in the book drop.

5.3.5. *Recall of Materials*

5.3.5.1. All overdue materials on which holds have been placed will be recalled. A recall notice will be generated for such items on a schedule determined administratively.

5.4. OVERDUE LIBRARY MATERIALS

5.4.1. *Overdue Guidelines*

5.4.1.1. The Library has no obligation to remind patrons to return materials. The Library sends reminder notices or calls as a courtesy to patrons.

5.4.1.2. All materials are due on the due date. There is no grace period except for items due on dates the Library is closed. All such materials are due the following day.

5.4.1.3. It is the patron's responsibility to call or come in to renew items.

5.4.1.4. Items may only be renewed three times.

5.4.2. *Fines*

5.4.2.1. The fine structure is set administratively.

5.4.2.2. Overdue items returned in the book drop after hours but before 8:00 a.m. will be assessed a fine based on the last operating day.

5.4.3. *Charges for Lost Items*

5.4.3.1. Charges for lost items are set administratively.

5.4.4. *Refunds*

5.4.4.1. The Library will issue a receipt for each lost item paid for. If the item is found within six months of being declared lost and if the item is in acceptable condition, the patron may request a refund upon presenting the item to the circulation desk.

5.4.4.2. The processing fee is non-refundable.

- 5.4.4.3. No refunds for any charges will be issued to patrons whose overdue materials have been submitted for collection to either a collection agency or Municipal Court. If a patron submitted to a collection agency or Municipal Court pays for unreturned materials and then at a later date returns the materials, the Library will not issue a refund.
- 5.4.4.4. Refunds will be issued from fine receipts when cash is available. It may take several days for a patron to receive a refund. Refunds will be made in cash only, and must be picked up at the circulation desk. Unclaimed refunds will be forfeited three months after the item's return.

5.4.5. Attempt to Collect

- 5.4.5.1. A notice for all items overdue will be mailed or the patron will be called as a reminder after two weeks, and again at four and eight weeks. At five months overdue, patrons will receive a final notice by the Library with certified mail to collect items. A charge of five dollars will be added to the patron's account for cost of postage.
- 5.4.5.2. If all attempts by the Library fail to recover overdue items, the account will be sent to the prosecuting attorney for final collection by six months.