



Collection Development Policy

Approved February 15, 2018, by the Library Board of Trustees

Mission Statement

The mission of the Franklin-Springboro Public Library is to meet the educational, informational, intellectual, and recreational needs of the people in the service community: Franklin, Franklin Township, Carlisle, Springboro, and Clearcreek Township.

Purpose of Collection Development Policy

This formal policy serves several vital purposes.

- Guides staff in making decisions about the selection, management, and preservation of library materials, and in allocating library budgets.
- Informs the public of the principles that govern collection development at the Franklin-Springboro Public Library.
- Constitutes a public declaration of the library's commitment to the principles of free access to ideas and information, and to providing collections that reflect a variety of viewpoints.

Philosophy of Selection

In support of its mission "to meet the educational, informational, intellectual, and recreational needs" of the community, the Franklin-Springboro 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 secure information, 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 informed choices.

Selection Responsibility

Ultimate responsibility for materials selection rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. The Library Director delegates to professional staff members, who are responsible for selecting and maintaining parts of the library collection.

Selection Tools and Sources

The library uses a variety of professional journals, publisher catalogs, sales representatives, and website sources that offer reviews and recommendations. Some of the sources used for the selection process include: *Booklist*, *Library Journal*, *School Library Journal*, *Goodreads*, *Publishers Weekly*, *Amazon*, *New York Times Best Seller List*, newspapers, radio, television, and social media. The library chooses the most appropriate vendors based on criteria such as discount, availability, vendor services, reliability, and speed of delivery.

Selection Criteria

1. Resources are selected to fill the needs of both actual and potential users, within the constraints of available funds, space, and perceived community recreational and educational needs.
2. Each resource is evaluated according to its value to the collection and the intended audience.
3. Each resource is evaluated by one or more of the following criteria: suitability; accuracy; scope; timeliness; date of publication; cost; readability; current usefulness or interest; social significance; relevance; literary or recreational value; authority of the author or source; comprehensiveness; clarity; potential circulation; usability of arrangement; and relationship to other resources in a given subject area.
4. Resources representing different viewpoints on all issues will be acquired. In most cases, the non-fiction collection will strive to include multiple books on a subject rather than duplicate copies of a single title.
5. A resource will not be excluded from selection solely because of its frankness of expression, unorthodox language, nontraditional theme, or unusual presentation. Language, situations, or subjects that may be offensive to some community members do not disqualify material which, in its entirety, is judged to be of value.
6. The availability of a resource in the service area or the accessibility of a resource through interlibrary loan will be a consideration in the selection process.

Duplication of Materials

Depending on budget and space, multiple copies will be purchased to meet heavy demand. The library does not necessarily attempt to duplicate titles or items in sufficient quantity to meet the assigned informational demands of schools, colleges, or reading groups.

Suggestions for Purchase

The library strongly encourages input from the service community concerning the collection. A suggestion for purchase enables citizens to request that a particular item or subject be purchased by the library. All suggestions 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 the library in developing collections which serve the interests and needs of the community.

Interlibrary Loan (ILL)

Interlibrary Loan is a free service offered to patrons who reside, own property, work, or own a business within the Franklin-Springboro Public Library service district. It is used as a means of providing material not available in the library's collection where purchase of such material is not possible or is not deemed appropriate or beneficial to the library collection.

Any title not owned may be requested through Interlibrary Loan (ILL) with the exception of new material (within one year) and/or popular titles which will be reviewed for purchase by the library. Materials with recent publication dates may be considered for ILL if they do not meet the criteria for addition to the collection. All formats may be requested.

Request for Reconsideration

Persons from the service area may request the removal or reclassification of an item they have completely read, viewed, or listened to in the library collection by submitting a Request for Reconsideration of Library Material form (Appendix A). The request will be reviewed by the Library Director and the selected staff in relation to the library's mission statement and the selection criteria of this collection development policy. Following review, the Library Director will respond to the person who submitted the formal request.

In the event that the person, who initiated the request, is not satisfied with the decision of the Director, he/she may appeal for a hearing before the Library Board of Trustees by making a written request to the President of the Board. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Franklin-Springboro Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

The material in question will remain in the collection until a decision is made by the Library Director or Library Board of Trustees.

Gifts

The Franklin-Springboro Public Library gratefully accepts monetary gifts for the purchase of library materials. However, the library currently does not accept gifts of materials. Exceptions may occasionally be made for unique or local content. The Library reserves the right to refuse donations.

Memorial Gifts

Patrons may donate money to the library for the purchase of materials as memorial gifts. The library does not automatically accept and/or add materials donated as memorials. Items that are purchased as memorial gifts must meet selection criteria. The library reserves the right to suggest and find alternative titles that better meet the selection criteria and needs of the collection. Patrons may designate a donation for a particular purpose at the discretion of the Library Director or Branch Manager.

Self-Published Authors

In the interest of preserving the intellectual and creative endeavors of citizens, the library will accept and catalog two copies of any title self-published by local authors. However, due to the very limited shelving space available in public areas, the library reserves the right to store these items in non-public areas.

The Collection

Adult Collection

Fiction

The adult fiction collection of the Franklin-Springboro Public Library is primarily composed of popular works by contemporary authors. It includes bestsellers, genre titles, and series, as well as classic fiction. While individual titles of books in popular series may be selected, no attempt is made to include every book in a series because of age and availability. Patron requests and recommendations are instrumental in meeting the community's needs. Older still-popular titles are replaced or acquired as needed and as the budget allows.

Non-Fiction

Non-fiction materials include informational, research, and recreational resources written for various reading levels. Due to budget and size, the Franklin-Springboro Public Library collects in subject areas at a basic information level that serves to introduce and define a subject. The materials in this collection are selected to complement rather than support high school through college curriculum and text books are not purchased. With the exception of local history, the non-fiction collection is not archival. This collection can also include comics and graphic novels that appeal to a wide audience.

Large Print [Type]

Large Print books are ordered based on patron need, demand, and interest. Both recreational and informational books will be provided based on availability. Selection criteria is consistent with the criteria used for the general fiction and non-fiction collection.

Reference

The library maintains a reference collection, which is used to answer questions and to serve the informational needs of library users. The local history collection will remain a priority while following guidelines laid out in the selection criteria. Reference materials are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. Accuracy of information, arrangement of information, ease-of-use, cost, uniqueness of information, authority, timeliness, documentation, and indexing are of particular importance when selecting reference materials.

Reference include bibliographies, indexes, directories, dictionaries, catalogs, yearbooks, statistical compendia, atlases and gazetteers, biographical dictionaries, encyclopedias, histories, handbooks, abstracts, and almanacs.

Reference materials should be kept up to date. Any items that lose their timeliness or are replaced by updated versions should be discarded. If the items are of interest to patrons, they should be placed in the circulating collection for patrons to check out, as long as shelf space is available and the information remains timely.

Teen/Young Adult Collection**Teen/Young Adult Fiction**

The young adult fiction collection is designed to meet the recreational reading needs of young adults ages 11-18. These books tend to have more complex storylines and social situations. Most materials selected for this collection are written especially for young adults, based on subject matter and reading level. The library regularly replaces worn editions of classics and award winners and keeps the collection as current as possible.

Teen/Young Adult Non-Fiction

The library collects Young Adult Non-Fiction in various subject areas at a basic information level that serves to introduce and define a subject. Young Adult Non-Fiction materials include informational, research, and recreational resources. These books are typically for children over the age of 12 and are meant to help with the education of young adult readers. The materials in this collection are selected to complement rather than support middle school through high school curriculum and text books are not purchased.

Graphic Novels/Manga

These books are typically for children over the age of 12 due to more complex storylines and social situations. The graphic novel collection is made up of recreational reading and informational titles in book form for young adult readers.

These books are primarily pictorial, with text and dialog working together to propel the narrative. Main characters are generally teenagers or preteens and the subject matter is of specific interest to young adults. The collection may also include non-fiction and classics in the graphic novel format and illustrated works about graphic novels.

Materials requested or purchased that are not appropriate for the young adult audience will be placed in the adult non-fiction collection.

Children's Collection

Toddler/Board Books and Seedling

Toddler/Board Books are intended for children ages 0-3 and are meant to be fun and engaging in order to introduce them to reading. Many of these books introduce early learning concepts and literacy skills that are important for babies and toddlers such as print awareness, letter recognition, numbers, shapes, and colors.

Seedling books are intended for children ages 3-5 and are meant to help develop reading skills and interaction with books. Some of the books in the collection are sight words, word family, word parts, rhyming words, phonics and emergent readers. This section also introduces the concepts of fiction and non-fiction.

Picture Books/Easy Books

Picture books and easy books are evaluated on the merit of their stories and illustrations. Given the wide range of possibilities to choose from in today's children's literature market, this section will strive for diversity and quality. The construction of the material is also important in the selection of picture books. An attempt will be made to house copies of various titles chosen for book and media awards. The library regularly replaces worn editions of classics and award winners in the picture books/easy books section.

Easy Readers

The easy reader books are evaluated on the merit of their simplicity of format to assist beginning readers. The text in these books contains controlled vocabulary as well as simple sentence structure. Books grouped by various publishers through trademark names such as *I Can Read* or *Step Into Reading* will be considered easy readers.

Juvenile Fiction

The juvenile fiction collection is generally designed to meet the recreational reading needs of the elementary school child. This collection includes materials for a wide span of reading interests and abilities. An attempt will be made to house copies of various titles chosen for book and media awards. While individual titles of books in popular series may be selected, no attempt is made to include every book in a series. The library regularly replaces worn editions of classics and award winners in the juvenile fiction section.

Juvenile Nonfiction

The juvenile non-fiction collection consists of materials that meet the informational, educational, and recreational reading needs of children preschool to junior high. Materials are selected to complement rather than support school curriculum and to provide up-to-date information on subjects of particular interest to children. In some areas such as science, technology, and geography, the timeliness of the information is important and new materials are regularly selected to reflect changes in these areas.

Juvenile Graphic Novels

These books are typically for children under the age of 12 and are intended to provide entertainment and information for readers. These books are primarily pictorial, with text and dialog working together to propel the narrative. Main characters are generally young children or animated characters. The collection may also include non-fiction and classics in the graphic novel format and illustrated works about graphic novels.

Periodical Collection

The library's newspaper and magazine collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community. The collection also contains professional periodicals that serve the 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 which are of interest to the community. It includes basic and popular reading magazines, a wide selection of business, trade, leisure, and regional publications. Journals that are highly technical or scholarly are generally not included in the collection. In addition to magazines, the collection includes newspapers published locally, as well as from major geographical areas of interest to the community.

Back issues of magazines and newspapers are retained as space allows. *The Franklin Chronicle* (1835 to present), *The Springboro Star* (1979 to present) and *The Western Star* (1988 to 1996) are accessible in microfilm for reasons of preservation and space conservation. The microfilm is housed and accessible at the Franklin Library. The microfilm reader allows users to print, save, and email articles.

Audio-Visual Collection

DVDs and Blu-rays

The library collects DVDs and Blu-rays to meet the educational and recreational needs of adults and children. The library offers a wide selection of current films and television shows, and will attempt to supply numerous copies based on popularity and demand. Emphasis is placed on movies for children, educational and documentary films, current feature films, and classics. Items in this collection are evaluated and purchased based upon reviews in professional and popular literature, patron requests, cost, award winners, current fads, and box office hits.

Music Recordings

The music recordings collection consists of adult and children's music. Works include major classical and contemporary composers, popular music, as well as holiday music. Items in this collection are evaluated and purchased based upon reviews in professional and popular literature, patron requests, cost, award winners, current fads, and chart performance.

Audio Books

The audio book collection consists of adult, teen, and children's recordings. Adult works include fiction, non-fiction, literary classics, language instruction, and general educational topics of popular interest. The teen and children's audio book collections consist of award winning titles and popular authors. The purchases made for this collection are based on available space and demand of popular titles. Fiction is emphasized over non-fiction. The quality of the recording and the quality of the literature are both important factors in the selection of these materials. Abridged works are not purchased.

Video Games

The video game collection is designed to meet the informational and recreational needs of users of all ages. Numerous video game platforms will be purchased by the library. Games for handheld units are not purchased. The library will collect games that have the following ESRB ratings: EC (Early Childhood), E (Everyone), E10+ (Everyone 10 and older), and T (Teen). The collection does not contain games with ratings of M (Mature) and AO (Adult Only). Game selections are made based on popularity and availability from vendors.

Electronic Collection

Downloadables

The library provides patrons with a variety of downloadable services. The collection currently includes downloadable audiobooks, books, magazines, music, movies, television shows, and comics. Supported file formats as well as usage limits are determined by each publisher, which the library has no control over. Some of the library's downloadable services offer "always available content," while other services require "one copy/one user." Material is purchased or provided automatically by the downloadable service.

The library is part of the Ohio Digital Library consortium and signs a Memorandum of Understanding each year with the State Library of Ohio. The other downloadable services are evaluated every year by using the following criteria: cost per circulation, frequency of use, ease of use, and popularity.

Electronic Databases

Online databases extend the collection by providing timely and versatile access to information. Databases are used by the library staff and patrons to enhance and supplement reference material. Many of the databases contain specialized information beyond the scope of the library's print collections.

Databases are carefully evaluated by using the following criteria: cost, frequency of use, ease of use and ease of access to library users. Each year, every database is reviewed based on the library's evaluation criteria to consider whether or not to renew the subscription.

Collection Maintenance

The library's collection is constantly evaluated by the library staff to ensure its usefulness and relevancy to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are withdrawn from the collection.

Discarding Library Materials (Weeding)

Systematic evaluation and weeding (removal) of materials is required of every selector in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. For this reason, subject areas should be reassessed for relevancy and currency every two years, at a minimum, although certain areas may require more frequent review.

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

- Obsolescence: subject matter is no longer timely, accurate or relevant
- Damage or poor condition
- Space limitations
- Insufficient use
- Age of material

Replacement

The library does not automatically replace items that are withdrawn from the collection. The decision to replace is influenced by:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost
- Availability
- Age of material

Appendix A



**Franklin-Springboro Public Library
Request for Reconsideration of Library Materials**

Thank you for taking the time to complete this form. Your interest in having quality materials in the library is very much appreciated. Return completed form to: Library Director, Franklin-Springboro Public Library, 44 E. Fourth Street, Franklin, Ohio 45005.

Request initiated by: _____ Date: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Email: _____

Media (circle one): Book Magazine DVD CD Audio book Video Game Other

Title: _____

Author/Performer/Director: _____

Complaint represents (circle one): Child Teenager Adult(s)

Group _____

What brought the item to your attention?

To what in the item do you object? (Please be specific – cite pages)

What do you think might be the result of reading, viewing or listening to this item?

For what age group would you recommend this item? _____

Is there anything good about this item?

Did you read, view or listen to the entirety? Yes No

What parts? _____

Are you aware of the judgment of this item by literary or film critics?

What do you believe is the theme of this item? _____

What would you like the library to do about this item?



Tribute Gifts

Honor someone close to you by making a tribute gift to the Franklin-Springboro Public Library.

Memorial donations are a splendid way to show your support of public libraries as you honor or memorialize a loved one, or mark a special occasion. You may designate how the gift should be used, such as the purchase of new books in an area of interest of the person being honored.

The staff and patrons of the Franklin-Springboro Public Library greatly appreciate the donations that we have received. The books purchased through these generous gifts enhance the library's collection, and for that we are truly grateful.

Please complete this form and submit it with your donation. This allows us to know the purpose of your gift, enables you to specify the kind of item to be purchase, and informs us of the people you would like to be notified of your gift.

I wish to donate a gift in the amount of \$ _____

I would like to direct my gift to:

Meet the Library's greatest need

Provide needed support for library programs


Purchase one or more books with a bookplate inside the front of each (pictured below)

Indicate whether you would like a specific title, author, or subject purchased and which branch it will be housed.

Title/Author: _____

Topic(s): _____

FRANKLIN **SPRINGBORO**



In Memory of

Jane Smith

Donated by

John Smith

Indicate how you would like the bookplate to read, based on the sample to the left

Your Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

My gift is being made (circle one): **IN MEMORY OF** **IN HONOR OF**

We can send notification of acknowledgement of your gift to (circle one or both):

ME **SOMEONE ELSE**

Your Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

STAFF USE

Gift Donated at **FRA** / **SPR**

_____ Cash _____ Check

Form Taken by: _____

Date: _____