

# Hopkins County-Madisonville Public Library

## COLLECTION DEVELOPMENT & MANAGEMENT POLICY

*(Under Review: December 2022-January 19, 2023)*

Adopted:

### 1.1 Mission

"We make available ideas and information to all, and we strengthen our community by promoting individual growth and lifelong learning."

### 1.2 Customers

The Hopkins County-Madisonville Public Library serves the needs of Hopkins County residents, along with Hopkins County workers, students and property owners who live outside the county. According to 2020 U.S. Census Bureau figures, Hopkins County had an estimated population of 45,423 with a demographical breakdown as follows:

- White (non-Hispanic or Latino) = 87.8%
- Black = 6.9%
- Hispanic or Latino of any race = 2.3%
- Asian = .6%
- Of two or more races or of another race = 2.9%
- 1.3% of the population was foreign-born.

As of July 1, 2021, Hopkins County's population was estimated to be 45,138, a .6% decrease since April 1, 2020, and a 3.8% decrease since 2010 when the estimated population was 46,920.

In 2020, 25% of the population were over age 60, 25% were under 19, 23% were ages 20-39, and 27% were ages 40-59 with a median age of 41.5 years old.

In 2020, 19.7% of people in Hopkins County were living below the poverty level with 30% of children under age 18 and 15% of seniors 65 and older living in poverty. The median household income (in 2020 dollars) from 2016-2020 was \$47,014 (about 10% less than the state average) with a per capita income of \$24,883 (about 20% less than the state average).

According to the Census Bureau's 2020 American Community Survey, of Hopkins County's population aged 25 or over:

- No degree = 12.1%
- High School Graduate or Equivalent = 40.1%
- Some College = 31.7%
- Bachelor's = 8.8%
- Post-grad = 7.3%

The 2020 American Community Survey indicates that 1.5% of the population age 5 and older spoke a language other than English at home. In comparison 3% of the population age 5 and older spoke a language other than English at home in 2010.

### **1.3 Intellectual Freedom**

The Board of Trustees supports the Library's dissemination of knowledge and information, and the presentation of a wide variety of ideas. The customers of the Hopkins County-Madisonville Public Library have the right to access diverse points of view. The Library does not try to justify any particular ideas; nor does it promote any particular points of view.

The Board of Trustees of the Hopkins County-Madisonville Public Library recognizes that censorship is an individual matter and while everyone is free to reject for themselves any material they do not approve, no one can exercise this personal right of censorship to restrict the freedom of others to read, view, or listen.

The selection of Library materials is predicated on the Library customer's right to read and that person's freedom from censorship by others. Some materials are controversial, and any given item may offend someone. Selections will not be made based on any anticipated approval or disapproval. The merits of any material within the context of the established selection criteria will be the primary consideration (See Section 2.4).

Parents or legal guardians have sole responsibility for their child's reading, viewing, and listening of Library materials. Neither the Library nor Library staff shall act *in loco parentis* (acting or done in the place of a parent). Selection and/or shelving of materials will not be influenced by the possibility that materials might inadvertently come into the possession of minors.

## **2. Purpose of Collection Development Policy**

Providing exceptional public library service to the people of Hopkins County is the primary goal of the Hopkins County-Madisonville Public Library. To support that goal, the Library will select materials that support lifelong learning, popular materials, and materials that reflect the diversity of viewpoints and backgrounds of our service

population.

The Collection Development and Management Policy of the Hopkins County-Madisonville Public Library, as adopted by the Board of Trustees, provides guidance to the professional staff responsible for materials selection and collection development and serves as a source of information about selection principles for the general public.

“Materials” as discussed in this document may include, but are not limited to: books, magazines, newspapers, music, video, and other information in both physical and digital formats.

## **2.1 Collection Development Policy Statement**

Collection Development is conducted through examination and consideration of review media, announcements of new publications by publishers, customer and staff recommendations, bibliographies on specific subjects, and examination of the present collection. Materials will be evaluated as a whole and not based on a particular section or sections. A work will not be excluded from the Library’s collection because it presents an aspect of life honestly or because of frankness of expression. Materials are acquired in a manner that is both timely and useful to our customers.

The evaluation of materials will be characterized by flexibility, open-mindedness, and responsiveness to the changing needs of our customers. These changing needs require that materials be evaluated on a continuing basis. As a result, materials not recommended for purchase originally may be selected for purchase later. The converse, that materials still may be considered unnecessary or unsuitable for the collection, is also possible.

Since the Hopkins County-Madisonville Public Library functions as a center for lifelong learning, it has materials to support learning through all the ages and phases of life, from the youngest child’s needs to those of senior citizens. While we do select materials to support the educational process as much as possible, the Library’s collection cannot and does not substitute for the specialized collections provided by school, academic and various other special libraries, nor do we collect homeschool curricula. The Library makes no attempt to duplicate materials (such as textbooks) in those collections. In addition, the obligation to provide duplicate copies for students is primarily that of the academic or school Library. Hopkins County-Madisonville Public Library cannot undertake meeting the demands of large class assignments.

A significant part of the Library’s collection is popular materials for recreational use. Popular materials may be in a variety of formats and either fiction or nonfiction. The

Library's selectors consider the popular materials collection seriously and select for a wide range of interests using statistics, and other tools and data when possible.

Materials are purchased in the most appropriate and available format for Library and customer use. New formats will be considered for the collection when industry reports, national survey results, trends, and local requests indicate that a large portion of the community has or can easily acquire the necessary technology to make use of the new format. Other factors considered when deciding whether to add a new format to the collection include availability of items in the format, cost per item, and the Library's ability to acquire, process, and circulate the items in the specific format.

Collection Development also entails maintaining the existing collection so that it remains vital and useful to the community. This includes the regular and consistent evaluation of the collection for withdrawal and replacement of worn out and dated materials using available tools and software when possible.

## **2.2 Collection Scope and Delivery**

The Hopkins County-Madisonville Public Library system is composed of two locations – the Madisonville Library and Dawson Springs Branch Library. These libraries collaborate to provide outstanding material collections of varying media formats and genres. Within these libraries, there are distinct characteristics that determine the type of collection development that will be most effective. The chief function of both locations is to meet the popular and general needs of its customers within their respective service areas and appropriate to their population. Locations offer materials with proven or anticipated demand, and their collections are developed based on the needs of their customers. The scope of the collection is as broad as possible to allow for the maximum possibility of free expression and free access to ideas. The Library collection focuses on the general customer rather than the researcher, considering that individuals vary greatly in education, personal interest, and reading skill. It also considers specific group needs, as identified by the Library, within our community – for example, foreign language speakers, the visually impaired and emergent readers.

**Outreach Services** maintains a small collection of materials selected specifically to meet the needs of the customers it serves with the outreach vehicle.

### **Online Resources**

The Madisonville and Dawson Springs libraries share simultaneous access to all online resources accessed through Hopkins County-Madisonville Public Library's website – [www.publiclibrary.org](http://www.publiclibrary.org).

## **Interlibrary Loans**

The Hopkins County-Madisonville Public Library's courier service allows for timely resource-sharing among its locations. This enhances the Library's ability to provide exceptional customer service to the entire community.

Books and magazine articles not owned by the Hopkins County-Madisonville Public Library can be requested through interlibrary loan (ILL). Interlibrary loan allows customers access to millions of titles owned by thousands of public, academic, and special libraries throughout the world. Delivery times can vary depending on the source of the material. Certain types of materials are not available through ILL. These include rare and valuable books, books published within the past year, and audiovisual materials (except for titles owned by the Kentucky Department for Libraries and Archives (KDLA)). Interlibrary loan requests can be submitted over the phone or in person at either of the Library's two locations.

### **2.3 Selection Goals of Collection Development**

The Hopkins County-Madisonville Public Library selects, provides access to, and promotes the use of materials, regardless of format, that will:

- Enrich and support the educational, informational, and recreational needs of the users, taking into consideration their varied interests, abilities, and learning styles;
- Enhance job-related knowledge and skills;
- Support business, cultural, recreational, and civic activities in the community;
- Represent differing viewpoints on a subject;
- Reflect the problems, aspirations, attitudes, and ideals of a pluralistic society;
- Stimulate self-understanding, growth, and one's enjoyment and quality of life;
- Increase knowledge of and participation in the affairs of the community, the country, and the world;
- Provide a meaningful aesthetic experience, stimulate the imagination, and increase an individual's potential for creativity.
- Be appropriate to the level of the user.

## **2.4 Selection Criteria for Collection Development**

All acquisitions, whether purchased or donated, are considered primarily in terms of the criteria listed below. Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of a work, several criteria and combinations of criteria may be used. A work need not meet all the criteria to be acceptable.

- Present and potential relevance to community needs and interests;
- Popular appeal and customer demand;
- Circulation history of author's previous works or similar subjects/titles;
- Authority, accuracy, timeliness, and accessibility;
- Comprehensiveness and depth of treatment; level of difficulty;
- Creative, artistic, literary, or technical quality;
- Response of critics, reviewers, and the media;
- Receipt or nomination for awards;
- Suitability of subject, style, and format for the intended audience;
- Suitability of the physical form for Library use;
- Local interest (author or subject);
- Significance of subject matter, permanence, or currency of subject;
- Reputation and/or significance of the author, publisher, illustrator, artist, photographer, musician, producer, director, or actor;
- Commercial availability of the material;
- Available space;
- Cost and impact on materials budget;
- Contribution to the scope of the collection

### ***Online and Electronic Resources Criteria***

The following criteria, in addition to the appropriate criteria listed above, should be used in consideration of acquiring and/or maintaining online and electronic resources.

- System priorities. A higher priority will be given to resources and services that provide access to the widest group of customers;
- Usage;
- Cost per use;
- Viable alternatives to the resource or service being considered;
- Breadth vs. depth of information provided by the resource or service;
- Resources that are already offered in another format or service provided by the Library;

- Use as a standard reference source.

### ***Fiction and Non-Fiction***

The Library sets no arbitrary standard of literary quality. Fictional and nonfictional works are acquired primarily based on public demand and public interest. Author popularity, reputation, title, and subject matter are also considerations. The Library attempts to select items which engage a wide audience of users. Fictional and nonfictional works with ongoing and lasting appeal, such as those generally considered classics, are also purchased.

### ***Local Materials***

Authors and creators currently residing in Hopkins County, Kentucky, or with strong ties to Hopkins County, and, to a lesser extent, the immediate surrounding area, are considered local. Local materials must be professionally produced, and of a quality suitable for Library circulation to be considered for the collection. The Library will accept donations of no more than two copies of an item from a local author or creator. All locally created material, whether purchased or donated, must meet the same criteria for selection as any other material considered for the collection, and may be removed from the collection at the Library's discretion.

### ***Self-Published Works***

Technological innovations in the publishing industry have led to a dramatic increase in the number of titles that are either self-published or published by vanity presses. This increase in on-demand publishing has also led to an increased demand for these kinds of titles. While the Library does not exclude these works from the collection, the decision to purchase these titles is made according to the same selection criteria applied to any other work.

### ***Multiple Copies***

The Library acquires multiple copies of popular works and authors to meet known and anticipated customer demand. Emphasis is given to works with a high potential for ongoing demand.

## **GENERAL SELECTION AREAS**

### **Adult Collections**

The Library acquires fictional and nonfictional material to meet the educational, informational, and recreational reading needs of the adult public. The Library makes

every effort to acquire fiction and non-fiction which satisfies the diverse interests and tastes of its adult users.

The adult nonfiction collection provides a core of basic knowledge and strives to meet the determined and expressed information needs of the local communities. These needs cover the spectrum of subjects inherent to adult contemporary society. Emphasis is placed on material that appeals to, and is accessible to, the general public.

#### Teen and Young Adult Collections

The Library acquires fictional works created to appeal particularly to the teen and young adult populations, considered by the Library to be ages 12-18. The fiction collections strive to develop and encourage an appreciation for recreational reading through the adolescent years and into adult life. Emphasis is given to popular, high demand titles, as well as works that have received critical acclaim. The collection also includes works that often appear on local school reading lists.

#### Easy Reading and Juvenile Collections

The Library acquires fictional and nonfictional works created to appeal particularly to children from preschool to middle school (0-12 years old).

The primary function of the fiction collection is to nurture beginning reading skills and to develop an enjoyment of reading into adult life. Emphasis is given to popular, high demand titles, as well as works that have received critical acclaim. The collection also includes works that appear on local school reading lists.

The juvenile nonfiction collection strives to contribute to early learning, both formal and informal, while also appealing to children.

### **Selection Tools and Sources**

Tools used to select materials include professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles, and sales representatives for specific materials. Standard bibliographic and review sources generally include, but are not limited to, the following: Booklist, Horn Book, Library Journal, Publishers Weekly, School Library Journal, Video Librarian, Audiofile, best seller lists such as those from the New York Times, Ingrams, Baker & Taylor, Amazon, and ALA's Best of the Best. Online reviews are also used. Materials are purchased through a variety of local, regional, and international vendors. Criteria for the selection of vendors include discount, speed of delivery, reliability, and stock availability. The Hopkins County-Madisonville Public Library chooses the most appropriate vendor as determined by its criteria.



## **2.5 Responsibility for Selection**

The Library Director is responsible for the selection, acquisition, and possible reconsideration of Library materials. This authority is delegated to the Library Director by the Hopkins County-Madisonville Public Library Board of Trustees which establishes the policies of the Library.

The Library Director may choose to assign the responsibility for the selection of specific materials to Library staff, delegating to them the authority to interpret and apply the appropriate policies and procedures in making day-to-day decisions regarding the collection. Additional responsibilities that the Library Director may assign include, but are not limited to:

- Ensuring that established criteria are properly applied to the selection of materials and resources (See Section 2.4);
- Ensuring that the best evaluative tools are used;
- Ensuring that new subjects are included;
- Ensuring that the diversity of the collection is maintained;
- Reviewing the availability of materials in high demand, on reserve, and addressing gaps in the collection;
- Ensuring the collection is regularly weeded of outdated, worn, and unused materials;
- Determining effective ways to analyze the use of the collection.

## **2.6 Customer and Staff Recommendations**

The Hopkins County-Madisonville Public Library accepts recommendations from customers and staff regarding additions to the collection. These requests can be made online or in person. These requests will be reviewed by the appropriate selectors and evaluated based on the selection criteria. If the requested material meets the Library's needs and criteria, the item will be purchased as funding allows.

## **2.7 Gifts and Memorial Donations**

Gifts of books and other materials are welcomed. Donations are final and become the property of the Hopkins County-Madisonville Public Library. Staff members review donated materials for potential addition to the Library's collections. The Library reserves the right to keep, discard, sell, recycle, or appropriately dispose of any books or materials that are donated as determined by the Library's mission and needs. Materials may also be given to the Friends of the Library for resale. The Library cannot appraise the value of donations. Donors seeking information on tax deductible

donations should consult with a tax professional. Upon request, a receipt can be given for the donation.

### **What will be considered for addition to the collection:**

- Material in like-new condition
- Books in good condition
- Music LPs in good condition
- DVDs and Blu-Ray discs in good condition
- Audiobooks on CD (unabridged only) in good condition
- Works of local interest in any format

### **What is not accepted for the collection:**

- Material in poor condition (has stains, water damage, smell, writing, scratches, etc.)
- Formats not currently being collected by the Library, such as VHS tapes and audio cassettes
- Textbooks and homeschool curricula
- Magazines & Newspapers

## **2.8 Reconsideration of Materials**

In the selection of materials, an attitude of flexibility, open-mindedness, and responsiveness to the changing needs of the community is constantly kept in mind. Materials are evaluated as complete works and not based on a particular passage or passages. A work will not be excluded from the Library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial.

The Library ensures free access to its holdings for all who use the Library; people are free to select or reject for themselves any item in the collection. The responsibility for a minor's reading, listening, or viewing material rests with the parent and/or legal guardian; previewing materials is recommended if parents are concerned about content. While one can reject material for oneself or one's child, one cannot restrict access to materials for others.

The Library has established procedures to ensure objective and fair reconsideration of materials. Hopkins County residents with a current HCMPL Library card in good standing may wish to recommend the removal or reclassification of a particular item in the collection by submitting a **Request for Reconsideration of Library Materials** form. The request will be reviewed by the Library Director and staff, bearing in mind

the Library's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and the staff, the Library Director, or their designee, will respond in writing within 30 days of receiving the formal request. The material will be retained in the collection during the reconsideration process.

If the person who initiated the request is not satisfied with the reconsideration decision, they may appeal for a hearing before the Hopkins County-Madisonville Public Library Board of Trustees by making a written request to the President of the Board. If a hearing is granted, the individual will be notified when they may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing as reflected in the library's **public comment policy**. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Hopkins County-Madisonville Public Library. Based on this determination, the Board may vote to uphold or override the decision of the Library Director.

## **2.9 Weeding the Library Collection**

The goal of the Hopkins County-Madisonville Public Library is to provide timely and relevant Library materials, resources, and services in good condition for our customers' use. No attempt is made to create a research collection. Weeding should entail the same care, thought, and judgment as materials selection. In weeding the collection, it is important to keep in mind the goals of the Library's Collection Development and Management Policy. In general, the Hopkins County-Madisonville Public Library will follow the weeding guidelines established by the CREW method (See "Weeding Evaluation Criteria" and Appendix A). A **weeding and replacement schedule** will be used to ensure regular maintenance of the collection and to increase efficiency and effectiveness in the replacement and weeding of materials. The Library may also make use of evidence-based software to provide statistics on material usage that informs the decision-making process.

### *Weeding Evaluation Criteria*

Weeding in this context is defined as the process of evaluating an item to determine if it will be retained, relocated, or replaced. Selection of materials for discarding is based on the CREW (Continuous, Review, Evaluation, Weeding) method. This system describes criteria to help evaluate an item for withdrawal:

- Misleading and/or factually inaccurate
- Ugly (worn out beyond mending or rebinding)

- Superseded by a new edition or a better source
- Trivial (of no discernible literary or scientific merit)
- Irrelevant to the needs and interests of the community
- Elsewhere (the material may be easily borrowed from another source)

### Replacement Criteria

While the Library attempts to have copies of standard and important works, it does not automatically replace all materials missing, lost, damaged or withdrawn. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

### Removal of Withdrawn Material

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. The Library reserves the right to determine how materials are removed and disposed, including offered for sale at Library book sales, donated to other public institutions such as schools, libraries, and jails, and recycled or sent to waste disposal.

## **2.10 Policy Revision**

This statement of policy will be reviewed annually. Suggestions for revisions will be submitted to the Library Director for review. The Library Director will then present the revisions to the Board of Trustees for adoption.

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### *Appendices*

- Appendix A: Weeding the Library's Collection Using the CREW Method
  - Available at <https://www.tsl.texas.gov/ld/pubs/crew/index.html>