

# Collection Development Policy

## PURPOSE

The Collection Development Policy of the White House Library (WHL):

- Informs the public of the principles guiding our selection of library materials
- Establishes priorities for the allocation of resources
- Guides library staff in the selection and management of the collection

## LIBRARY MISSION

Be an essential community hub that provides tools, resources, and assistance.

The Library's Selected Roles:

- Popular Materials Center
- Preschooler's Door to Learning
- Independent Learning Center

## COLLECTION DEVELOPMENT RESPONSIBILITY

Within the context of policies adopted by the WHL Board of Trustees, the Library Director holds ultimate responsibility for the selection and management of the collection. The Library Director delegates collection development responsibilities to library staff as necessary.

## SELECTION AND EVALUATION CRITERIA

### Selection Criteria

Priority is given to materials that best support WHL's mission and selected roles of Popular Materials Center, Preschooler's Door to Learning, and Independent Learning Center. Library staff utilizes professional judgment and expertise when making selection and collection management decisions. Additionally, library staff will consider community interests, demand, strengths and weaknesses of the existing collection, physical space limitations, and available budget when making selection decisions. The following criteria are used to evaluate items for inclusion in the WHL collection:

- Content
  - Accuracy
  - Authoritativeness
  - Comprehensiveness
  - Enduring significance or interest
  - Purpose
  - Representation of diverse viewpoints
- Cost in relation to use and/or enhancement of the collection
- Current and anticipated appeal
- Format
- Professional reviews
- Relation to the existing collection
- Relation to other resources in the community
- Significance of the author/creator
- Suitability for intended audience
- Timeliness

## Formats

WHL acquires materials in various formats including print, audiovisual, and digital. Currently, WHL acquires:

- Hardcover books
- Paperback books
- Large print books
- Magazines
- Newspapers
- Audiobook CDs
- Music CDs
- DVDs
- Plush sets (a children's book and related stuffed animal)
- Board Games
- Puzzles
- Video Games
- Tech devices
- ebooks
- Cake pans
- STEAM Items
- Miscellaneous items e.g. knitting kits, etc.

WHL offers access to:

- Digital audiobooks
- Digital eBooks
- Electronic Resources (Tennessee Electronic Library)
- Universal Class

The WHL collection does not include:

- Realia
- Textbooks
- Microform
- Computer software

## Selection Aids

Sources for assisting library staff in the selection process include, but are not limited to:

- Patron requests and recommendations
- Professional and trade bibliographies such as:
  - New York Times Best Sellers
  - American Library Association Notable Books
  - Oprah's Book Club
- Published reviews from standard review sources such as:
  - *Booklist*
  - *Horn Book*
  - *Kirkus*

- *Library Journal*
- *Publisher's Weekly*
- *School Library Journal*
- *VOYA*
- Publisher/vendor catalogs

### **Gifts**

WHL gladly accepts gifts of materials for the collection using the same selection criteria applied to purchase material. Decisions regarding the inclusion of gifts in the WHL collection are made by the Library Director and library staff, using the following guidelines:

- Not all gifts will be added to the WHL collection. Unused gifts will not be returned to donors.
- WHL retains unconditional ownership of the gift.
- Unused gifts may be given to the Friends of the White House Library for public sale, be donated to other organizations, or disposed of.
- WHL does not place a value on gifts, nor provide appraisals for income tax or any other purpose.

WHL is pleased to accept monetary gifts intended for the purchase of library materials. Using the aforementioned selection criteria the Library Director will choose specific titles to be purchased with a monetary gift. However, a donor may suggest their gift be used to enhance a specific area of the collection (best sellers, picture books, music, etc.).

### **Collection Evaluation and Maintenance**

The WHL collection is evaluated on a regular basis to ensure that space limitations are minimized and that the collection remains current, balanced, attractive, and relevant. Through collection evaluation, items are selected for retention, replacement, or withdrawal. At the Library Director's discretion, items withdrawn from the collection will be donated to the Friends of the White House Library for public sale, or disposed of through appropriate means as determined by the Library. Library staff utilizes professional expertise and judgment in deciding which materials to retain, replace, repair, or withdraw. The Library utilizes the following guide for collection evaluation and maintenance:

*CREW: A Weeding Manual for Modern Libraries*

Revised and Updated by Jeanette Larson

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### **INTELLECTUAL FREEDOM**

WHL strives to offer a collection that represents the needs of our community and is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. WHL has a responsibility to provide a balanced collection of materials with diverse ideas and viewpoints. Inclusion of an item in the WHL collection does not mean that WHL endorses any theory or statement contained within. WHL is committed to free and open access to its collections and subscribes to the positions articulated in the following statements:

- The Library Bill of Rights
- The Freedom to Read
- The Freedom to View

Revised by library board on September 12, 2019

**Reconsideration of Library Materials**

WHL welcomes expressions of opinion from patrons regarding materials included or not included in the collection. If a patron questions the content or placement of an item in the library collection or wishes to have a specific item added to the collection, he/she should address the concern with the Library Director. Additionally, patrons may wish to submit a Request for Reconsideration of Library Materials form. When a Request for Reconsideration of Library Materials form is received, the Library Board Chairman will appoint an ad hoc committee consisting of appropriate library staff, Trustees, and/or community members. The committee will evaluate all requests for reconsideration within the framework of the Collection Development Policy. During this process, the item in question will remain accessible to library patrons if it is already in the collection. The committee will make a recommendation to the Library Director who will respond by letter to the patron listed on the Request for Reconsideration of Library Materials.

Revised by library board on September 12, 2019