



CHAPTER 2: COLLECTION DEVELOPMENT POLICY

(This combines and replaces former Collection Development Policy, Materials Selection Policy, and Video Game Policy)

Adopted by the Board of Trustees November 8, 2017

Introduction

The Natrona County Library System consists of the main library Natrona County Library, and two branch libraries: Bob Goff Memorial Branch Library in Mills and M.J. Davis Branch in Midwest/Edgerton, plus a bookmobile. Our mission is “*Advocating for literacy, education and a thriving community.*” The books, periodicals, and non-print items available at the libraries are important keys to realizing this mission. The collection development policy serves as a guide for library staff responsible for the selection of these materials and informs the public about the selection process.

Periodically managers and trustees review the library’s mission and establish goals for library services. There are eight possible roles of public libraries, as defined by the America Library Association. The Natrona County Library System endeavors to fill each of the roles to the degree our resources allow. These roles include: Community Activities Center, Community Information Center, Formal Education Support Center, Independent Learning Center, Popular Materials Library, Preschoolers’ Door to Learning, Reference Library, and Research Center.

General Principles

The Library acquires materials in a variety of subject areas and formats—print, audio, visual, and electronic to reflect community interest as well as global trends and issues. The library strives to acquire materials that will represent various sides of an issue. The library does not subscribe to a particular point of view. The Natrona County Library System endorses the Library Bill of Rights of the American Library Association, which states:

- 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.

Collection Evaluation

To ensure that the library's collection is meeting the needs of the Natrona County community, the collection is evaluated on a continuing basis. The CREW (Continuous Review Evaluation and Weeding) Method, circulation reports, reference statistics and interlibrary loan requests are used to determine how the collection is being used. Using this information, the library is able to keep pace with the changing reading and information needs of the community. With these methods, the director and the library managers can monitor the collection to see if it is serving its public.

Literary Classics, regional authors, well-recognized authors, titles in a series, and titles in popular demand are retained. Weeding of duplicate copies (unless in demand), books in poor condition, outdated information, and titles that have not checked out in the last three years is done on a regular basis to maintain space for new books. Literary classics and titles in demand may be replaced if in poor condition.

One or more of the following selection criteria will be used to evaluate items considered for inclusion in the collection whether the item is purchased or donated.

- Public need, present and potential.
- Relation of work to existing collections
- Serious literary, artistic, or scientific value
- Reputation and authority of author and/or publisher
- Timeliness, accuracy of information, and content
- Favorable review in at least one professional journal
- Positive patron or staff member's review
- Local author
- Local or regional interest
- Quality of production, item will stand up to library use
- Popularity with library patrons
- Availability within the library system
- Purchase price and other budgetary considerations
- Availability from vendors

Responsibility for Selection

The Natrona County Library Board of Trustees charges the Executive Director to manage the library and its collection. The director appoints library managers and collection development librarians to select materials based on the needs and interests of the Natrona County community. The library managers and collection development staff use a variety of reviewing resources to keep abreast of new titles, formats and trends. All staff members may provide input and assistance in the process.

Selection Tools

Standard selection tools, award-winning lists, book reviews in general journals, and patron requests are used in the selection process. Generally, only one copy of each title is purchased. Patron requests are given serious consideration, and are added to the collection per selection criteria and as budget allows.

The library subscribes to a number of periodicals, which are used as review and evaluation sources for material selection. Among these are:

- Library Journal
- Booklist
- School Library Journal
- Horn Book
- VOYA

In addition to these review publications, local bookstores and newspapers, magazines, publisher's catalogs, online bookstores and standard bibliographies also serve as selection tools.

Selection Criteria for Reference and Non-Fiction Collection

The Reference and Non-Fiction material collection includes print, audio, visual, and electronic formats. The collection provides materials in various formats to meet the educational and/or recreational needs of the community. Non-fiction collections are developed primarily in subject areas where there is significant actual or anticipated demand. While a balance of subjects is sought, in some subjects, the collection is developed more extensively to support independent study and lifelong learning. Collections include both current and retrospective works.

Selection Criteria for Fiction Collection

The Fiction collection includes print, audio, visual, and electronic formats. The collection provides literature in various formats to meet the educational and/or recreational needs of the community.

The general fiction collection is considered a popular collection, and consists of best sellers, short stories, romance, inspirational fiction, historical fiction, adventure, thriller/suspense, sagas, horror, spy/espionage and classics. The fiction collection also includes the following genres:

- Mystery—whodunit, detectives, private eyes, mystery/suspense.
- Science Fiction—science fantasy, galactic empires, lost worlds, alien beings, hard science, robots, space travel, sword-and-sorcery, time travel, computers in space and mythology.
- Westerns—adventure, mountain men, cowboys, Native Americans, range wars, lawmen, romance, railroads, early settlements and armies of the West.
- Large print books are purchased for use by patrons of all ages with impaired vision and for those who prefer this format, with an emphasis on adult fiction materials.

The primary goal of the fiction collections is to provide leisure reading and literary classics for all ages. The library strives to provide a balance of popular reading materials in all genres as well as a core collection of classical literature while providing a broad range of materials for the variety of patron preferences.

Selection Criteria for Children’s Collection

The children’s material collection includes print, audio, visual, activity kits, Launchpads and electronic formats. The collection serves the reading and/or interest level of children from infant through sixth grade. The collection provides literature in various formats to meet the educational and/or recreational needs of the community.

The goal is to meet the developmental, informational and recreational reading/viewing needs of pre-readers through sixth grade, as well as to supplement the reading and informational needs of class assignments of public, private and home school students. Influencing factors are determined by reading/interest level, patron requests, titles in series, format and shelf space.

Selection Criteria for Young Adult Collection

The Young Adult collection includes print, audio, visual, and electronic formats. The collection provides literature in various formats to meet the educational and/or recreational needs of the community.

The Young Adult collection consists of non-fiction books and works of fiction, including series fiction, genre fiction, classics, manga and graphic novels. Young Adult works of general fiction, manga and graphic novels are assigned to specific shelves and are not shelved with the adult general fiction collection. Young Adult Genres: Western and Sci-Fi are shelved with the adult collection. Works of Young Adult non-fiction are shelved with the general non-fiction collection.

This collection is intended to serve individuals in the seventh to twelfth grade. Titles are selected to meet the research and recreational reading needs of these young adults. In addition to the criteria used for selecting items for the adult collection, the age of the main characters, the setting and/or interest matter of the book are considered when choosing titles for the Young Adult collection. Review Publications used to select Young Adult titles include Booklist, Library Journal, and School Library Journal.

The primary goal of the Young Adult collection is to provide leisure reading and literary classics for the targeted age group. The library strives to provide a balance of popular reading materials in all genres while providing a broad range of materials for the variety of patron preferences.

Selection Criteria for Audio and Visual Collections

Audio

The adult collection consists of adult fiction and non-fiction along with young adult fiction and non-fiction books recorded on CDs, pre-loaded MP3 players, and downloadable books in electronic format. Book recordings are purchased in unabridged and abridged formats. The collection includes classics, popular fiction and non-fiction, best-sellers, instructional self-improvement and language.

The children's collection consists of children's literature classics, best sellers, popular series, non-fiction, and easy fiction. Some of the recordings may be accompanied by the book. The children's collections audience is pre-school thru sixth grade.

The same collection guidelines for print fiction and nonfiction are used to select audio materials. Our goal is to provide a broad range of recorded books to meet a variety of recreational and educational interests and needs of all patrons.

Musical works—on compact disc (CDs) and are collected for all ages. An effort is made to build a diverse collection of musical recordings including popular, classical, folk, jazz, country, patriotic, religious, contemporary Christian, and children's. The collection also attempts to be retrospective by representing a selection of the best titles from the past.

Visual

The adult collection consists of fiction and non-fiction DVDs in a wide range of general subject areas for seventh grade through adult. Blu-Ray format is added when it comes packaged with the purchase of a DVD. Material will not be excluded from the collection because it presents frankness of expression or on the basis of particular scenes or segments. The library strives to provide a broad range of DVDs to meet the needs and interests of all patrons.

The children's DVD collection also consists of fiction and non-fiction for an audience that includes preschool through sixth grade. Subjects include a wide variety of general topics, children's developmental needs and mental growth, and are intended for children's interests and activities. Popular and feature films, adaptations of children's books and animated films are included in this collection. The collection may also include titles suitable for Tweens and Young Adult viewers.

The collection also has Launchpads, which are geared to preschoolers and early elementary and target basic skills to help with school readiness.

Selection Criteria for Video Game Collection

Video games are entertaining and fun, but they also support "learning in many complex ways, encourage positive interactions with computers, the use of imagination, problem solving skills, and enable opportunities for collaborative engagement" (Sandford, 2008, p. 83). Additionally, they "may also teach a kind of digital literacy that is becoming as important as proficiencies in print" (Rich, 2008). With this understanding, the video game collection is oriented towards meeting the recreational and educational needs of library users and several service needs of the library. By meeting the recreational and education needs of patrons, the collection aims to enrich users' lives, and helps establish the library as a place where people experience the joys of learning, discovery, creating and connecting to others, to promote a more literate, educated and thriving community.

The video game collection is a circulating collection.

Because video games are often released for more than one gaming system (XBOX, PlayStation 3, Wii, etc.), the library will try to acquire each selected title for more than one of the popular gaming systems, when such options are available.

No specific video game content will be sought; rather, the library will seek to acquire popular and recommended games with a rating from the Entertainment Software Board (ESRB) of "EC" (for Early Childhood), "E" (for Everyone), "E 10+ (for Everyone ten and up), "T" (for Teen), and "M" (for Mature).

The selection criteria for the video game collection includes the following:

- Popularity,
- Recommendations,
- Favorable reviews, and
- ESRB rating of "M" (for Mature) or below.

Selection aids may include video game review sites, such as, but not limited to, ign.com and gamespot.com. (As of 2017, Imagine Games Network (ign.com) is one of the largest and most respected video game websites in the world and has an experienced editorial staff. Gamespot.com is also a widely known and respected site featuring premier online content for information and entertainment.)

Selection Criteria for Electronic Resources

These resources include databases, online catalog, eBooks, downloadable audiobooks, and eMagazines. While the vast majority of electronic resources are purchased by the Wyoming State Library with input from libraries from across the state, Natrona County Library purchases a few electronic resources to meet the needs of our patrons. Requests to add specific titles to the electronic resource collection are welcome from the public and will be passed along to the Wyoming State Library for review. The criteria used to select e-titles are the same as used when purchasing other print/audio/visual titles.

Selection Criteria for Periodicals

The library purchases magazines and newspapers based on the reading preferences of the Natrona County community. Selection of e-Magazines are done at the local and state level. Selection criteria include:

- Community interests
- Patron requests
- Interlibrary loan requests
- Availability of display shelving and storage space
- Local, regional, state-wide and national coverage

Selection Criteria for Foreign Language Collection

The Foreign Language Collection serves those who seek materials in other languages. This collection is focused on readers of all ages. This collection contains resources in a variety of formats, with an emphasis on adult materials.

Selection Criteria for Petroleum Collection

NCPL holds selected documents of interest to the petroleum industry. Most works are earth science and geology related, based on local professional interests. This special collection should be reviewed for purpose and content on a regular basis.

Selection Criteria for Maps Collection

Maps are acquired in limited numbers to meet the travel, history, scientific, and specific interests of users (e.g., Wyoming topographic, geological, and land use maps available through the Department of the Interior, BLM, USGS).

Selection Criteria for Hunting and Fishing Collection

The Hunting and Fishing Collections are non-circulating heritage collections that tell the unique history of hunting and fishing, especially in Wyoming and the West. Included topics in the collections will be habitat management, recreation, general tactics, and literature. Formats other than books are considered for inclusion on a case-by-case basis. The collections are not intended to be an archival collection.

Selection Criteria for Wyoming Collection

The Wyoming Collection is a group of non-circulating books about the history of the West, Wyoming, Natrona County and the City of Casper. Formats, other than books, are considered for inclusion on a case – by – case basis. The Wyoming Collection is not intended to be an archival collection.

Selection Criteria for Directories

The Wyoming Room maintains a collection of city directories. They are available for in-library use only.

Selection Criteria for School Annuals

Annuals from local high schools are purchased for the collection. Annuals for other Natrona County schools, including Casper College, may be acquired and maintained within the collection.

Selection Criteria for Documents

Printed documents or parts of documents published by the federal government that relate to Wyoming may be included. Examples include, but are not limited to, census reports, statistical reports, surveys and environmental impact statements.

Printed publications published by municipalities in Natrona County and the State of Wyoming may be included if:

1. They are historically important
2. They provide current information needed for reference service

Publications of historical value are part of the permanent collection. Publications included for their current informational value should be regularly evaluated for continued relevance and either discarded as they become outdated or transferred to the permanent collection. The Wyoming Room is not a depository of government records, either federal or local, and is not in competition with the designated depositories of such documents.

Other Items

Interlibrary Loan

Interlibrary Loan is used to supplement the library's collection by borrowing materials from another library either locally, statewide or nationally. By this means, the library attempts to make available to individual patrons materials it does not own or which fall outside the scope of the library collection. The library in return makes materials from the collection available to other libraries and their patrons.

Gifts/Donations

The Natrona County Library System welcomes gifts/donations of books and other materials. Following the Gift Policy (Chapter 4), once received, materials are the exclusive property of the Natrona County Library System. Gifts/donations are evaluated according to the same selection criteria as purchased materials to determine if they are suitable additions to the collections of the library. The library reserves the right to reject or discard any gifts/donations. Gifts/donations that are not added to the collection are donated to the Friends of the Library book sale, offered to other libraries, or discarded.

Cash donations and bequests of money, such as Memorials and Honor gifts, may be made to the Natrona County Library Foundation. The donor may request that these funds be used for the development of specific collections, assuming those collections meet the criteria for inclusion.

Access

The library provides free and equal access to all library materials for all library users. Parents and/or legal guardians are responsible for deciding what materials are appropriate for their child. Selection of adult materials will not be limited by the possibility that books may inadvertently come into the possession of minors. Library materials will not be marked or identified to show approval or disapproval of the contents, and library materials will not be sequestered except with permission of the Director for the express purpose of protecting them from realistic anticipation of damage or theft.

Challenges

It is in the public interest for Natrona County Library System to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority. It is not the intent of the library to select materials suitable for all readers/viewers. It is the individual's right and responsibility to select and reject materials that are not suitable for them personally, or for their children. However, from time to time a patron may encounter material that he believes is classified incorrectly (i.e. placed in the Children's collection, but deemed for suitable for the adult collection) or has no redeeming social value. In those cases, the patron may submit a *Request for Reconsideration* form.

Any patron wishing to request reconsideration of specific library materials shall be given a copy of the library's Request for Reconsideration of Library Materials form.

The review will proceed in three stages, as necessary:

1. A designated staff member will promptly acknowledge receipt of the Request for Reconsideration of Library Materials form and will provide a timely, written response to what is stated in the completed form.
2. If the staff response does not satisfactorily resolve the issue, the patron may submit a written request for a review of the material by the Director. The Director will provide a written response to the request for review within 45 days.
3. If the Director's response does not satisfactorily resolve the issue, the patron may request an appeal to the NCPL Board of Trustees. Such request shall be submitted in writing to the Director. The Board will hear public comment on an appeal by the second regularly scheduled Board meeting after the appeal is submitted. A decision will be made by the Board at a regularly scheduled meeting at such time as the Board feels fully prepared to consider such decision. If a decision is not made at the time of the appeal, the appellant will be notified in writing as to when the Board is prepared to reconsider such decision and will also be informed in writing as to the Board's decision.

Material(s) under question will remain in the active collection during the review process.

Natrona County Library

Request for Reconsideration of Library Materials

If you have found materials or library resources about which you have concerns, please complete this form to assure prompt and complete consideration by appropriate staff.

MATERIAL FOR CONSIDERATION

Author/Producer: _____ Publisher: _____

Title: _____

Type of Material:

_____ Book _____ Newspaper/Magazine _____ Movie/Video/DVD/Game _____ Electronic Database

_____ Digital Content _____ Audiobook/Play-away _____ Music Other: _____

• How much of the work did you read, view, listen to, or experience? _____ All _____ Part _____ None

• How did this material come to your attention? _____

• Please describe your concerns regarding this material.

• What specific pages, sections, tracks, etc. illustrate your concerns?

• If the work purports to be a work of nonfiction, what inaccuracies did you observe? (Please provide specific information.)

• What do you believe to be the theme of this work? _____

• In its place, what would you recommend we add to our collection that would convey as valuable a picture and perspective on the subject? Please list specific titles with authors of materials. (Note: Material must cover the same subject matter. Out-of-print publications may not be suggested.)

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

• Have you read the Natrona County Library's Materials Selection Policy? _____ Yes _____ No

(Note: A copy of the policy can be found online, or you may request a copy from library staff.)

CONTACT INFORMATION (Required)

Your name: _____ Phone #: _____

Your address: _____ City/State/Zip: _____

Organization represented (if any): _____

Date: _____

Please send or deliver completed form to: Assistant Director, Natrona County Library, 307 E. 2nd Street, Casper, WY 82601

Or complete the form online at : [\[provide direct link to the online form - have the form, when completed, automatically send to Kate Mutch.\]](#) 2.11