

Collection Development Policy

Sara Hightower Regional Library System

Adopted by the Sara Hightower Board of Trustees November 18, 2021

Amended November 17, 2022

Purpose of the Sara Hightower Regional Library System Collection Development Policy

The SHRLS Collection Development Policy educates Library Staff, Users and the general public about the selection, evaluation, acquisition and disposal of library materials for SHRLS Library Collections.

Sara Hightower Regional Library System Mission Statement

The Library's mission is to provide information, stimulate thinking, and support and enhance Floyd, Polk, and Chattooga counties educational, informational, recreational, and cultural pursuits. The primary objectives of the Sara Hightower Regional Library System are to collect, organize, produce and make easily available materials of contemporary significance and of long-term value.

Purpose of Sara Hightower Regional Library System Collections

The Collections of Sara Hightower Regional Library System's six libraries serve as core resources for our communities and service for our library users. Materials for library collections are acquired through purchase and gift donation to meet the informational, educational, recreational and cultural needs and interests of Chattooga, Floyd and Polk County residents within budgetary and space constraints.

Fiction and Nonfiction titles are available for Children (Age 0-12), Young Adults (Age 13-17) and Adults (Age 18+).

Beyond the print format, SHRLS contains audiovisual materials, such as Music and Books on CD, and films on DVD and Blu-Ray formats for Children and Adults. SHRLS also provides access online to digital materials, including eBooks, eAudiobooks, and Internet databases that serve the Library mission.

Many Libraries also contain Special Collections, containing printed materials of local and historical interest, and for genealogical research.

SHRLS is a PINES participating library system. Printed circulating materials can be requested from other PINES participating libraries in the State of Georgia, or through Interlibrary Loan at System Headquarters at the Rome-Floyd County Library.

Responsibility of Collection Development

The approval and adoption of the Collection Development Policy is the responsibility of the Board of Trustees. Implementation of the policy is the responsibility of the Director and staff with primary responsibility of the execution of this policy resting with the Collection Services Manager.

Principles of Collection Development

SHRLS subscribes to the American Library Association's Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.

ALA's Bill of Rights:

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/LBORwithInterpretations.pdf>

Freedom to Read Statement: <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View Statement:

<http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>

SHRLS seeks to maintain collections containing factual and up to date information from reputable sources. Collections will contain materials representing viewpoints as diverse as possible. Some materials may be seen as unpopular, controversial, and even unorthodox.

Responsibility for the use of Library materials rests with parents, guardians and caregivers.

SHRLS Administration will not, directly or indirectly, ban or censor library materials. The inclusion of any material in the Collections of SHRLS Libraries does not indicate or imply endorsement of its content by SHRLS Regional Board of Trustees, Advisory Boards, Administration, or Staff.

Gifts/Donating Materials

The general public may donate materials to the Library. Donated materials will be accepted or rejected at the discretion of the Library. Donated materials not added to the Library's Collection will be forwarded to the Friends of the Library for sale or discard.

Independent/Self-Published Material

Materials that are produced and published independently will be subject to the same criteria outlined in this policy. Donors are welcome to bring a copy of the material in question to the Library for consideration. These copies will be considered and treated as donations to the Library.

Requesting Material Purchase

Library users are welcomed and encouraged to suggest titles to be purchased by the Library. Requests may be made in person or by submitting a Materials Request form on the Library website. Material Purchase requests are subject to the same criteria described in this policy.

Requesting Material Reconsideration

Library users may formally request that any library materials be reviewed for removal or reclassification. A Reconsideration of Library Materials form may be completed in person or downloaded from the Library website. Administration will review all requests following an established procedure, considering the criteria described in this policy, SHRLS Library Objectives, and the ALA Bill of Rights, Freedom to Read and Freedom to View Statements. Final decisions on requests will be made at the end of the SHRLS reconsideration process.

Collection Maintenance

SHRLS seeks to maintain collections that are current, in high demand and in good condition. Considerations must also be made in regards to available shelf space. The Library will remove titles that no longer serve the objectives in this policy. Replacing removed titles will be considered using the same criteria as new material purchases. Criteria for removal can include:

- Item is worn or damaged, including cover damage, ripped or missing pages
- Item contains dated or obsolete information
- Item no longer checks out or has become unpopular
- A newer edition exists
- Unused duplicate copies

Special Collections

SHRLS Libraries contain a Special Collections area, collecting materials of local and historical significance and Genealogical research. Additions to these collections will be made based on the materials' value in these areas. Though considerations will be made, the Special Collections areas are not archival institutions, and the Library is unable to invest significant time and staff resources in material preservation.

Interlibrary Loan

SHRLS participates in a worldwide Interlibrary Loan network known as Online Computer Library Center (OCLC) WorldShare. Participation in this network opens up availability for several resources beyond our Library and PINES for our Library users. It also obligates SHRL to share its resources with other participating libraries.

Users may request ILL service in person at the Rome-Floyd County Library by completing and submitting an ILL Request form. The ILL user is responsible for postage and any other incurred fees. One ILL transaction may be made at a time.

SHRLS will loan up to three titles per week. Loaned materials are limited to print materials that have been in SHRLS Collections for at least six (6) months.