

Collection Development Policy

PURPOSE

It is the intent of this document to provide public understanding of the purpose and nature of the Churchill County Library's collection and to give guidance and direction to library staff for collection development and maintenance. It is expected to be a "living" piece, periodically reviewed and revised as the design of library service in Churchill County evolves.

The Churchill County Library is governed according to provisions of NRS Chapter 379. The Library is obligated by the State to provide free access to information to all people in the County. It also endeavors to provide equal access to information, without regard to residence or economic status.

Collection development is ultimately the responsibility of the Library Director, within the context of policies adopted by the Library Board of Trustees. The actual day-to-day work of evaluation, selection, and de-selection is delegated to staff.

SERVICE ROLES: THREE COMPONENTS OF SERVICE

The Churchill County Library has identified three service roles appropriate to the library and community. Some roles overlap, and some library activities apply to more than one role. The roles are a guide for determining which service can reasonably be delivered.

LEARNING FOR EVERYONE-COMMUNITY ANCHOR-VIRTUAL CONNECTOR

The library provides timely, accurate, and useful information for residents to aid in their pursuit of personal and professional interests. This is done on-site, and via telephone and email to assist users in locating information on a wide range of subjects. It also supports people pursuing independent programs of learning.

The library features current, high interest materials, both fiction and non-fiction, in a variety of formats for all ages. The library is available on-site and via the website which provides 24/7/365 access and provides a wide assortment of databases and downloadable ebooks, eaudiions, emagazines, streaming videos, and online classes for in-demand skills. Staff provides instruction in accessing all resources; both print and electronic. The library provides internet access, wifi, public computers, online and downloadable access, and classes.

Programming for all ages and on a wide variety of subjects including literacy, workforce development, a summer reading program, and science, technology, engineering, art and math (STEAM). The library supports clubs including knitting and writing and is used as a meeting place for residents. The library partners with many community organizations to provide services both on-site and where they are.

RELATIONSHIP TO OTHER LIBRARIES

While its immediate objectives are to fulfill the service roles outlined above, the Churchill County Library also seeks to foster cooperative relationships with other libraries.

The library participates in the Nevada Library Cooperative (CoOp) which encourages and supports collection development among its members. The library participates in interlibrary loan via CoOp both as a lender and to acquire, on behalf of our patrons, items which our library does not own.

The library seeks to refer and collaborate with other libraries, particularly Western Nevada College, Churchill County Law Library, and Churchill County School District libraries as appropriate.

SELECTION OF LIBRARY MATERIALS

Selection refers to the decision to retain as well as to add library material to the collection. It is based upon awareness of the diverse needs and interests of the individuals in this community, balanced against evaluation of material and knowledge of the collection's strengths and weaknesses. The selection process is also shaped by budget, space considerations, and the accessibility of alternative information sources, such as the CoOp. Under the authority of the Churchill County Library Board of Trustees, the Library Director has overall responsibility for the selection of library materials. Direct responsibility for selection and weeding are delegated to library staff.

1. Staff select materials from general and specialized review media, trade publications, publishers' and booksellers' catalogs and flyers, and in response to library users' requests.
2. Materials are selected and retained on the basis of their content, not their authors' origins, background or views. The Churchill County Library tries to represent all points of view. The Library's selection principles follow the American Library Association's "Library Bill of Rights."
3. Materials are measured by objective guidelines. The entire work, rather than individual parts, is evaluated. It is the overall contribution of the work that is critical for acceptance or rejection. No single criterion can be applied to all materials. All acquisitions, whether purchased or donated, are considered in terms of one or more of the following criteria:

Contemporary significance, permanent value or popular interest

Accuracy and reliability

Importance of item to provide diversity in the collection

Price and availability

Format, durability and ease of use

Scarcity of information in subject areas

Reputation of author, publisher or issuing body

Physical quality of material

4. Every effort will be made to purchase Nevada materials, budget permitting and the availability across the state, to expand the Nevada Collection.
5. Materials received as gifts will be evaluated by the same criteria as materials purchased; nothing will be added simply because it is free. Donations are final and become the property of the Churchill County Library. The Library reserves the right to dispose of unneeded materials, particularly worn, and out of date materials. Material the library is unable to use is either disposed of or sent to Better World Books for possible sale. No dollar amount will be assigned to gifts by library staff.

Cash gifts and memorials may be deposited with the Churchill Library Association to be expended at the discretion of the Churchill Library Association Board, unless designated by the donor.

SCOPE OF THE COLLECTION

Churchill County Library considers all types of formats when selecting material for the collection. The library strives for balance, accuracy, useful information, age appropriate children's material, and popular topics. The library is able to supplement the collection through resource sharing with other CoOp libraries.

COLLECTION MAINTENANCE

Responsibility for collection development in a given subject includes responsibility for maintenance of those same subject areas. Collection maintenance entails making decisions with regard to particular items to replace, add, or discard.

With the passage of time, subjects that were in high demand cease to be in high demand, and it is necessary to make room for new topics and trends. Also, as time passes, some information is superseded by new knowledge, and it is important to keep current on the latest information. Some books simply wear out and must be discarded.

Replacements are made based on the following criteria:

A title which is still in demand

A classic work of fiction or nonfiction

The best available work on the subject

Subject needed

Materials may be discarded from any collection for one or more of the following reasons. Materials are not discarded simply because they contain unpopular or controversial opinions.

Duplicates bought to satisfy initial heavy demand.

Wholly superseded editions.

Worn out or damaged books that are no longer usable. The items can be replaced with other copies or reprints or when the information content is adequately provided by other titles in the collection.

Dated or incorrect information when it is likely to mislead the user. Historical materials with viewpoints currently considered inaccurate or offensive but representative of their time and place are not discarded on that basis alone.

An item which has not circulated in a given period of time. The period of time is determined by the size of the collection in which it resides and the subject matter of the item.

Disposal of materials:

If the material to be discarded is of potential use to another institution, staff may try to locate a library, school, or local group interested.

Material which is worn or out of date may be disposed of.

Generally, discarded materials are sent to Better World Books for sale with the income to benefit the library through the Churchill Library Association.

RECONSIDERATION OF LIBRARY MATERIAL

It is the right of Nevada library cardholders to register an objection to any material or the inclusion of any material in the library's collection. The person must make their statement in writing on the "Request for Reconsideration of Library Resource" form to the Library Director. The Library Director and staff will research and review the item. The Library Director will respond to the patron in writing at the earliest possible date. If the request for reconsideration is not resolved to the satisfaction of all parties an appeal can be made to the Library Board of Trustees. The Library Director will keep the Churchill County Library Board of Trustees informed of all request for reconsiderations. Should material be reconsidered and determined to remain in the collection, that materials may not be challenged again for two years. The Churchill County Library subscribes to the "Library Bill of Rights," "Freedom to Read," and "Freedom to

View" policies adopted by the American Library Association. See appendices for copies of the documents.

Adopted October 22, 1999

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