Live Oak Public Libraries
Collection Development Policy

This Collection Development Policy expresses the will of the Live Oak Public Libraries Board of Trustees regarding the purposes of the library's collections. This policy also acknowledges that collection development encompasses more than simply acquiring materials. It provides the framework within which collections are planned, resources are allocated, individual selections are made, and collections are maintained over time.

AUTHORITY AND RESPONSIBILITY

The Live Oak Public Libraries Board of Trustees and the Library Director hold ultimate responsibility for the selection of materials (Ga. Code Ann. 20-5-43(4) and 20-5-45(5)). This responsibility may be delegated by the Library Director to the Deputy Director, Coordinators and other librarians.

MISSION STATEMENT

The fundamental mission of all libraries is to collect information and literature of interest to users and to make the collection accessible to users. Historically, public libraries have been founded to foster an informed and educated citizenry capable of full participation in the cultural, economic and political life of democratic nations. Currently, libraries serve a wider role – providing recreational materials for reading, listening and viewing, and access to the internet’s resources, among other services.

The Live Oak Public Libraries serves all residents of Chatham, Effingham and Liberty Counties. As a public library, it is charged with service to all citizens, regardless of age, education, economic status, social status, occupation, or disability. The three county area is a major center of commercial, industrial, transportation and military activity. In addition to the urban port city of Savannah and its suburbs, the area contains many smaller towns and a substantial rural population. The citizens of the three county area are extremely diverse in backgrounds, needs and expectations. The Live Oak Public Libraries Board of Trustees recognizes that the library cannot provide all things informational and recreational to such a diverse population. The Board has determined that the library must limit its roles to those which are most desirable and can be most effectively fulfilled.

The vision and mission of the Live Oak Public Libraries were adopted by the Board of Trustees in early 2003, after consulting with staff and the public. Our vision,

Creating tomorrow’s library today to educate, inform, entertain and enrich our community

is a statement of purpose underlying the mission of the library and all actions which flow from it.

As stated in the Strategic Plan, our mission,

Live Oak Public Libraries provides excellent, responsive service to enrich people’s lives, support lifelong learning and build and enhance our communities
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directs collection development as well as all other aspects of the library’s service. The Collection Development Policy is a tool to assist library staff in realizing the intent articulated in the vision and mission statements of Live Oak Public Libraries.

The scope of the library's collection is limited by practical necessity, and many citizens will have occasional needs which do not fall within the stated mission. For this reason, the library will maintain contact and cooperative relationships with libraries and other agencies so that users may be referred to an appropriate source with minimal inconvenience. The library will also participate in state and national consortia and interlibrary loan networks so that materials outside the scope of the library's collection may be obtained expeditiously. As the major metropolitan public library in the southern part of Georgia and a major source of materials on the history of Coastal Georgia, the Live Oak Public Libraries will make its collections available to the users of other libraries in accordance with national and state interlibrary loan guidelines and procedures.

Funds for the acquisition of materials will be allocated among the library's various branches in accordance with funding regulations, consistent with collection development needs and priorities defined in the Strategic Plan, and reflecting the demands, interests, and actual use of the branches. The collections of individual branches are considered parts of a whole, which is the Live Oak Public Libraries collection.

FIRST AMENDMENT FREEDOMS

It is the library's responsibility to collect materials which serve a wide variety of ages, ethnic groups and educational levels with content representing various points of view on all issues without endorsement, restriction or prejudice. The library subscribes to the

- Freedom to Read Statement (American Library Association, revised January 28, 1972)

For the text of these documents see Appendix 2.

The library recognizes that some materials in the collection will not be appropriate for all ages and educational levels. Only the person using the material or his or her guardian can determine what is suitable for that person. Therefore, the library will not deny access to material because of age or educational level.

The Live Oak Public Libraries recognizes that many materials are controversial. Selection is not made on the basis of anticipated approval or disapproval, but solely on the basis of principles stated in the Collection Development Policy of this Library. When a customer objects to an item in the collection, staff will follow the procedures established in Appendix 1, Reconsideration of Library Materials.

GENERAL PRINCIPLES FOR SELECTION OF MATERIALS

In accordance with the Live Oak Public Libraries Strategic Plan, the Collection Development Policy will assist library staff in developing a collection which
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- ensures that the library has current, attractive, and useful materials for every age group
- is tailored to the profile of each branch and reflects each local community’s needs and interests
- provides customers with popular, high-demand items in a timely manner
- reflects actual demand for and use of library materials, expanding areas of the collection that receive the greatest use and adding new formats as they become available and are requested
- includes collections of local interest or of special interest to local clienteles, materials in genealogy and local history, large print, titles on school reading lists, and local authors’ works
- reflects expeditious removal of items which are worn, outdated, or no longer needed, and replacement as needed with new and useful items
- provides the optimal balance between print and digital resources to meet customer needs
- is customer friendly and arranged to assist users in finding the materials they need through merchandising techniques showcasing collections

Consistent with these goals and objectives, materials will be collected in formats appropriate to demand and need, including audio, visual, and digital formats as well as print. While all materials will not be collected by nor all subject areas represented at every branch, all circulating materials will be made available at any branch through delivery. In general, the same selection principles will apply to all materials regardless of format.

While the Library is sympathetic to the needs of post-secondary students and professionals, it recognizes that libraries already exist to serve these users. As Live Oak Public Libraries does not have the resources to duplicate services and collections of existing academic and professional libraries, the library generally will not collect textbooks or materials prepared for the postsecondary academic or professional level except as necessary to meet the needs of the broader general public.

Materials may be excluded from the collection for one or more of the following reasons:

1. The materials are of an extremely technical, scholarly, or specialized nature, and therefore would be useful to a very small number of library users. Academic libraries, school library media centers, special subject libraries, and other area information centers exist to support school curricula or to serve the needs of specific audiences. Many of these libraries are open to the general public.

2. The expense of an item is out of proportion to its anticipated value or use.

3. The materials are proscribed by federal or state statutes.

The Library will resist efforts to force inclusion of proselytizing works representing vested political, economic, moral or religious positions. An effort will be made to acquire authoritative materials representing all points of view and all sides of controversial issues. The Library neither promotes nor discourages particular views or opinions; it presents materials representing opposing views for the consideration of the community. Having a given item in the collection does not indicate support or endorsement of its views or contents.
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Materials not currently owned by Live Oak Public Libraries may be requested, and will be purchased or borrowed through interlibrary loan as policy and availability dictates. The library will make every effort to supply items requested by customers.

**SELECTION OF MATERIALS**

The selection process refers to the decision to add material to the collection as well as the decision to retain material already in the collection.

The Library uses such widely accepted sources as *Library Journal*, *Booklist*, and *Publisher's Weekly* as aids to selection. Catalogs and advertisements may be used. Reputable bibliographies and the expertise of local subject specialists may also be used as sources for needed titles. Local bestseller lists or school reading lists may be used to determine the need for a title, and the number of copies purchased. Suggestions from library customers are an important source for both titles and subjects being considered for purchase.

The following are some criteria considered when making a selection:

1. Relation to the existing collection and relevance to community need, as determined by branch profile, statistical data, or customer suggestions.

2. Customer demand, as indicated by requests, or media attention which will generate demand.

3. Reviews indicating whether the work meets standard criteria for good writing: factual accuracy, effectiveness of expression, authority, balance in point of view.

4. Current significance and potential for permanent value.

5. Suitability for intended audience.

6. Ease of use and suitability of format for library use.

7. Cost of the item in relation to its expected value to the collection.

8. Widespread demand for a format and availability of technology for its use.

The following criteria may also be considered in selecting fiction:

1. Representation of an important movement, genre, trend or national culture.

2. Originality.

3. Local interest or demand.

4. General appeal to the intended audience.
Some materials reviewed may not meet the criteria of this policy but may be selected because of heavy demand or local interest. Also, as the community changes, materials which were not recommended for purchase at one time may become of interest at a later date and purchased to meet user demands.

**GIFTS AND DONATIONS**

Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases. The library reserves the right to dispose of any gifts that are given to the library. The library will determine how to best incorporate such materials into the existing collections. Materials not added to library collections may be used for LOPL programs or given to other organizations.

Funds may be given to the library for the purpose of acquiring materials recommended by library staff as prescribed in this policy. When the library receives a cash gift for the purchase of materials, the library staff will select materials for purchase using the general selection principles set forth in this policy.

The library accepts gifts with the understanding that the library may use or dispose of them as it determines is appropriate. The library does not provide evaluations or appraisals of gifts for tax deductions or other purposes. Acceptance of gift that has been appraised elsewhere does not constitute the library’s endorsement of that appraisal.

**COLLECTION MAINTENANCE**

Evaluation of the collection is a continuing process, aimed at maintaining an active and useful collection. Maintenance may require duplication of heavily used items, withdrawal of items no longer useful, replacement of some withdrawn or missing items, and addition of items to fill gaps in the collection.

Possible criteria for withdrawal of items include: irreparable damage, obsolescence, insufficient use, and lack of available space. Replacement of withdrawn items is dependent upon demand, duplicates available, and availability of other current materials which meet the same need.

**PLANNING**

In the Live Oak Public Libraries’ Long-Range Facilities Plan, library branches are assigned categories of general use which will impact collection development planning. Each branch of the Live Oak Public Libraries also has specific and local community needs, interests, priorities and demands. A profile of each branch is developed and updated regularly by library staff to analyze these factors and incorporate them into collection development priorities for each branch. Factors such as library hours, special clientele needs, proximity to schools, circulation and in-library use statistics, and other local data are incorporated to ensure that collection development at each branch is customized to meet the needs of the people using it.
APPENDIX 1. RECONSIDERATION OF LIBRARY MATERIALS

When a customer objects to an item in the collection, the staff member receiving the complaint should listen respectfully to the complaint, making no judgmental comments about the item in question or the complaint. If the customer wishes to file a formal complaint, the discussion should be turned over to the senior staff member on duty, who should:

1. Provide a copy of the Collection Development Policy.

2. Provide a Request for Reconsideration of Library Materials form (appended), if, after reading the policy, the customer still wishes to register a formal complaint.

3. Assure the customer that the material will be reviewed by the appropriate Coordinator, by the Library Director, and by members of the Collection Development Committee.

4. Notify the customer that he or she will receive a letter from the Library Director describing the results of this review.

5. Send the completed form and the material in question to Collection Development Coordinator or the Youth Services Coordinator, as appropriate. The customer may mail the form to the Coordinator, if he or she prefers.

The Coordinator, upon receiving the form and material, will gather available reviews on the material in question, write an opinion of the material, and forward the package to the Library Director as quickly as possible. The director and designated staff, including members of the Collection Development Committee, will complete the review process. The Library Director will send a letter informing the customer of the results of the review. A copy of the customer's Request for Reconsideration of Library Materials Form will accompany the letter. Copies of this letter will be sent to all branches and departments, and to the Chairman of the Regional Library Board of Trustees.

If the customer is not satisfied with the results of the review, he or she may elect to request in writing that the material be reviewed by the Live Oak Public Libraries Board of Trustees. Upon receipt of this request, the Library Director will place the issue on the agenda of the next Regional Board meeting. The decision of the Regional Library Board will be final.

During the review process, the Library Director will be the sole spokesman for the Live Oak Public Libraries. No other staff or Board member should comment on the material or the complaint until the conclusion of the review process.

All materials selected under the Collection Development Policy are considered constitutionally protected until such time as they are determined unprotected by judicial action in courts of jurisdiction and after all appeals have been exhausted. In the event that a customer charges that a particular item is not protected under the First Amendment of the Constitution, the burden of proof rests with the complainant. Material under question, which meets the criteria for selection set forth in the Collection Development Policy, will remain in the active collection until such judicial determination is made.
Live Oak Public Libraries  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title: ___________________________  Book ____  Magazine ____  Other ____

Author: ___________________________________________________________

Publisher or Distributor: ____________________________________________

Request initiated by:  Name: ____________________________________________

Representing: _____ Self _____ Organization or Group

Name of organization: _______________________________________________

Address: __________________________________________________________

To what do you object in the work noted above?  Please be specific. Cite pages, specific scenes, etc. (Use back of form for additional space)

Did you read or view the entire work?  What parts?

What do you feel might be the result of reading or viewing this work?

For what age group would you recommend this work?

What do you believe is the theme of this work?

Is there anything good about this work considered as a whole?

What would you like the Library to do about this work?

_____  Review and reevaluate selection  _____  Other (explain)

Comments:

Signature: ____________________________  Date: __________

MAIL TO:  LIVE OAK PUBLIC LIBRARIES, 2002 BULL STREET,  
SAVANNAH, GA 31401
APPENDIX 2. DOCUMENTS

Library Bill of Rights (American Library Association, and amended January 23, 1980)
Freedom to Read Statement (American Library Association, revised January 28, 1972)
Freedom to View Statement (American Library Association, June 1979)

Approved November, 2004;
Amended February, 2012; September 18, 2018;