

Code: MC

Date: 12/12/94 (original)

Date Revised: 6/21/01; 1/22/02; 10/17/05; 1/16/06; 2/14/08 (D); 5/18/09; 12/20/2010; 1/04/21 (D)

Policy: Collection Development

A. Policy and Responsibility

1. Policy

The Fayetteville Public Library strives to inform, enlighten and empower every person in the community. The vision and mission statements of the Fayetteville Public Library guide the selection of resources, development of services and the allocation of funds. One of the primary goals of the Fayetteville Public Library is the development and maintenance of an excellent materials collection. This includes the selection, acquisition, organization, circulation and promotion of fiction, nonfiction and audiovisual materials in a variety of formats for both youth and adults.

Because no library can possibly acquire all print and non-print material, each library must employ a policy of selectivity in acquisitions. The Fayetteville Public Library provides within its financial limitations a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value and current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and inferred.

All collections are provided to meet the individual's need for information; to help the individual pursue life-long learning and cultural growth; to provide the means for thoughtful and productive participation by individuals and groups in the affairs of the community, the nation and the world; to support the educational, governmental, cultural, recreational and economic activities within the community; to foster diversity; and to accommodate the library needs of a changing and dynamic community. In support of these ideals, the Fayetteville Public Library offers a collection of materials that is diverse, inclusive and protected by the First Amendment of the United States Constitution and the Arkansas State Constitution. In addition to the requirements of the general public served, materials will be selected to meet the needs of such groups as business, the professions, government, community organizations, the homebound, adult beginning readers and people for whom English is not the primary language.

The library and its board of trustees support the individual's right to have access to ideas and information representing divergent points of view, and support the right of each individual to privately read, listen to and view the full range of published thought and idea. The library's role is to provide materials that will allow individuals to freely examine issues and make their own decisions. Staff will attempt to select materials that represent a wide range of viewpoints and will do its best to exercise impartiality in all selection activities. In this connection, the library endorses and incorporates by reference herein the "Library Bill of Rights" and the "Freedom to Read," "Freedom to View," and "Labeling" statements adopted by the American Library Association.



The selection of any item does not imply the library's endorsement of the author's viewpoint, or of any theory, idea, or policy contained in it, nor does the library endorse particular beliefs or views. The race, religion, nationality, or political views of an author; the use of frank or coarse language; the controversial content of an item; or the endorsement or disapproval of an individual or group in the community will not cause an item to be automatically included or excluded from the library collection. The library collection will be organized, marked and maintained to help people find the materials they want. Any labeling, sequestering or alteration of materials because of controversy surrounding the author or subject matter will not be sanctioned.

This document describes the processes and methodologies used at the Fayetteville Public Library to select, purchase and maintain the materials collection. The purpose of this policy is both internal and external. As an internal document, it serves as a guide for library staff in selecting and acquiring a useful, well-rounded collection to meet the needs of the community. The policy also provides a clear outline of the roles, duties and responsibilities of all persons involved in the selection of materials. As an external document, the purpose is to explain to new staff and the community the mission and objectives of the library's collection so they can better understand what types of materials are collected and why. In doing this, the policy affirms the principles upon which selection is based and the policies and goals for managing the collection.

2. Responsibility

Ultimate responsibility for the collection and material selection rests with the executive director, as directed by the library board of trustees. The executive director operates within the framework of policies set by the board of trustees and within the constraints of the annual budget. Due to financial constraints, resource sharing with other libraries, electronic and other methods of information access are valid and necessary means of meeting patron needs.

The executive director delegates the responsibility for the selection of materials and development of the collection to various library staff members. The director of Library Services determines the materials budget allocations, guidelines and organizational structure for designated collection managers, oversees the selection process, and works with department managers in setting yearly objectives. Direct responsibility for each collection rests with librarian selectors, who are responsible for choosing appropriate materials for their area and ensuring the collection is developed and maintained. Under the supervision of their department manager, selectors are responsible for reading review sources, making primary selections, and expending their collection budgets in a timely and organized manner. In addition, one or more staff members will frequently crosscheck for additional materials within the primary area of responsibility of another staff member. Those who select materials make certain that new subjects are not neglected, ensure the general balance of the collection is maintained and review the duplication of materials in demand.

B. The Fiction Collection

Fiction titles are chosen to represent the broad range of reading interests and tastes of the community served. Classic literature, popular best sellers, genre fiction, literature from all time periods, and works from all parts of the world are included in the fiction collection to entertain and enrich human understanding. Short stories by single authors are included in this collection, but anthologies by multiple authors and poetry collections may be shelved in the nonfiction collection.



1. Adult fiction

Fiction and literature are heavily used within the community. The Fayetteville Public Library will strive to have complete holdings by all of the best contemporary fiction authors, both American and international. The collection should also serve as a repository for the standards of world literature and serve as a representative archive of the world of fiction.

In addition, the library will have a strong collection of the works of local writers and a collection of popular fiction sufficient to meet the reading needs of the community. The collection will include comprehensive collections of writings by the most popular contemporary writers. It will also include a variety of more esoteric fiction in order to add balance and depth to the collection. The goal is to build a collection emphasizing a variety of viewpoints, forms and techniques.

2. Young adult fiction

The Fayetteville Public Library strives to meet the informational, recreational, and cultural reading needs and interests of young adults ages 12 through 18 in grades 6 through 12. Fiction for young adults recognizes the special characteristics of this age group, including the need to identify with others, peer pressure in the area of behavior and conduct, and a search for self-identity, self-worth and independence from family. The young adult fiction collection will attempt to have complete holdings of award-winning fiction titles, complete series by popular authors, books considered to be classics, multiple copies of current fiction in high demand, and titles on standard reading lists. The collection will strive to meet the reading needs of the library's diverse community of users. Parents and guardians have the right and responsibility to guide and direct the reading choices of their own minor child(ren). The library does not stand in place of parents (*in loco parentis*).

3. Children's fiction

The Fayetteville Public Library strives to have a collection that satisfies the informational, recreational and cultural reading needs of children from infants through age 12. The first objective in selecting children's fiction is to encourage the child's joy in being read to and in reading. Fiction is offered for education and entertainment purposes for children of all abilities and reading levels. The children's fiction collection will attempt to have complete holdings of all award-winning fiction titles, complete series by all popular authors, all books considered to be classics, and multiple copies of current fiction in high demand. The collection will strive to meet the reading needs of the library's diverse community of users. Parents and guardians have the right and responsibility to guide and direct the reading choices of their own minor child(ren). The library does not stand in place of parents (*in loco parentis*). This collection also serves parents, teachers and other adults who use children's materials.

4. Review sources consulted

In evaluating fiction resources, the Fayetteville Public Library uses the following publications as primary resources: *Booklist*, *Library Journal*, *Publishers Weekly*, *The New York Times Book Review*, *VOYA*, *School Library Journal*, *Horn Book*, *Kirkus Reviews* and *The Bulletin of the Center for Children's Books*. Each issue of these publications is reviewed, and used as guidelines for purchasing.

In addition, secondary review sources will also be evaluated as time and budget permits. These include



The New York Review of Books, Harper's, The Village Voice, Bloomsbury Review, Atlantic, and a range of popular publications ranging from *USA Today* to *People*. For both youth and adult books, the library will also monitor a variety of best-seller lists.

Finally, the library will pay close attention to items reviewed in the local media – including *The Arkansas Democrat-Gazette, The Morning News,* and *The Northwest Arkansas Times*.

Selectors will consult standard bibliographies, online and physical bookstores, and *Books in Print* as inventory tools to determine the existence and availability of works by specific authors and/or to fill gaps \ in the collection.

5. Top titles, authors and award winners

The Fayetteville Public Library will continually search for lists of top books and authors. This includes lists of both critical favorites and best-selling authors. A primary source is the twice-yearly “Notable Book” list published by *The New York Times*. The Fayetteville Public Library will purchase most of these titles. Other “best-of” lists include those within the standard review sources listed above, as well as other rankings within reputable publications and by notable literary and library organizations.

Selectors will seek out lists of top authors from an array of publications and notable organizations, and strive to purchase substantial, if not complete, holdings for these writers. As much as possible, the library should contain complete holdings of most of the enduring writers with works published in the English language.

The library will also, as available, own the complete holdings of the major award winners. For adults, these include but are not limited to: The National Book Award, Pulitzer Prize winners, The Nobel Prize for Literature, The National Book Critics Circle Award, and the Pen/Faulkner Award. In addition, the library will have extensive holdings for each of the authors who have won these prizes. For young adult fiction, this will include the Michael L. Printz Award and the Margaret A. Edwards Award. For children’s materials, this will include The Newbery Medal, the Caldecott Medal, Pura Belpré Award winners, and two Arkansas awards – The Charlie Mae Simon and The Diamond Primary Awards. The library will also actively collect authors and titles from required reading lists from local K-12 schools.

Finally, the library will frequently review lists of best-sellers, including those listed by *The New York Times* and Amazon.com. These titles will be purchased in quantities judged by selectors to be sufficient to meet customer demand. In addition, these will generally be purchased regardless of critical response.

6. Selection criteria

In addition to the above, the following criteria will be used for the selection of fiction materials:

- i. Patron request
- ii. Popularity of the author
- iii. Appeal to the readers within the community
- iv. The author’s reputation and place within the world of literature
- v. Quality of the writing
- vi. Literary merit



viii. Price

7. Ordering frequency

The library will attempt to select and order fiction at least twice per month in order to ensure that materials arrive on the shelves promptly.

8. World languages

Due to the changing face of Northwest Arkansas and the growth of the region's Spanish-speaking and reading population, the library will develop holdings of both popular and literary fiction in the Spanish language. Although this collection is not comprehensive, it will contain titles representing a range of fiction and will grow in conjunction with community demand. In addition, the library will have small collections in other languages which are targeted toward literary fiction for students of those languages. As community needs evolve, languages collected may change.

9. Local writers

The library will purchase complete holdings of publications by the major writers of this region and state, as well as representative holdings of lesser-known writers.

10. New authors

The library feels an obligation to purchase the works of promising new authors. Using the review tools and selection criteria described in this policy, selectors will purchase the best fiction by newly published writers each year.

11. Genre fiction

The library will collect materials within the following genres: romance, historical fiction, mystery, western, horror, inspirational fiction, science fiction and fantasy. The most important criterion within these areas is the popularity of the authors and/or individual titles. In addition, staff will select well-reviewed and award-winning items from each of these genres each year. Historically, mystery novels have been extremely popular at the library. Consequently, the library will purchase heavily in this area.

12. Large print

The library houses a significant collection of large-print materials. The library will collect many best-selling large-print general fiction titles, as well as new publications in the genres of romance, mystery, western and inspirational fiction. A sampling of the best contemporary literary fiction and selected nonfiction titles will round out the collection.

Due in large part to the limited availability and pricing structure for these materials, standing-order plans may frequently be used to obtain them. The materials will focus on popular genres, and recognized and desirable contemporary authors. These plans will be supplemented with the purchase of popular titles. Due to cost issues, and the fact that specific titles are often unavailable and/or difficult to obtain in a large-print format, this collection will not be a comprehensive one.

13. Paper collection

Trade and mass market paperbacks will be collected. Comparable in size to hardcover editions, trade



paperbacks may be purchased and cataloged for the permanent collection. Trade paperbacks are preferred in cases where the hardcover edition is extremely expensive, the title either would be used infrequently or is expected to have a limited shelf life, and/or for the provision of multiple copies of a title. Mass market paperback editions of popular titles and authors, which are smaller in size to hardcover and trade paperback editions, are added by donation to meet customer demand in a browsing collection. Selectors use the guidelines set forth in this policy when adding titles to the paperback collections.

C. The Non-Fiction Collection

The nonfiction collection emphasizes timely, accurate, and useful informational materials to support individual and community interests. Resources are available for all ages and reading levels in a variety of formats. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the library collection. As a new field of knowledge emerges, the library responds with timely additions.

1. Adult nonfiction

The nonfiction collection will meet the informational and reading needs of the community. It should contain both current popular items and up-to-date information for the broadest possible range of subject areas. The library will also own contemporary and classic standard works from all general subject areas.

2. Young adult nonfiction

The purpose of the young adult nonfiction collection is twofold: 1) To provide a collection of materials relevant to the teenagers of the community in meeting their educational and informational needs 2) To meet the recreational reading requirements of this population of the community. The library will continually seek interaction with local schools in an effort to correlate library purchases with the needs of area students. Parents and guardians have the right and responsibility to guide and direct the reading choices of their own minor child(ren). The library does not stand in place of parents (in loco parentis).

3. Children's nonfiction

The children's nonfiction collection will meet the informational demand for school assignments and reports, as well as the recreational reading needs of children through sixth grade. It should contain current and timely information, in addition to popular subject areas. The library will continually seek to interact with local schools in an effort to purchase materials that will meet the needs of area students. The library will support and enhance its collection to reflect the curriculum needs as well as the interests of the community. Parents and guardians have the right and responsibility to guide and direct the reading choices of their own minor child(ren). The library does not stand in place of parents (in loco parentis). This collection also serves parents, teachers, and other adults who use children's materials.

4. Review sources consulted

In evaluating nonfiction resources, the Fayetteville Public Library uses the following publications as primary resources: *Booklist*, *Library Journal*, *Publishers Weekly*, *The New York Times Book Review*, *VOYA*, *School Library Journal*, *Horn Book*, and *The Bulletin of the Center for Children's Books*. Each issue of these publications are reviewed, and selectors will use these reviews as guidelines for purchasing. For all resources, selectors will also monitor a variety of bestseller lists.



Secondary review sources will also be evaluated as time and budget permits. These include *The New York Review of Books*, *Harper's*, *Atlantic*, and a range of popular publications ranging from *USA Today* to *People*. Selectors will also examine a variety of subject-specific periodicals for ordering, such as *Scientific American* for the natural sciences, *Business Week* and *The Wall Street Journal* for business publications, and *Parenting and Parents* for parenting resources.

Finally, the library will pay close attention to items reviewed in the local media – including *The Arkansas Democrat-Gazette*, *The Morning News*, and *The Northwest Arkansas Times*.

Selectors will also consult standard bibliographies, online and physical bookstores, and Books in Print as inventory tools to determine the existence, availability and date of works on subjects which are in-demand and/or to fill gaps in the collection.

5. Top titles, authors, & award winners

Fayetteville Public Library will search lists of top books and authors. This includes lists of both critical favorites and best-selling authors and titles. In the former case, a primary source is the twice-yearly “Notable Book” lists published by *The New York Times*. The Fayetteville Public Library will strive to own most of these titles. Other “best-of” lists include those within the standard review sources listed above, as well as other occasional rankings within reputable publications and by notable organizations.

The library will also, as available, own complete holdings of titles that have won and/or been nominated for major awards. These include but are not limited to: The National Book Award, the Pulitzer Prize, and The National Book Critics Circle Award. Also, the library will frequently review lists of best-sellers, including those listed by *The New York Times* and Amazon.com.

6. Collection maintenance

Staff members will evaluate the nonfiction collection for gaps on an annual basis. These gaps will be filled as budget permits. Selectors will determine appropriate titles using the following criteria:

- i. Patron request
- ii. Positive reviews
- iii. Award-winning items
- iv. Reputation of publisher
- v. Date / currency
- vi. Price
- vii. Relevancy to the community
- viii. Comparison with other titles in the collection within the subject area

7. Annual purchase and supplements to the collection

In addition to purchasing well-reviewed and popular items, the Fayetteville Public Library will purchase the most up-to-date resources in a variety of subject areas on an annual basis due to their popularity and because media reviews for these items are not always readily available. At least annually, holdings in these Dewey Decimal Classification areas will be updated:

000: Computers and technology



- 300: Educational, career, résumé, and job testing materials
- 400: English and major world languages (Spanish, French, etc.)
- 500: Math and science how-to-books
- 600: Automotive repair, technical repair and how-to books, pets, and animal husbandry
- 900: Travel materials

In each of these cases, the level of customer demand, the reputation of the publisher, currency, and price will serve as primary selection criteria.

8. Selection criteria

In addition to the above, the following criteria will be used for the selection of nonfiction materials:

- i. Demand within the subject area
- ii. Popularity of the specific title and/or subject in the community
- iii. Suitability for the library's audience in terms of scope and level of writing
- iv. Reputation of the publisher
- v. Price
- vi. Popularity of the author

9. Ordering frequency

The library will select and order nonfiction titles at least twice per month in order to ensure that new materials arrive on the shelves promptly.

10. World languages

The library will develop a small representative collection of nonfiction materials in world languages, which will grow in conjunction with community demand. As community needs evolve, languages collected may change.

D. Special Collections

Due to the nature of the library's special collections, the general selection criteria established for other library materials may not apply. Unless otherwise noted, the materials in these collections do not circulate.

1. The Arkansas Collection

The following is a summary of the areas of emphasis of this collection:

- i. The library will purchase all Arkansas-related publications by the University of Arkansas Press and supplemental titles from the Press as demand warrants.
- ii. The library will own all books dealing with Arkansas in its entirety, and most general overviews of large regions within the state including histories and natural science materials. Exceptions to this rule include scholarly materials that would significantly overlap the collections at the University of Arkansas.
- iii. The library will own up-to-date topographical maps for Northwest Arkansas and detailed highway maps for the entire state.



iv. Vertical Files: The library will select extensively from newspapers and magazines for Fayetteville and Washington County-related information, including information related to biographies, architectural information, events, institutions and organizations, places of historical significance, industry, and business. The library will also collect this sort of information statewide on a more limited basis.

2. City, county and state documents

The library will strive to have complete holdings of publications by the City of Fayetteville and Washington County in print and/or electronic formats as appropriate. The library will consider archival needs based on the format of this information. The library will also compile and maintain lists of selected state documents.

3. Genealogy and local history

The following is a summary of the goals of the Grace Keith Genealogical Collection, and a hierarchy of purchasing in descending order of emphasis:

- i. The Fayetteville Public Library will own a comprehensive collection of genealogy and local history materials for Washington, Benton, Carroll, and Madison counties. The exception to this rule is in cases where the holdings of the University of Arkansas would make such a collection impractical and/or unnecessary. Family histories, family records, etc. for the entire region will be collected.
- ii. After these primary needs are met, significant additional resources from throughout Northwest Arkansas – roughly defined as Crawford, Franklin, Johnson, Newton, Marion, Searcy, Pope, and Boone counties – will be collected.
- iii. Genealogy and local history materials from the rest of the state will also be collected. This includes information surrounding both family records and broader histories of individual counties and regions. Noting significant holdings in Little Rock and Fort Smith, materials covering these regions will not be an emphasis.
- iv. Information on the two Missouri counties and the two Oklahoma counties that border Northwest Arkansas will then be collected, and will strive not to overlap with other major library holdings in those regions.
- v. Holdings for regions in proximity to the state of Arkansas, such as Oklahoma, Texas, Missouri, Louisiana, Tennessee, and Kansas will be explored as budget permits and in response to demand.
- vi. Areas beyond the scope of emphasis stated above will be passively collected. Donations of these materials will be accepted and considered for the collection. Special purchases may also be considered when the budget permits and demand for the materials warrants their selection.

3.1 Guides to the collection and basic resources

The most up-to-date available general genealogical resources will be purchased on an annual basis. These will include publications exploring topics such as online genealogy, genealogy basics, and vital records,



along with a variety of guides to initiating research in other areas of the country. Many of these items will circulate and will serve as introductions to the topic for beginning researchers.

3.2 Electronic resources

The library will continually monitor online publishing trends and add these resources to the collection when their price and/or usefulness warrants. At times, information within these formats may exceed the stated goals of the Library's collection. Particular attention will be given to information in this format when it is more cost-effective than its print counterpart and/or when it improves the ease of finding information on the topic. Library staff will also closely monitor the Internet for free genealogy-related resources.

3.3 Digital history collections

The goal of the Fayetteville Public Library's digital collections is to preserve the cultural heritage of the city of Fayetteville and to make the collection available to future generations through the Fayetteville Digital Image Archive. The collection will contain digital copies of items contributed by local citizens, interested parties, and existing FPL holdings.

3.3.1 Content of collections

The FPL digital collections will accept materials pertaining to Fayetteville, AR. The collection will primarily focus on life in Fayetteville and its built environment.

FPL does not alter, improve, retouch, or enhance images or materials. Materials will be presented in future databases or projects in the condition they were in on the date of digitization. The ownership and accuracy of data, facts, and information contained in the digital collection are the responsibility of the donor.

Selected items from the digital collection may be included in the Project Fayetteville database. Selections for the Project Fayetteville database should reflect aspects of the culture, history, natural history, character, and substantial contributions of the residents of Fayetteville.

Collections from cultural heritage organizations with unique materials relating to Fayetteville history may submit collections for consideration in the FPL digital collection; the addition of these items will be at the discretion of the executive director or designate.

3.3.2 Removal of materials

Items contained in FPL's digital collections may be removed at any time at the discretion of the library or at the request of the copyright owner.

3.3.3 Donations procedure

All materials submitted to the collection will be accompanied by a signed Permission to Use form granting FPL permission to digitize the materials and make materials available to the public. All materials submitted to the collection will be digitized on condition that the library has the authority to make whatever disposition is deemed advisable in accordance with this collection policy.



The library is not responsible for any future harm to a document caused as a result of the digitization process.

4. Literacy materials

The library will develop a small, up-to-date collection of circulating materials for beginning adult readers. This will include fiction and nonfiction materials, as well as a collection of materials in Spanish and English.

5. The parenting collection

The Children's Library will provide and maintain an up-to-date circulating collection that will address parenting and childcare issues. This collection will feature award-winning and/or recommended materials consisting of print books, film, audios, and a variety of theme kits, puzzles, and instructional kits.

6. Periodicals and Newspaper

The library will own a wide range of periodicals intended to meet both the reading and basic research needs of the community. Popular journals will cover a wide range of subject areas of a general nature, including entertainment, style, sports, music, etc. The library will also subscribe to a broad range of news, business, artistic, literary, and health publications. Back issues of periodicals may be available for circulation.

The library's periodical holdings will be sufficient to meet the research needs of an average adult and/or a high school student. However, they are not intended to provide in-depth information about scholarly and/or technical topics. These materials are held extensively at the University of Arkansas and will not be duplicated here. The library will also purchase the major newspapers and other publications from Northwest Arkansas.

7. The professional collection

The library supports a continuing education collection for the professional development of its staff. This collection is housed in non-public areas and consists primarily of material on the subjects of library administration, library design, collection development, personnel issues, and library procedures. This collection aids staff in job performance, is used to answer job-related questions and orients staff members as they begin new projects. Criteria for selection include price, anticipated usage, potential usefulness, existing coverage, and the availability of the information by other means.

8. The Read Aloud collection

The Read Aloud collection will contain circulating children's fiction and nonfiction, as well as guides for parents and caregivers. The goal of this collection is to promote families reading together and reading to children. Materials for this collection will be researched by staff, reviewed by professional media, and recommended by experts for reading aloud. Award-winning and popular items will be selected.

9. The Roberta Fulbright special collection

The Roberta Fulbright special collection consists of materials that maintain a unique emphasis on books



and materials on Roberta Fulbright and the Fulbright family; items that represent the history, creativity, and beauty of Arkansas; signed editions of local or significant authors/illustrators; and University of Arkansas yearbooks which fill gaps within the collection. Items for this collection may either be donated or purchased. Responsibility for this collection rests with members of the Reference staff.

9.1 Selection criteria

Items considered for this collection will be evaluated using the following criteria:

- i. The rarity of the item
 - a. Item is out of print, extremely old, collectible, or hard to keep available in the circulating or reference collections
 - b. Items focusing on rare local, regional, or state themes or topics which have been issued through standard publishers, by self-publishing methods, or in a serial format may be considered
 - c. Item requires additional security
- ii. Any special or significant value the item has to this library or to the community
 - a. Item has unique physical qualities or provenance
 - b. Item reflects the literary interests and character of the community
 - c. Item highlights significant events and/or individuals from Arkansas
- iii. The physical size of the item
 - a. Cabinets in the Roberta Fulbright area do not easily accommodate excessively tall, wide, or heavy materials
- iv. The condition of the item

The library will utilize the following definitions and guidelines when making decisions regarding condition. Donations or other materials to be considered for the Roberta Fulbright special collection should be in either “Fine/Like New” or “Very Good” condition. Case-by-case determinations can be made for items in “Good” condition. Only under exceptional circumstances should items in “Fair” condition be considered for this collection. Items in “Poor” condition will not be selected for this collection.

Condition definitions

- a. Fine/Like New: These books possess a fresh, crisp appearance, show no defects and little usage. Older books may show minor flaws.
- b. Very Good: These books show some signs of wear and are no longer fresh. These books retain a visually pleasing appearance, with nice dust jackets and clean text pages.
- c. Good: Typically, this category includes the condition of the average used book with all its text pages present. Books with loose bindings, highlighting and torn dust jackets can fall into this category.
- d. Fair: These books are obviously well-worn, but no text pages are missing; however, it may be missing its endpapers or its title page. There might be markings, but they do not interfere with readability. Items are often visually unappealing.
- e. Poor: All text is legible but may be age-stained, soiled and have binding defects. These items are visually unattractive.

9.2 Donations of multiple items and/or private library donations



Gifts of multiple items provided for the Fulbright Collection, including gifts of private library collections, will be subject to the same selection criteria outlined above for individual item donations.

9.3 Procedure for accepting large or special donations

- i. A Reference staff member should assist with the initial evaluation of any potential large scale donation to this collection.
- ii. Any items that are in an unacceptable condition as outlined above should be declined as part of this type of donation.
- iii. Items that are in an acceptable condition, but do not fall within the guidelines for the Roberta Fulbright special collection should be considered for the circulating and reference collections, or for the Friends' Bookstore. If the donor refuses this option, then the library representative(s) should refuse the items in question.
- iv. Unbound items, such as personal papers, manuscripts, and letters, should be referred to other area archives or special collections.

10. Equipment

Fayetteville Public Library may lend certain equipment, e.g. laptop computers, e-book readers portable DVD, MP3, and Blu-ray players, based on emerging formats and community need. Equipment will be evaluated for inclusion in the collection as technology advances and funding permits. Special terms and conditions for use may apply.

E. The Adult Audiovisual Collection

Fayetteville Public Library acquires and makes available films, audio books, and music to serve the general informational, educational, and recreational needs of the community. It is not the intent of the library to duplicate the spectrum of feature films and audio available in the private sector, but rather to provide a selection that is of high quality, high interest, and appropriate to the collection.

1. Film

The film collection consists of both feature films and nonfiction works. The feature film collection will include a mix of titles from different regions of the world and from different eras of filmmaking. Television dramatizations and nonfiction shows such as are found on PBS, A&E Network, The Discovery Channel, HBO, Showtime, etc. and award winners will be collected. The primary objective is to offer the best quality materials based on the community's general and special character and interests. The library shall try to not only satisfy existing demands, but will attempt to anticipate potential needs of patrons. Suggestions from the community are encouraged. The library's emphasis in purchasing will be to select films of the highest quality – a wide range of the best of international, independent, and classic cinema. Particular emphasis will be given to developing complete holdings by great directors and on developing a collection that will serve as a representative history of film. The library will also purchase contemporary, high-quality, popular cinema.

The nonfiction collection includes instructional, self-help, and travel selections. It will also feature a broad sampling of each year's best documentary films.

1.1 Selection criteria

The basic criteria for the selection of fiction and nonfiction materials apply, in addition to these criteria specific to this medium. Material is selected using a combination of the following criteria, not by an



- i. Patron request
- ii. Nominated for or recipient of a significant award
- iii. Named on one or more lists of best films
- iv. Positive critical reviews in respected, professional journals and/or significance in the history of film
- v. The cast or director is of particular importance
- vi. Artistic merit
- vii. Technical quality
- viii. Cost
- ix. The library's holdings need improvement in the subject. For documentaries, this would mean that coverage of the topic is insufficient. For feature films, this would imply there are few films in the collection from its specific region or time period.

1.2 Review sources consulted

The library will evaluate publications such as *Video Librarian*, *Film Comment*, *Facets*, and *Home Film Festival*. Selectors will monitor online guides such as Amazon.com and the Internet Movie Database. Books such as *The New York Times' 1000 Best Movies Ever Made*, Leonard Martin's guides, and the Time Out movie guides will also be used. Also, lists such as the AFI's "100 best movies of the century" will frequently be monitored. Selectors will continually seek out and work from a variety of lists of best directors and best films, and monitor lists of best-selling titles from areas the library actively collects – classic, independent, and international films.

2. Audio books

The audio book collection will contain fiction and nonfiction titles, emphasizing fiction. It will also contain both popular and literary works, with an emphasis on the former. It is not intended as a comprehensive collection, but instead as a sampling of the best in contemporary popular fiction, supplemented by a variety of nonfiction and literary fiction titles. The collection will include a substantial amount of genre fiction, particularly mysteries. The library will also purchase a variety of literary fiction and in-depth nonfiction titles in order to round out the collection.

Because of the pricing structure and availability constraints of these materials, the audio book collection is an area in which standing orders may be used to receive significantly higher discounts than would otherwise be available.

2.1 Selection criteria

The most important criterion for selection in this area is the relative popularity of the author or title. Consideration will be paid to the general criteria outlined in this policy for the selection of fiction and nonfiction materials. Additional criteria specific to this medium include:

- i. Patron request
- ii. Authority and competency of producer
- iii. Artistic merit and reputation of the reader
- iv. Quality of the interpretation
- v. Ease of understanding the reader
- vi. Technical quality



vii. Cost

The high prices of unabridged audio books mean that cost will frequently be a significant issue in determining which titles are selected.

2.2 Review sources consulted

The library will use many of the same review sources used for fiction and nonfiction purchasing, sometimes making selections according to the quality of the print item when reviews of the audio book are not available. Selectors will also use *Audiophile* magazine as a monthly resource to select noteworthy titles. In addition, selectors will review lists of bestselling fiction and nonfiction in sources including *The New York Times* and Amazon.com, and order most of the titles on these lists regardless of critical response.

3. The music collection

The music collection at the Fayetteville Public Library will have substantial holdings of classical/opera, folk/country, pop/rock, and blues/jazz. In these areas, the library will actively collect the best contemporary and classical works. While the library will not strive for a comprehensive collection, the library will actively collect a range of selections within these areas, striving for a sampling of what is currently popular, as well as an overview of the best performers within the genres.

The library will also develop small collections in additional musical genres, including soundtracks, world music, band music, musicals, etc. These music collections will contain a sampling of well-reviewed and/or popular items.

3.1 Selection criteria

In addition to the above, the following criteria will be used for the selection of adult music:

- i. Patron request
- ii. Authority and competency of the performer and/or composer: substantial holdings of the works of the best composers and performers within their genres will be collected
- iii. Best individual titles: all or most of the best, award-winning titles from emphasized genres will be purchased
- iv. Artistic merit
- v. Technical quality
- vi. Cost

3.2 Review sources consulted

To locate music resources, selectors will use publications including *Billboard*, *Rolling Stone*, and *Spin*, and the online resources, *All Music Guide* and the music section of Amazon.com. In addition, on an annual basis, selectors will order from a variety of year-end “best of” publications, including those contained in *The Village Voice*, *Spin*, etc. Selectors will also order certain major award winners, including the Grammy Awards.



F. The Youth Audiovisual Collection

Fayetteville Public Library acquires and makes available films, audio books, and music to serve the general informational, educational, and recreational needs of parents and caregivers, infants through children age 12 in the Children's Library and youth age 13 through 17 in the Young Adult collection. It is not the intent of the library to duplicate the spectrum of feature films and audio available in the private sector, but rather to provide a selection that is of high quality, high interest, and appropriate to the collection.

1. Film

The children's film collection will offer a variety of movies rated G and PG by the Motion Picture Association of America (MPAA) that are geared toward children age infant through age 12. The young adult film collection will offer a variety of movies rated G, PG and PG-13 by the Motion Picture Association of America (MPAA) that are geared toward youth ages 13-18. Non-rated film will be included as appropriate when the item falls outside MPAA jurisdiction, for example television series, or the film's creation pre-dates the MPAA ratings system. The primary focus will be education and entertainment. This collection will feature award-winning movies in addition to classics, family movies, and popular titles. The nonfiction collection will offer instructional, self-help, and educational titles.

1.1 Selection criteria

The basic criteria for the selection of youth fiction and nonfiction materials will apply, in addition to these criteria specific to this medium:

- i. Patron request
- ii. Nominated for or recipient of a significant award
- iii. Named on one or more lists of best children's or teen films
- iv. Positive critical reviews in respected, reputable, preferable professional journals
- v. The youth collection has insufficient materials available on the subject
- vi. For the children's collection, a Motion Picture Association of America rating of G or PG, if rated
- vii. For the young adult collection, a Motion Picture Association of America rating of G, PG or PG 13, if rated
- viii. Artistic merit
- ix. Technical quality
- x. Cost

1.2 Review sources consulted

Selectors will evaluate reviews in *School Library Journal* and *Booklist*, as well as award lists and bestseller lists by *The New York Times* and Amazon.com. Selectors will also be aware of current, popular movies to add to this collection.

2. Audio books

The youth audio book collection will contain fiction and nonfiction titles, titles with accompanying read-along books, and a solid representation of world language materials. It will contain popular, award-winning titles in both abridged and unabridged formats, with an emphasis on unabridged. The goal of this collection is to provide a sampling of the best materials available in this format – including Newbery, Charlie Mae Simon and Printz award winners.



It will also include a range of popular and recommended titles.

2.1 Selection criteria

The most important criterion for selection in this area is the popularity of the author or title, followed by consideration of any award the title has received. Consideration will be paid to the general criteria outlined in this policy for the selection of fiction and nonfiction materials.

Additional criteria include:

- i. Patron request
- ii. Authority and competency of producer
- iii. Artistic merit and reputation of the reader
- iv. Quality of the interpretation
- v. Ease of understanding the reader
- vi. Technical quality
- vii. Cost

2.2 Review sources consulted

Selectors will use the same resources used for fiction and nonfiction purchasing, utilizing reviews in *School Library Journal*, *Booklist*, and *Kirkus Reviews*, as well as award and bestseller lists.

3. Music collection

The children's music collection will have holdings of classical/opera, folk/country, blues/jazz, storytelling, lullabies, soundtracks, and anthologies. While this will not be a comprehensive collection, selectors will actively research and collect a wide range of titles within these areas, striving for what is popular as well as outstanding performers.

3.1 Selection criteria

In addition to the above stated considerations, the following criteria also apply:

- i. Patron request
- ii. The quality of the performer or composer
- iii. Award-winning titles
- iv. Artistic merit
- v. Technical quality
- vi. Cost

3.2 Review sources consulted

Selectors will consult reviews in *School Library Journal* and *Booklist* and monitor award and bestseller lists for children's music.

G. The Reference Collection

Reference materials are for use in the library. They provide quick, concise, and up-to-date information and index other material in the collection. They are by their nature designed to be consulted for definite items of information rather than to be read sequentially. Inclusion in the reference collection is determined by factors such as cost, complexity, format, authoritativeness, frequency of use, and indexing. When demand dictates and cost permits, additional copies are purchased for lending.



To a limited extent, items not falling strictly within the reference format, but in high demand by library users may always be included in the reference collection to allow maximum use and to ensure their availability. See also the section of this policy concerning materials prone to theft or damage.

1. Selection criteria

The basic criteria as set forth in this policy for the selection of nonfiction materials will be used. The primary criteria for selection reference materials are the library users' information needs. The decision to select print, electronic, or other formats of resources will be based upon cost, content, currency, and ease of use. In addition to the above stated criteria, other considerations may include:

- i. Patron request
- ii. Subject
- iii. Scope
- iv. Format
- v. Favorable reviews
- vi. Inclusion in basic reference collection guides
- vii. Reputation of the author and/or publisher

Library holdings will be sufficient to meet the research needs of an average adult and/or a high school student. However, they are not intended to provide in-depth information about scholarly and/or technical topics. These materials are held extensively at the University of Arkansas and will not be duplicated here.

2. Review sources consulted

In evaluating reference resources, the Fayetteville Public Library uses the following publications as primary resources: *Booklist*, *Library Journal*, *Publishers Weekly*, *VOYA*, *School Library Journal*, *Horn Book*, *Kirkus Reviews* and *The Bulletin of the Center for Children's Books*. Each issue of each publication is reviewed and selectors will use these reviews as a guideline for purchasing.

3. Print reference resources

The library will have a reference collection with two goals: 1.) A collection that can answer the questions and informational needs of patrons. 2.) A collection that serves as a permanent, up-to-date sampling of in-depth resources for all general nonfiction areas. The purpose of the collection is to provide current information on all subjects and historical information in areas where previous questions and experience indicate that materials are likely to be requested. The library will place reference orders through both standing orders and regular purchases.

4. Electronic reference resources

Web-based, electronic, e-book, or multimedia resource formats may be considered for inclusion. These may be indexing and abstracting resources, reference materials, full-text or numeric databases, or electronic versions of print books. Priority will be given to full-text resources with remote access capabilities that are owned by the library.

4.1 Evaluation criteria for electronic reference resources

The procedure for reviewing and deciding the continuation of electronic resources will be based on these criteria:



- i. Use statistics generated from various data collection methods.
- ii. Availability of a better product based on evaluation methods and criteria listed in this policy.
- iii. Current product becomes obsolete, damaged, or cost prohibitive.

H. Collection Evaluation

The library monitors and evaluates the materials in its collection on a regular and continuous basis to determine if they are meeting the needs of its patrons and that the library is fulfilling its mission. The collection will be evaluated in response to the changing nature and needs of its community through weeding and replacement of titles. Methods used may include analysis of turnover rates by subject, availability and usage checks of titles, circulation reports, comparison with selected bibliographies or “best books” lists, patron input, or other means. Through ongoing quantitative and qualitative methods, library staff monitors the collection to ensure its excellence.

1. Material withdrawal

Withdrawal (also called weeding) is an important aspect of collection development. Weeding is a task requiring skill, care, time, and knowledge of the collection. Weeding is a necessary adjunct of selection because it systematically eliminates unnecessary items, outdated or superseded materials, titles infrequently used, no longer of interest or in demand, unnecessary duplicates, and worn out or damaged items.

Materials that are no longer useful in the light of stated objectives and other factors, such as public demand, physical condition, age, and space considerations, will be systematically deleted from the collection. For fiction and audiovisual materials, this includes the condition of the item, its circulation rate over the past several years, and its quality level as determined by staff. For nonfiction materials, a determining factor will also be the age of the item – particularly in the science and health-related areas where timeliness is of vital importance. Individual bias and interest must not be allowed to dominate material withdrawal. The community should be able to find information in the library on all subject fields.

1.1 Disposition of withdrawn materials

Discarded materials may be sold or may be given to the Friends of the Fayetteville Public Library, to other Washington County libraries, and local nonprofit organizations for resale and/or re-use. Priority in these cases will be given to the Friends of the Fayetteville Public Library.

Some items may be physically discarded if they are significantly damaged, such as missing pages, or are otherwise not in condition to be sold or reused. Recycling is the preferred disposal method.

Procedures for the disposal of discarded materials shall not violate local, state, or federal laws.

2. Materials prone to theft or damage

When a book or periodical is discovered to be frequently lost or damaged, it may be held behind the appropriate public service desk for in-house use by patrons. Patrons must deposit a library card, driver’s license, or similar identification for in-house use, which will be retrieved when the item is returned.

3. Materials not collected

The library will not collect textbooks, books in Braille, or works that are abridged.



4. New formats

New formats will be considered for the collection when, by industry report, national survey results, and evidence from local requests, a significant portion of the community has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the library's ability to acquire and handle items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the library's collection.

I. Acquisition Priorities, Gifts, and Recommendations

1. Replacements, duplicates, and multiple copies

A replacement is an item purchased to replace a title previously in the collection. Due to cost constraints and availability, the library will not automatically replace items withdrawn because of loss, damage, or wear. Replacement items may be more current, more comprehensive, or better treatments in the same subject area as the item being replaced. The library will not duplicate items in the collection at the expense of the first copy of an important, but less popular item needed in the permanent collection.

The library does not have the budgetary resources to buy multiple copies of every title it owns. It does, however, buy multiple copies of titles that have high patron demand. It is up to each selector to determine how many copies of a title should be ordered and in what format within the constraints of their budget allocation.

The need for replacement or duplication in each case is judged by the following factors:

- i. Accuracy and currency of content
- ii. Number of copies available in the collection
- iii. Coverage of the subject available in the collection
- iv. Demand
- v. Availability
- vi. Cost

2. Gifts and donations

All gifts and donations of books and other materials are accepted with the understanding that they may be used or disposed of as the library staff determines appropriate in accordance with the criteria set forth in this policy. Cash donations intended to purchase materials, for example as memorials or honoraria, are accepted with the understanding that the library will select and purchase materials using the same criteria set forth in this policy to best meet the needs of the existing collection. See also Fayetteville Public Library policy MG, "Gifts and Memorials."

In special cases, library staff members may evaluate the items before they are donated in order to determine whether the item will be added to the collection.

3. Patron requests

Fayetteville Public Library welcomes suggestions from the community concerning possible purchases of materials. All suggestions are given serious consideration. These suggestions will be considered by the same criteria as any other materials purchased for the library. In cases when the request is for an item that



would otherwise be considered borderline, the library will generally attempt to order the material as the budget permits. Items that are not purchased based on patron requests may be available through interlibrary loan (see Policy LI).

J. Reconsideration of Library Materials

See Fayetteville Public Library policy MR, “Reconsideration of Library Materials,” for this procedure.

