

COLLECTION MANAGEMENT POLICY

Purpose of Policy

The Hocutt-Ellington Memorial Library ("the Library") is a community institution dedicated to the concept of fair and equal service for all. This Collection Management Policy provides guidelines for library staff in their role as selectors and maintainers of Library materials. It also serves as a method of communicating the Library's principles to all interested stakeholders.

Principles

Hocutt-Ellington Memorial Library Mission, Vision, Values, and Strategic Plan

Endorsement of ALA Statements

The Library supports the following statements from the American Library Association
[Library Bill of Rights](#)
[Freedom to Read Statement](#)
[Freedom to View Statement](#)
[Statement on the First Amendment and Censorship](#)

Inherent in the collection management philosophy is an appreciation for everyone who uses the Library. The Library provides materials to support each individual's journey and does not place a value on one patron's needs or preferences over another's.

Intellectual Freedom

The Library is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, the Library strives to offer a collection that represents the needs of our diverse community. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

While every patron may not agree with the viewpoints offered in some material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause, or movement may be explored, provided that the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of numbers. Patrons are free to choose what they like from the collection, to reject what they don't like, but not to restrict the freedom of others to choose.

Decisions about what materials are suitable for particular children should be made by the people who know them best: their parents or guardians. Selection of materials for adults is not constrained by possible exposure to children or young adults.

The Library is committed to free and open access to its collections and to connecting people with the world of ideas, information and materials they wish to explore in a friendly, nonjudgmental manner.

Procedures

Materials Selection: General Collection, Large Print Collection, Audiovisual Collection, and Digital Collections

The Library's 2022-2027 strategic plan states that our Library's collections serve several purposes. They "cultivate curiosity and inform the public" and "reflect our community and are accessible to users of all ages." This mission is the foundation of collection development and management at the Library.

All Library acquisitions, whether purchased or donated, are considered and evaluated using the same standards. Using the following criteria, materials are evaluated and selected by the Library staff. Ultimate responsibility for selection rests with the Library administration.

The Library selects material on a variety of criteria including but not limited to:

- Fulfillment of the Library's mission for collections (stated above)
- Currency
- Relevance or popularity of topic
- Demand/anticipated demand
- Authority/critical review
- Local significance
- Uniqueness of information
- Expressed needs and interests of Clayton residents
- Date of publication
- Expression of challenging or alternative points of view
- Accessibility for multiple patrons for electronic materials

Materials Selection: Historical Collection

For Historical Collection acquisition guidelines, please refer to the Historical Collections Policy.

Donations:

No conditions may be imposed on the Library relating to the donated funds, items, books, and/or other materials for acceptance by the Library. The Library does not accept obviously used items into its circulating collection.

Patrons who wish to make memorial book donations should contact the Library at ClaytonLibrary@townofclaytonnc.org.

Materials Deselection:

The Library continuously reviews its collections and removes materials that are worn, obsolete, or unnecessary duplicates. This act is also known as "weeding" and is an on-going process. When sources become dated and misrepresentative of current knowledge, they are marked for removal from the collection. Staff receive training and guidance for weeding from the library director and supervisors.

Replacement of lost or weeded materials is not automatic but is evaluated based on the same criteria as new purchases.

The Library deselected material on a variety of criteria as laid out in the CREW method, which gives six general criteria for weeding items from the collection, once date of acquisition and standard is taken into account. More information about CREW can be found [here](#).

Community Suggestions:

The Library welcomes expressions of opinions from the public concerning materials selected or not selected for inclusion in its collections. Requests to add or remove materials will be considered within the context of the principles affirmed in this document. Patrons wishing to suggest an item for inclusion in the collection may complete a [purchase suggestion via the online catalog](#) or ask for such a suggestion to be completed by Library staff.

All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help in developing collections which serve the interests and needs of the community.

Requests for Review of Library Materials:

Any Library cardholder who wishes for the Library to reconsider the acquisition of an item in its collection must fill out a "Request for Review of Library Materials" form, either by contacting the Library Manager for the form or by picking up a copy of the form at the front circulation desk. All requests will be reviewed by the Library's Collection Management Team, and the Library Manager will send a written response to the person requesting the change within 30 calendar days.

If the person requesting the change is not satisfied by the decision, he or she may send a written appeal to the director, who will present the appeal to the Library Advisory Board for their ultimate decision. The Library Advisory Board will review the appeal at their next regular meeting and will issue a final written decision to the person in question. The decision of the board is final.

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