



Walton County Public Library System Collection Development Policy

Purpose

The Collection Development Policy outlines the philosophies that create and shape the Walton County Public Library System's collection, the practices that maintain it over time, and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, Walton County Public Library System's collection will remain on course, reflecting the needs of Walton County residents, while creating unique experiences of meaning and inspiration for the individual customer.

The Walton County Public Library System fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The library upholds the right of the individual to secure information, though the content may be controversial, unorthodox, or unacceptable to others.

Scope of Collection

The Walton County Public Library System collects materials, in a variety of popular formats, which support its function as an information source for the needs of a diverse, growing population. The collection also serves the general educational interest, recreational, and entertainment needs of the public, and reflects the racial, ethnic and cultural diversity of the community. Library staff regularly evaluate the collection to ensure its relevance. Collections focus on high interest and materials that meet the needs of the community.

Widespread interest and usage are the most powerful influence on the Library's collection. Selections are made to provide depth and diversity of viewpoints to the existing collection in appreciation for each patron of the library system. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's.

The Library System upholds the right of the individual to access information.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interest, lead to recognition and appreciation of literature, and reflect the diversity of the community and our world. The reading and viewing activity of children is ultimately the responsibility of parents or guardians, who guide and oversee their own children's development. The Walton County Public Library System does not intrude on that relationship.

Selection Criteria

Collection development staff use their training, knowledge, and expertise along with the following general criteria to select materials for the collection:

- Relevance to interest and needs of the community
- Extent of publicity, critical review, and current or anticipated demand
- Current or historical significance of the author or subject
- Relevance to the existing collection's strength and weaknesses
- Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability, and Library materials budget

Patron Recommendations

Patrons may request items the Library does not own. Each request will be reviewed for inclusion in the collection using the selection criteria.

Requests for Reconsideration

The Walton County Public Library System selects materials using established criteria and full consideration of the varying age groups and backgrounds of customers. Requests for removal of items from the collection can be made by filling our Request for Reconsideration form, located at all library locations. The request will be reviewed by the Library System Manager and a written response will be given within ten (10) business days. Formal procedure will have the request escalated to the Library Advisory Board, then the Walton County Board of County Commissioners in the event the requestor deems the response unsatisfactory. The item in question will not be removed from circulation during the reconsideration process.

Collection Management

The Library's collection is an ever-changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, capacity of each location, holdings at other locations, and condition of materials as listed in the Criteria for Weeding and Withdrawal listed below.

Criteria for Weeding and Withdrawal

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- No longer relevant to the needs and interest of the community
- Infrequent use and lack of demand
- No longer accurate
- Available elsewhere including other libraries and online

Withdrawn items will be disposed or donated to the affiliated Friends of the Library groups.

Gifts and Donation of Materials

The Walton County Public Library System accepts donations of books and other materials. The Library retains the authority to accept or reject gifts. Library staff and/or representatives of the Friends of the Library groups make all decision as to the use, housing, and final location of donations and gifts. The Library does not evaluate or appraise materials for tax purposes. The Library will not accept conditional gifts and donations as the items will be subject to weeding and withdrawal.

Approved by Walton County BCC: 10/26/2021