

Collection Development Policy

Purpose of Collection Development Policy

This policy will guide the staff in making consistent and informed decisions about the collection and inform the public about the principles upon which the library's collection is developed and maintained. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a collection/selection policy with which to meet community interests and needs.

Responsibility

The Librarian has the final responsibility for the maintenance and development of the collection of the Dillingham Public Library, operating within the framework of policies recommended by the Library Advisory Board. Selection of library materials, whether purchased or donated, is based upon the informational, educational, and recreational needs of the community. All materials are reviewed to determine whether they fall within the Selection Criteria guidelines listed below.

Acquisitions

Purchased materials will be acquired through the City of Dillingham purchasing procedures, following the guidelines of this Collection Development Policy. Donations/gifts can be accepted but fall under the same selection criteria as purchased materials.

Selection Criteria

All materials are judged on the basis of the work as a whole, not on a part taken out of context. Each will be considered in terms of the audience for whom it is intended. Materials are selected in accordance with one or more of the following guidelines (not in order of priority):

Artistic, literary, historic, cultural, recreational, informational, scientific merit, and/or are of educational value to our local population

Availability of shelf space

Price, in relation to total budget

Qualifications and/or significance of author

Availability of material

Awareness of significant new trends in literature, technology, and formats such as the Alaska Digital Library

Clarity and accuracy of information and/or presentation

Community requests and/or anticipated popular demand

Direct requests from consortium members such as Battle of the Books and curriculum enrichment

Format and durability

Practical usefulness

Relationship to existing materials in collection such as books in a series

Relative importance compared with other materials available on the subject

Book lists and awards such as the American Library Association recommendations, Newberry, Caldecott, etc.

Collection Goals

To promote literacy, growth, language exposure and to encourage a lifelong love of reading, the library will maintain a diverse collection of fiction and non-fiction materials to create the broadest array of topics and opinions as possible in the following areas:

- Books including popular, classics, current, and high interest at a variety of reading levels.
- Alaska and Local History Collection where materials regarding Southwest Alaska, the Bristol Bay area, and Dillingham are a special priority.
- Magazine/Newspaper Collections chosen to cover a diverse variety of current interests.
- Reference Collection containing accurate information covering general reference topics.
- Media Collection of both entertainment and informational media, including audio books and music as well as audio visuals such as Blu-ray and DVDs.

Inter-Library Loan

In situations where the library is unable to fulfill a patron's request, the library will make every effort to assist the patron in obtaining the material through the Inter-Library Loan process.

Collection Evaluation and Adjustment

In order to assure that the library is fulfilling its responsibility to provide materials to meet community interests and needs, statistical tools such as circulation reports, shelf allotments, and volume counts may be used to determine how the collection is being used and how it should change. Periodic weeding of the collection may be necessary. – See Weeding Policy.