

Salem Public Library Collection Management Policy

Mission Statement

The Salem Public Library's mission is to continually improve the usefulness of its facility and holdings by fulfilling the following roles in the community:

- Popular materials library for all ages
- Reference library for the community
- Children's door to learning
- Independent learning center for all ages

Purpose of the Policy Statement

The purpose of this collection management policy is to provide the public and library staff the library's criteria for acquisition and withdrawal decisions, resource allocation and long-range planning of collection needs in accordance with the library's mission.

Community Analysis (2000 Census)

Salem land area – 15 square miles

Persons per square mile – 1,696

Urban – 100%

Population – 24,747

Percent change since 1990 - +3.8%

Registered Salem library patrons – 14,269, or 57% of the population

Registered patrons in the Roanoke Valley – 142,694

Gender: Female – 52.8 %; Male – 47.2 %

Race: White – 91.3%

African- American – 5.9%

Native American – 0.1%

Asian – 1.0%

Hispanic – 0.8%

Other – 1.1%

Age: Percentage under 5 – 4.9

Percentage 5 to 17 – 20.9

Percentage 18 to 64 – 57.4

Percentage 65+ - 16.8

Number of schools & students: 4,618 public school students; 46 home schooled students

Public elementary schools – 4

Public middle schools – 1

Public high schools – 1

College/University – 2; +1,822 students

In addition to serving the residents of Salem, the library is part of the Roanoke Area Libraries consortium, composed of Roanoke City and County, Botetourt County, and Salem public libraries, as well as residents of other contiguous outlying localities. The consortium members share an automation system, a catalog, and a borrower's card.

Intellectual Freedom

The Salem Public Library supports the American Library Association's Freedom to Read, Freedom to View and Library Bill of Rights statements within the framework of the Virginia Code and the Salem Library's stated policies.

The Salem Public Library provides a collection that presents various and diverse points of view. It makes no attempt to promote specific beliefs or viewpoints through its collection. Parents or legal guardians are responsible for the selection and use of library materials by their children. The library supports the right of individuals to reject for themselves or for their children materials they find unsuitable or objectionable, and makes no attempt to limit or restrict access except for restrictions outlined in the Internet Use Policy and in loaning "R"-rated videos to minors without parental permission to do so.

Description of the Collection & Services

The Salem Public Library occupies a 15,000 sq. ft. building. It contains over 110,000 books, audio books, videos, DVDs and music CDs. The library subscribes to 175 magazines, newspapers, and newsletters, 15 electronic databases, and a collection of electronic books.

The Salem library offers access to the internet through 14 unfiltered and 2 filtered public workstations. Additionally, the library offers story hours for toddlers and pre-schoolers, summer programs for families, and occasional programs for adults. Free notary service is available as well as the use of a typewriter and 3 word processors.

Materials Budget

The Salem City Council and the Virginia General Assembly appropriate funds for the purchase of library materials. The Library Director has the final say in expending the funds, but the library staff has a great deal of input into how the funds are expended. At present, there are no fixed percentages for the expenditure of funds according to the type of material purchased.

Collection Responsibility

Ultimate responsibility for the library's collection rests with the Library Director who in turn delegates authority for selection to the various department managers

and to those members of the staff who are qualified by reason of education, experience, and daily contact with the users of the library. The Youth Services Librarian orders children's and young adult print and A/V materials on a quarterly basis. The Library Director and Reference Librarian order adult print and A/V materials on a monthly basis. A Collection Development Committee headed by the Reference Librarian meets on a regular basis to discuss areas where the collection needs additional resources

Acquisition Tools

In keeping with its mission statement, the Salem Public Library uses a variety of selection review sources including, but not limited to, trade and professional journals, as well as the media. Examples of the types of review sources include Publisher's Weekly, Library Journal, and Booklist. The library also consults vendors' and publishers' marketing tools, such as catalogs and lists of recommended titles from Baker & Taylor or BWI and seeks recommendations from qualified professional librarians as well.

Patron Requests

The Salem Public Library will purchase materials requested by patrons if the materials are acceptable according to the Collection Development policy. Also the materials generally must have the current or previous year's copyright date; otherwise the material will be requested for that patron's use through interlibrary loan from another library outside the Roanoke valley when possible.

Acquisition Sources

The Salem Public Library purchases materials from jobbers such as Baker & Taylor, BWI & Ebsco. It also purchases from publishers who do not distribute to jobbers, such as Recorded Books and electronic database publishers, such as E-library. The library uses a variety of standing orders with these vendors; however the library does not participate in approval plans. Because it outsources the cataloging and processing of materials as much as possible, the library deals primarily with those vendors who offer such services that meet the library's specifications, in particular the ability to interface with OCLC, the benchmark international network for catalog and interlibrary loan services. Additionally, the library occasionally purchases items such as the works of local authors and regional history titles from Roanoke area sources.

Criteria for Selection

The Salem Public Library considers the following factors when choosing materials:

- Currency
- Public demand
- Popularity of authors and subjects
- Popular culture and media coverage
- School curriculum
- Evaluative reviews

- Award winners
- Suitability of physical form to library use
- Technical quality or ease of use (for non-print)
- Funding constraints
- Spatial constraints
- Holdings of other Roanoke Area Libraries consortium members
- Comprehensiveness
- Reputation of publisher

General Collection Priorities

- *Currency.* Collection emphasis is on up-to-date information. Older materials, which remain accurate, will be retained and replaced as outlined in the above selection criteria.
- *General treatments,* over those which are specialized, scholarly, or primarily for professional use.
- *Breadth over depth.* In general, the Salem Public Library will purchase single copies of a wide range of titles rather than multiple copies of the same title. Multiple copies will be purchased when they are warranted by public demand, or when the title is of local interest and may go out of print, or if it is the definitive title on a particular subject. (For titles with waiting lists, an extra copy will be purchased for every five patrons on Salem's waiting list [estimated to be 10% of the total waiting list]).
- *Single-volume overviews* over multi-volume works.
- *Materials written in the English language* with consideration given to additional languages as the need arises.
- *Unabridged editions over abridgments.* Abridged titles of nonfiction audio books may be purchased and/or donated. Abridged audio books may be added to the collection if the library does not own the unabridged title.

Self- Published Materials

In most cases, the library will not purchase self-published materials that are not reviewed in established review journals. Exceptions may be made for self-published materials of local interest that meet the selection criteria of the collection policies.

Collection Formats

- *Books:* The Salem Public Library acquires books in both hardback and paperback formats in a wide variety of fiction and non-fiction categories, including reference. The library participates in several standing-order plans that ensure acquisition of a well-balanced mix of new and award-winning titles.

- *Documents.* The Salem Public Library acts as an unofficial depository for state documents, retaining those which fit the selection criteria and collection priorities for the subject covered. Space will be maintained for uncataloged materials temporarily housed for the purpose of public review. The library will collect and retain selected documents produced by the City of Salem.
- *Periodicals (Magazines and Newspapers).* The Salem Public Library provides representative periodicals in a wide range of subjects of reference value and recreational or informational interests. The library maintains the paper copies of the Roanoke Times and Salem Times Register until the microfilm copies are received. The other newspapers are retained for three months. Magazines are kept for two years, except for the National Geographic and Virginia-related magazines, which are retained permanently. Access to back files of magazines and newspapers are found on Ebsco, Gale, and other online periodical databases to which the library subscribes.
- *Audio Books.* The Salem Public Library purchases unabridged versions of both fiction and non-fiction titles, and some abridged self-help titles are purchased. The library maintains several standing orders for unabridged children's fiction. The library will, over time, phase out the purchase of books on tape in favor of books on CD and other advanced formats.
- *Language Tapes.* The Salem Public Library purchases foreign language instruction tapes and CDs in most commonly used languages and also purchases ESL materials. Again, tapes will be phased out in favor of CDs and other advanced formats.
- *Videos.* The Salem Public Library purchases feature films, documentary, and instructional videos for both the adult and children's collections. There is some emphasis on getting titles not easily available from rental outlets, such as foreign films, and mini-series originally produced for television. The library is phasing out the purchase of videocassettes in favor of DVDs.
- *Compact Discs.* The Salem Public Library will not attempt to collect popular music, but instead will concentrate on classical, ethnic, soundtracks, and children's music.
- *Pamphlets.* The Salem Public Library maintains a pamphlet file of local history.
- *Microfilm.* The Salem Public Library has two microfilm subscriptions—one to the Roanoke Times and the other to the Salem Times Register. The library also owns an irregular collection of the New York Times covering the period of 1854-1975.
- *Children's.* The Salem Public Library has a children's section of the library and has materials of interest to children from pre-school to age 12. The children's collection also includes a section of parenting books of interest to those working with children.
- *Young Adult.* Fiction titles of interest to young adults age 13-18 are purchased and shelved in the YA section.

- *Large Print.* The Salem Public Library maintains several standing orders for large print materials and concentrates on acquiring adult nonfiction large print, although popular adult fiction large print is also purchased.
- *Electronic Books.* The Salem Public Library purchases the netLibrary collection of electronic books as funds become available.
- *Electronic Databases.* The Salem Public Library concentrates on subscribing to databases that contain information that is difficult to maintain in a physical format, such as auto repair manuals, phone directories, or back files of periodicals. Preference is given to those vendors who allow remote access to their databases.
- *Textbooks.* The Salem Public Library maintains a collection of uncataloged textbooks currently used in the City of Salem schools. These have been donated by the school system and are for in-library use by students.

Donations

The Salem Public Library accepts donations of materials or money with the understanding that items added to the collection must meet the same criteria as purchased materials. The library reserves the right to refuse gifts and to make all decisions about use, housing, and disposition of materials. With regard to monetary gifts, every effort will be made to respect the intent of the donor's wishes, but specific titles may or may not be purchased. For tax purposes, a receipt (Appendix A) will be given to the donor, but the donor himself must indicate the value of the donation. If the library decides not to add a donated title to its collection, it will either be saved for Friends' Annual Book sale, or put in the library's ongoing book sale. If the item does not sell at either of these sales, it will be donated to a charitable organization, such as the Goodwill.

Withdrawn Items

The Salem Public Library discards books on a regular basis to maintain the usefulness of the collection. As a general rule, materials are withdrawn if they have had no transactions in the automation system within the last five years. Materials may also be withdrawn if they are in poor condition, duplicate titles, or contain dated information. Detailed guidelines for withdrawal are in Appendix B. Withdrawn items are put in the library's ongoing book sale if they are in good enough condition. If they do not sell after a period of time, they are donated to a charitable organization, such as the Goodwill.

Reconsideration of Materials

Occasional objections to library materials will be made, despite the quality of the selection process. If a complaint is made, the following procedures should be followed:

1. Courteously inform the complainant of the selection procedures and make no commitment as to the disposition of the item.
2. Request that the complainant fill out the "Request for reconsideration of materials" form (Appendix C).

3. Inform the City Manager and other appropriate personnel.
4. Keep the challenged material accessible to the public during the reconsideration process.
5. Upon receipt of the completed form, the Library Director requests review of the challenged material by an ad hoc review committee of three, which shall include one certified librarian, and two citizens of Salem.
6. The City Manager shall appoint the members of the committee.
7. The review committee takes the following steps after receiving the challenged materials:
 - a. Reads, reviews, or listens to the material in its entirety.
 - b. Checks general acceptance of the material by reading reviews and consulting recommended lists.
 - c. Determines to what extent the material supports the collection management policy.
 - d. Meets to discuss and judge the material for its strength and value as a whole and not in part.
 - e. Prepares a written recommendation and presents it to the Library Director.
8. The Library Director retains or withdraws the challenged material in accordance with the recommendation of the review committee.

Assessment

The Salem Public Library materials collection will be evaluated on the basis of the following criteria:

- # items per capita
- \$ spent per capita
- # periodical subscriptions per capita
- % holdings in non-print formats

These criteria will be measured against the Library of Virginia's Library Development & Networking Division's document, Planning for Library Excellence 2000. The Salem Public Library's goal is to match or exceed the Excel Guidelines and the Top Quartile Median for collection-related parameters listed in this document. The Excel Guidelines include:

- Books, including popular materials and reference materials
- Books and other materials for young adults
- Extensive materials on local history genealogy
- Large print materials
- Periodicals and newspapers
- Homework support materials
- Spoken word and recorded music in appropriate formats
- Videocassettes/DVDs
- Audio books
- In-depth nonfiction collections
- Closed caption and described videos
- Computer software

- Emerging electronic formats, such as MP3
- Government documents
- Popular paperbacks
- Literacy materials
- Adult basic education materials
- Specialized electronic resources
- Collections for special population groups, such as foreign language materials
- Multimedia materials for children and youth

The top quartile measurements are:

- # items per capita – at least 4.5
- \$ spent per capita – over \$4.16
- # periodical subscriptions per capita – at least .01
- % holdings in non-print formats – at least 7.3

Preservation

The library's facility and budget do not accommodate extensive conservation and preservation activities for most materials. Reasonable attempts will be made to keep valuable material in the collection through cleaning, mending and repair. Other preservation efforts in the future may include the transfer of information between formats in order to preserve the content when copyright allows.

Evaluation and Revision

The Collection Development Committee will review and update these guidelines every three years, so that the needs and interests of the community will be continually reflected in the collection.

Appendix A

TAX RECEIPT

Salem Public Library
28 E. Main St.
Salem, VA 24153

(date)

Name of Donor: _____

Address: _____

The Salem Public Library acknowledges the receipt of _____
(no. & type of materials)
valued by you @ \$ _____.

(staff initials)

Salem Public Library
28 E. Main St.
Salem, VA 24153

(date)

Name of Donor: _____

Address: _____

The Salem Public Library acknowledges the receipt of _____
(no. & type of materials)
valued by you @ \$ _____.

(staff initials)

Appendix B

General Withdrawal Guidelines

1. Has the item been used?
 - A report should be run annually which shows items with a last activity date of more than five years ago.
 - Is the item a duplicate title?
2. Is the item in good condition?
 - Is there a book jacket or graphics on the container?
 - It is torn or dirty?
 - Is the spine broken, pages falling out, torn or damaged?
 - Are paperbacks frayed or ripped, or held together with tape?
 - The collection should look as attractive as possible. Damaged books should be repaired or sent to a bindery to be rebound. Damaged A/V items should be repaired or replacement parts should be ordered. If the above are not possible, the material should be withdrawn from the collection.
3. Is the information in non-fiction books current and accurate?
 - Check the copyright date. This consideration is most important in the areas of science, health, business, law, technology, geography, and travel.

Specific Withdrawal Guidelines

If there are differences in the guidelines for adult and juvenile materials, the juvenile guidelines are listed in parentheses. Otherwise, guidelines pertain to both sections.

Nonfiction

000

General collections of information – 5 years

Computer books – 3 years [keep some information on older programs and operating systems] (Juvenile: 3-5 years)

Encyclopedias – 5 years on reference shelf; then 5 years in circulation

Trivia – 5 years

100

Occult, parapsychology, psychology – make sure many viewpoints are represented

200

Surveys of world religions and denominational guides – make sure as many as possible are represented

Mythology – be aware of many different cultures

300

Almanacs and Government directories – 3-5 years

Information about domestic and other kinds of law – 5 years

Study guides – most current editions preferable

Folk and Fairy Tales – maintain a variety and weed by use

400

Maintain a wide variety of dictionaries and foreign languages instruction sets

500

Sciences – 5 years, except for natural history, field guides, plant and animal books, including dinosaurs

New discoveries – keep up-to-date

600

Health and medicine – 5 years, except for diet books (weed by use)

700

Fashion and home design – keep those that reflect classic styles or current trends and styles

800

Literature – maintain a variety of literary criticisms

900

Travel books – 5 years; maintain a good variety

Atlases – 5 years

Biographies

(In juvenile section, keep in mind school curriculum and have a good selection of current athletes, performers, and political figures, along with historical figures)

Fiction and Fiction Genres

When the use of a particular title decreases, a decrease in the number of copies is necessary. All copies of a series should be retained, providing any title of the series has been circulated within the last five years.

Reference

Annual review of the reference collection is necessary to insure current information is available.

Appendix C

Request for Reconsideration of an Item

Author _____
Title _____
Publisher (if known) _____
Request initiated by _____
Phone # _____ Address _____
Complainant: Self _____ Name of Organization _____
Identity of any other group _____

- Where did you get the item? _____
- To what in the item do you object? (Please be specific and cite the page if it is a book.)

- What do you feel might be the result of reading, viewing, or listening to the item in question?

- For what age group would you recommend the item? _____
- Could this item have value to another patron?

- Did you view, listen to, or read the entire item? _____ If not, what parts were examined?

- Are you aware of the judgment of this item by critics? _____
- What do you see as the theme of this item?

- What would you like the library to do about this item?

- In its place, what item of equal literary quality would you recommend that would convey as valuable picture and perspective of our culture?

Note: Your criticism will be seriously considered as the library re-evaluates this item. You will be notified once a decision is made. Thank you for your interest in building a wholesome and sound library system.

(if more space is needed, use reverse side)

