

**Mission Statement**

The mission of the North Little Rock Public Library System is to empower community connections. We do this by sparking curiosity and discovery, creating meaningful and memorable experiences, and serving as the community's "best first stop."

**Purpose of Collection Development Policy**

The Collection Development Policy is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Library's unique 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, the Library's collection will remain on course, reflecting the needs of North Little Rock's community, while creating unique experiences of meaning and inspiration for the individual.

**Philosophy and Scope of the Collection**

The Library System collects materials, in a variety of popular formats, which support its function as a major information source for the demanding needs of a metropolitan population. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic, and cultural diversity of the community.

North Little Rock is a diverse, dynamic, and proud community with a rich history, and the Library strives to provide materials that reflect this heritage. Member and supporter use and requests are the most powerful influences on the Library's collection. Circulation, purchase requests, and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. The other driving force is the Library's strategic plan.

In addition to member and supporter demand, selections are made to provide depth and diversity of viewpoints to the existing collection and to build a research-depth collection for local and state history and genealogy.

Inherent in the collection development philosophy is an appreciation for each individual using the Library. The Library provides materials to support each individual's journey, and it does not place a value on one person's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

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 interests, lead to recognition and appreciation of literature, and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents, guardians, and caregivers, who guide and oversee their own children's development. The Library does not operate in loco parentis, ie. "in the place of the parent."

**Scope of the Laman Library**

The Laman Library contains the core fiction and nonfiction collections for the Library system and includes material of an enduring nature as well as current-interest materials. Laman Library collections include information in multiple formats and represent the diverse viewpoints and interests of the community the Library serves.

**Scope of the Branch Libraries**

Branch libraries serve the needs of the communities in which they are located. Library staff members regularly evaluate the collection to ensure its relevance. Collections of the branch libraries concentrate on materials of high interest and materials that support the Library's strategic goals. Branch collections are shaped, in part, by in-house use and circulation through the floating collection system, in which items move freely among library locations rather than being owned by a specific location.

**Scope of the Online Collection**

The online collection represents the diverse viewpoints and interests of the entire community the Library serves. This collection includes citation and full-text databases; eBooks and other downloadable and streaming media; and instructional programs.

**Scope of Special Collections Local/State History and Genealogy**

The Local/State History and Genealogy department collects to the research level original and secondary materials in a variety of formats in the following subject areas: history of the railroad and its impact on our local community and genealogy. The Department is also the repository of the Library's institutional archives.

**Selection Criteria**

The authority and responsibility for the selection of library materials rests ultimately with CEO/Chief Librarian. Under their direction, selection may be delegated to professional collection development library staff. All staff members and the general public are encouraged to recommend materials for consideration.

All materials, whether purchased or donated, are considered in terms of the criteria below. An item need not meet all of these standards in order to be added to the collection.

- Contribution to the diversity and scope of the collection
- Contemporary significance
- Relevance to the needs and interests of the public
- Popular appeal
- Physical format
- Quality of production
- Receipt or nomination for awards
- Reputation or significance of one of the creators of the work
- Available space
- Published evaluations or reviews
- Impact on materials expenditure plan
- Accessibility of material
- Accuracy and timeliness
- Relevance of format and content to the intended audience
- Effectiveness and suitability of format in communicating the content

### **Recommendations**

NLR Libraries strongly encourages input from the North Little Rock community concerning the collection. A suggestion for purchase procedure enables residents and library members to request that a particular item or subject be purchased by NLR Libraries. 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 purchases be used to assist NLR Libraries in developing collections that serve the interests and needs of the community.

### **Requests for Reconsideration**

The North Little Rock Public Library System selects material using established criteria and full consideration of the varying age groups and backgrounds of customers. Individuals from the North Little Rock community wishing to recommend the removal or reclassification of a particular item in the NLR Libraries collection may submit a Request for Reconsideration of Library Materials form. The request will be reviewed by the CEO/Chief Librarian, in consultation with a collection development staff, bearing in mind the Library's mission statement and the selection criteria of this Collection Development Policy. After evaluating journal reviews and other materials submitted by the community member and the staff, the CEO/Chief Librarian, or the Collection Development Manager as their designee, will respond within 30 days of receiving the formal request. All requests must be made with a statement that the individual submitting the request has read the item in its entirety.

### **Collection Management Philosophy of Collection Management**

The Library's collection is a living, 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, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

### **Responsibility for Collection Management**

The final authority for the Library collection rests with the CEO/Chief Librarian. Implementation of the Collection Development Policy and management of the collection is assigned to Library staff.

### **Criteria for Weeding and Withdrawal**

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Relevance to the Library's research collections
- Availability elsewhere including other libraries and online
- Deemed to be of an enduring nature

In addition, staff use the following guidelines for the withdrawal and sale of items from special collections:

- Curatorial or environmental requirements exceed the resources of the Library

- Legal restrictions, possession of valid title, and the donor's intent
- Relevance to the scope of the special collections

Sale of withdrawn items will be carried out in the manner most advantageous to the Library. This may entail a relationship with a dealer, auction house, or other institution, in-house book sales, or donations to other institutions. Staff will deposit the proceeds from the sale of items back into the Library's accounts for the development and maintenance of collections. Material unsuitable for transfer or sale are recycled or destroyed and thrown away.

### **Independently Published Material**

North Little Rock Public Library is often asked to include items in our libraries that are written and/or published independently. This may include materials that are self-published/produced or items produced through a vanity press company. NLR Libraries looks for material with regional connections and collection relevance that will appeal to a wide audience. The best way to bring an item to the Library's attention is through reviews. Review sources that specialize in independently published material include the following: Forward; Small Press Review; and Independent Publisher.

A positive review in one or more of the library review journals, such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly, or in recognized newspapers will give an independently published book an improved chance for selection by NLR Libraries.

Information regarding the materials should be sent to the NLR Libraries' Collection Development Department. The following information should be included:

- A brief summary of the material
- Any professional reviews
- Intended audience
- Author background and contact information
- Publisher information
- Item description (ISBN, price, date of publication)
- Distributor(s)
- OCLC or LOC record

Preview copies will be treated as a donation and their disposition will be covered under the Gifts and Donations Policy. Copies may be sent to the address below:

North Little Rock Public Library  
Attn: Tech Services Department  
2801 Orange Street  
North Little Rock, AR 72114

### **Gifts and Donations**

The North Little Rock Public Library System accepts donations of books and other materials. The Library retains the authority to accept or reject gifts. Library staff make all decisions as to the use, housing, and final disposition of donations. The Library does not evaluate or appraise gift materials for tax purposes.

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Approved: CRG