

# **The Floyd County Library Collection Development Policy**

## **Mission Statement**

To support the growth and creativity of an engaged, informed, and connected community.

## **Strategic Plan**

Our complete strategic plan for 2022-2026 can be found [here](#):

## **About the Library and its Community**

The Floyd County Library serves approximately 81,000 residents of Floyd County, Indiana and reciprocal borrowers from the state of Indiana.

The Library's collection development goal is to provide a diverse Floyd County community with materials that reflect a wide range of views, expressions, opinions, and interests.

## **General Criteria for Selection of Materials**

The following criteria are used to determine materials to be added to the Library's collection. An item does not need to meet every criterion to be added.

- Public demand, usefulness, and appeal
- Reflection of the diverse population of our area and our global society
- Contribution to the diversity and scope of the collection
- Contemporary significance, popular interest, or permanent value
- Reviews in professionally recognized resources
- Nominations for awards

Selection of materials may be influenced by many factors, including but not limited to the following:

- Budgetary considerations
- Physical space limitations
- Suitability of the format and construction
- Availability of materials in other local libraries and libraries accessible through the Inter Library Loan lending program

As new formats emerge, steps will be taken to phase out duplicated, obsolete mediums.

## **Responsibility for Selection and Suggestions for Purchase**

Selection for the Library's collection is a collaborative effort spearheaded by the Collection Development Leader. Patrons are welcome to make suggestions for purchase by filling out the *Suggestion for Purchase* form on our website. Suggestions for purchase and/or preview copies provided by authors are subject to the same selection criteria as other items and are not automatically added to the collection. Preview copies that are not added to the collection will be donated to nonprofit organizations.

Inter Library Loan program is both a public service and an integral element in the Collection Development process. Staff may consider purchasing an item in lieu of requesting it through Inter

Library Loan if the material is new, requested frequently, and/or deemed appropriate for selection based on the criteria for selection.

### **Collection Maintenance**

The purpose of the Library collection is to provide materials that are in demand by the community, not to serve as an archive or an institute for advanced scholarly research. The Library keeps its collection vital and useful by removing, on a systematic and ongoing basis, those works that are worn, outdated, or no longer in demand. A goal of the Library is to keep the average age of the collection within 10 years of the current year.

### **Gifts**

The Friends of the Floyd County Library gratefully accepts donations of gently used materials. No conditions may be imposed relating to any materials donation. Funds generated by the Friends of the Library support library services and programs. Unsold materials will be donated to nonprofit organizations.

Monetary memorial donations may be utilized for a variety of material formats and may be designated to youth or adult collections.

### **Scope of the Branch Libraries**

The *Galena Digital Branch* has a very limited physical collection of materials and focuses on providing access to technology and materials that are available digitally. A small circulating collection of physical materials is available at the branch and patrons may choose to have books from the Central Library delivered to the Branch for pickup.

The *Carnegie Library Cultural Arts Center*, a branch of the library, has a small collection of materials related to its exhibits and activities.

The *IUS Satellite Library* is housed within the IUS Library. This small collection is available to our community through a partnership with IUS. Materials may be placed on hold for delivery and returned to this site as well.

### **Request for Reconsideration**

A Floyd County resident may request the reconsideration of an item already in the library's collection. To request reconsideration of an item, residents may fill out the *Request For Reconsideration Form*. Until a decision is reached, the item will remain in the collection. The final responsibility for reconsideration rests with the Library's Leadership Team. The findings of the review is reported by the Executive Director to the Library Board of Trustees. Once a title has been formally submitted for reconsideration and the review completed, the review will be utilized for two years.

## **Request for Reconsideration Form**

A Floyd County resident may request the reconsideration of an item already in the library's collection. To request reconsideration of an item, please fill out this form and email the Library's Advocacy email at [fcladvocacy@nafclibrary.org](mailto:fcladvocacy@nafclibrary.org). Until a decision is reached, the item will remain in the collection. The final responsibility for reconsideration rests with the Library's Leadership Team and a final decision report is given to the Library Board of Trustees by the Executive Director. Once a title has been formally submitted for reconsideration and the review completed, the review will be utilized for two years.

**Date:**

### **Material for Consideration**

**Title:**

**Author:**

**Publisher:**

**Type of Material:** (Check One)

☐ Book      ☐ Magazine/Newspaper      ☐ Audiobook      ☐ DVD \_\_

☐ Music CD      ☐ Other \_\_\_\_\_

**Did you read, view, or listen to the entire work or a portion of the work?**

☐ All      ☐ Part - How much? \_\_\_\_\_

**Please describe your concerns regarding this material:**

**What specific pages/sections illustrate your concern?**

**How did this material come to your attention?**

**Are there other materials you recommend to provide additional points of view on this topic?**

**Contact Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Organization Represented (if applicable):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

The Library's leadership team will review the request and come to a decision. The item will remain in the collection until a decision is made. A member of the Library's leadership team will follow up with you regarding the status of your request for reconsideration. Please allow 30 days for Library leadership to research and review.