



Collection Development Policy

It is the mission of the Dothan Houston County Library System (DHCLS) to transform lives by providing resources needed to educate, inform and entertain the residents of Houston County, Alabama. This Collection Development Policy will provide the framework for the growth and development of collections in support of the DHCLS's mission.

In order to meet its mission, DHCLS will provide all citizens of Houston County materials that reflect a wide range of views, expressions, opinions and interests. It is the responsibility of DHCLS Staff to maintain and develop physical and online collections by following the guidelines set forth in the Collection Development Policy. As part of strategic planning, the Collection Development Policy will be reviewed regularly to ensure it is a living document that addresses up to date collection concerns.

It should be understood that the DHCLS collection may include items that may be unorthodox or unpopular with the majority or controversial in nature. Acquisition of these items does not constitute endorsement of their content by DHCLS, but rather makes available its expression.

DHCLS provides free access to materials in a number of formats (print, media and electronic) to all customers. Users make their own choices as to what they will use based on individual interests and concerns.

Selection Criteria

All materials, whether purchased or donated, will be consider in terms of the criteria listed below. An item does not have to meet all of these standards in order for its addition.

- Popular interest or demand
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Relevance to community needs or interests
- Readability or ability to sustain interest
- Treatment of subject to age of intended audience
- Reputation of author, publisher, producer or illustrator
- Publisher print run
- Creative, literary or technical quality
- Nationally recognized literary or A/V awards

- Critical assessments in professionally recognized review sources
- Format and ease of use
- Circulation statistics and trends
- Cost and availability
- Relationship to existing materials in the collection
- Whether a title is part of an existing series
- Relationship to materials in other area libraries

Priorities of Selection

- DHCLS should plan to acquire, within its budgetary limitations, all types of materials needed to meet its obligations. Items may include books, pamphlets, documents, periodicals, maps, microforms, audio-visual materials, software, and online databases.
- When lack of funds limit purchases, current in-print publications of lasting value, regardless of format, will be given priority over out-of-print publications.
- Holdings of other area libraries will be considered when selecting subject areas for intensive collection or large purchase items. Consideration will be given to both the privileges and responsibilities of cooperative acquisition plans and interlibrary loan procedures.
- The number of copies of any title shall be dependent upon demand by patrons and the size of the population served.
- While DHCLS is sympathetic to the needs of students, including home-schooled students, it is not the responsibility of DHCLS to provide curriculum-supportive materials for them.
- DHCLS will not purchase textbooks.
- Materials that should not be acquired or added to the collection include literature in languages not justified by community needs, religious materials designed to be used for proselytizing, or purely propagandistic literature.
- In selecting materials, DHCLS staff will use as many selection and bibliographic management tools as possible, including: book selection periodicals such as Booklist and Publishers Weekly; Books in Print; Public Library Catalog; Children's Catalog; Book Review Digest; Dewey Decimal Classification; LC Subject Headings; professional journals such as American Libraries and Library Journal; databases such as OCLC; and bibliographies such as Magazines for Public Libraries, Reference Books for Small and Medium-Sized Libraries, and any other useful bibliographic reference works.
- DHCLS staff will strive to find at least two professional reviews of any item before considering it for purchase. Librarians may also consider purchase of items based on advertisements, author tours, television and radio coverage, and direct mail.
- In light of the current abundance of vanity publishers and print-on-demand publishers, the Library does not purchase all local authors' works. DHCLS will accept donations of such works with two reviews for consideration. Decisions to add any local author's work to the collection is done following these Collection Development guidelines.

Weeding

Weeding Criteria: age, use, condition, and relevancy all play a role in deciding when a title is no longer fit for the collection. This process is subject to DHCLS staff's discretion and are only intended as guidelines for maintaining a relevant and current collection. The process for deselection is detailed as follows:

- DHCLS staff runs a report that identifies the publication date and circulation count for each title in the collection. The titles that have not circulated within the recommended time frame for each Dewey Classification, are identified for deselection.
- Each title that is identified for deselection is evaluated for condition and relevancy to the curriculum and collection. Considerations are made for titles that are considered cornerstone works in their particular field, have cross discipline relevancy, have prior circulation history and are in good condition, and/or are the only title in their respective field/area within the classification.
- If a title has been identified through the previous two steps needing deselection, the title is removed from the stacks, deleted from the local catalog and interlibrary loan services and offered to the Friends of the Library for their Book Sales. All items not sold in the Friends of the Library Book Sales will either be donated to other charitable organizations or recycled.

Time Frames for weeding of nonfiction material based by Classification:

- Identified for review if title has not circulated in past 3 years
 - 000s - Computer science, information & general works
 - 500s - Science (general science, biology, mathematics, astronomy, physics, chemistry, earth science, zoology, paleontology, botany)
 - 600s - Technology (medicine, health, nursing, engineering, agriculture)
- Listed for review if title has not circulated in past 10 years
 - 100s - Philosophy & Psychology
 - 200s - Religion
 - 300s - Social Sciences (anthropology, sociology, political science, economics, law, education)
 - 400s - Language
 - 700s - Arts & recreation
 - 800s - Literature
 - 900s - History & geography

For fiction, reference, children's, and young adult materials, DHCLS must consider the limited space growth needs of the collection. Titles will be considered for weeding based on age, condition, use and relevancy. If a title is in poor condition but has yielded high use, a new edition will be ordered to replace the current one. When space restricts the addition of new titles, the oldest titles with the lowest circulation count will be considered for weeding to make room for the new titles in order to keep the collection current and relevant. Reference materials that are weeded and considered to still be in good condition and relevant to the community may be moved to the non-fiction collection and made available for circulation.

Reconsideration

DHCLS patrons requesting reconsideration and removal of items in the collection may submit a Request for Reconsideration of Library Material form, which is available at any DHCLS location. The DHCLS Library Director will review the request in relation to DHCLS mission and selection criteria and will reply within thirty days of receipt of the request. The item in question will not be removed from the shelf during the reconsideration process.

Purchase Suggestions

DHCLS welcomes suggestions for titles to consider purchasing. To suggest an item for purchase, please fill out a "Request Item for Purchase" form, which can be found on the DHCLS website (www.dhcls.org). Before submitting a purchase suggestion, please check the catalog to verify that DHCLS does not already own the item. Submitting this form does not guarantee the purchase of the suggested item. The suggestion will be evaluated based upon the DHCLS Collection Development Policy and current budgetary constraints.



Books and Materials Acknowledgement Form

(Revised November 18, 2015)

Date: _____

Name: _____

The Dothan Houston County Library System gratefully acknowledges your donation of

_____ Paperback books

_____ Hardcover books

_____ DVD/Blu-Rays

_____ Audio-Books

_____ Music CDs

Per IRS regulations, we are unable to set a value on donated items, but acknowledge that the materials were received in good condition. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. As always, donations to the Dothan Houston County Library System become the property of the library with the library being solely responsible for their disposition.

Thank you again for your gift.

Received By:

_____ DHCLS Staff Member

'No goods or services were provided by the Library in return for the contribution.'



DONATING MATERIALS

1. We accept the following materials in usable condition.
 - Popular fiction and current non-fiction (Paperbacks/Hardcovers)
 - Local History Materials
 - Children's books
 - CDs and DVDs

2. We do not accept the following materials.
 - Encyclopedias and textbooks
 - Cassettes (audio or video) or software
 - Magazines (including National Geographic)
 - Items in poor physical condition, for example: broken spine, moldy, water damaged, mildewed, missing or yellowed pages, etc.

3. All gifts or donations become the property of DHCLS, which reserves the right to keep or dispose of the items in any manner it deems appropriate. In most cases, usable library materials that is not added are offered to the Friends of the Library for their Book Sales, or other charitable organizations. Money raised by the sale of donated material is used to benefit DHCLS and its programs.

4. Donated items will not be returned to the donor and DHCLS will not accept any item that is not an outright gift.

5. At the request of the donor, DHCLS will supply a Books and Materials Acknowledgement form signed by the employee receiving the materials. The form may be used by the donor to keep an official record of the donation.

6. The Library does not evaluate or appraise gift materials for tax purposes. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The IRS prohibits DHCLS from determining market value.

7. We ask that you donate what can be easily physically carried inside. For pickups of larger donations, please contact the Friends of the Library at friends@dhcls.org.



Request for Reconsideration of Library Materials

Date: _____

If you have found materials or library resources about which you have concerns, please complete this form to assure prompt, complete consideration by Library staff.

MATERIAL FOR CONSIDERATION

Author/Producer: _____ Publisher: _____

Title: _____

Dewey number (if any): _____ Date/Edition: _____

Type of Material:

Book Magazine/Newspaper Video/DVD/CD Electronic Database Audio/CD

Other: _____

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

Please describe your concerns regarding this material:

What specific pages/sections illustrate your concerns:

How did this material come to your attention (optional):

CONTACT INFORMATION

Your Name: _____

Address: _____

City: _____ Zip: _____

Organization Represented: _____

Telephone: _____

Please drop completed form of to any branch location or send to: Dothan Houston County Library System, 445 North Oates Street Dothan, AL 36303



Loan Policy Chart

| Type of Material | Loan Period | Card Limit Total = 40 Maximum Item Limit Per Checkout | Daily Fine Per Item | *Maximum Fine Per Item | Holds Allowed |
|-------------------------|-------------------------------------|---|------------------------|---------------------------|---------------|
| Books | 21 Days (2 Renewals) | 40 | .25 per day | \$15.00 | 20 |
| 7-Day Books | 7 Days (no renewals) | 5 | .25 per day | \$25.00 | 20 |
| Juvenile Books | 21 Days (2 Renewals) | 40 | .10 per day | \$10.00 | 20 |
| Juvenile Kits | 21 Days (2 Renewals) | 5 | 1.00 per day | \$10.00 | 5 |
| Subject in a Box | 21 Days (no renewals) | 2 | 1.00 per day | Cost of Replacement | 2 |
| DVDs | 7 Days (no renewals) | 5 | 1.00 per day | \$20.00 | 5 |
| Audio Books | 21 Days (2 Renewals) | 5 | 1.00 per day | \$25.00 | 20 |
| eBooks (CamelliaNet) | 14 Days | 5 | \$0.00 | \$0.00 | Unlimited |
| iPad | 2 Hours | 1 | 1.00 per hour | Cost of Replacement | 0 |
| Laptop | 2 Hours | 1 | 2.00 per hour | Cost of Replacement | 0 |
| Nook eReader | 21 Days (2 Renewals) | 1 | 1.00 per day | \$50.00 | 0 |
| Study Room | 1 Hour (Renewals upon availability) | 1 | 5.00 per hour | \$10.00 | 0 |
| Freegal Music | Yours To Keep | 5 | \$0.00 | \$0.00 | 0 |
| Zinio Digital Magazines | Yours To Keep | Unlimited | \$0.00 | \$0.00 | 0 |

Hoopla Digital Loan Policies

| Type of Material | Loan Period | Maximum Checkout Limit | Daily Fine For Each Item |
|------------------|-------------|---------------------------|-----------------------------|
| Audio Books | 21 Days | 5 | 0 |
| Music | 7 Days | 5 | 0 |
| Movies | 3 Days | 5 | 0 |
| Television | 3 Days | 5 | 0 |