

1. Mission Statement

The mission of the William F. Laman Public Library is to maintain and improve the quality of life for all citizens of our community by providing resources that enhance and contribute to literacy and foster community engagement with information, culture and civic life.

2. 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 customer.

3. Philosophy and Scope of the Collection

The William F. Laman Public 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.

Customer use is the most powerful influence on the Library's collection. Circulation, customer 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 customer 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 customer of the William F. Laman Public Library. The Library provides materials to support each individual's journey, and does not place a value on one customer'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, who guide and oversee their own children's development. The William F. Laman Public Library does not intrude on that relationship.

4. Scope of the Main Library

The Main 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. Main Library collections include information in multiple formats and represent the diverse viewpoints and interests of the community the Library serves. The reference collection contains current and historical non-circulating publications to support extensive and in-depth reference service for the general public, students and businesspeople.

5. Scope of the Branch Libraries

Branch libraries serve the needs of the communities in which they are located. Library staff 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 customer use through the floating collection system, in which items move freely among library locations rather than being owned by a specific location.

6. 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.

7. 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.

8. Selection Criteria

Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject

- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget

9. Customer Recommendations

Customers may request items the Library does not own. Each request is reviewed for inclusion in the collection or for loan through Interlibrary Loan. Staff determine the best method for delivery of materials using the selection criteria.

10. Requests for Reconsideration

The William F. Laman Public Library System selects material using established criteria and full consideration of the varying age groups and backgrounds of customers. Requests for removal of items from the collection may be made using a formal procedure outlined in Reconsideration of Library Materials and Citizen's Request for Reconsideration of Library Materials.

11. 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 Director. 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 William F. Laman Public 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

When a statement of a donor's preferences accompanies an acquisition, any departure from it is carefully considered and negotiated with the donor or the donor's heirs or settled by appropriate legal procedures. For an item withdrawn from special collections including rare books, artwork, photographs, antiquarian maps, and archival materials, the Library will document its disposition.

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.

Gifts

The William F. Laman 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: CG