

COLLECTION DEVELOPMENT POLICY

**Forsyth County Public Library
Mission Statement**

Connecting our community to reading, information and lifelong learning.

OBJECTIVE

The Forsyth County Public Library is the only library resource and information center that serves all the people of Forsyth County. Users of the Forsyth County Public Library should have the highest quality library service available within the constraints imposed by financial limitations.

A library is identified and defined principally by its holdings of materials and information resources and its staffs' skilled guidance in their use. The Library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining and providing access to a collection of materials and electronic resources that address the interests and needs of the members of a diverse and complex community.

THE LIBRARY'S COLLECTION

The Forsyth County Public Library provides a large and comprehensive collection, housed at the Central Library and at the branch or community libraries. The Central Library's materials support its role of providing in-depth and specialized information and research assistance to all County residents. The branch libraries serve the communities and users in their geographic areas, providing primarily current, popular collections and materials to meet basic information and recreational needs. In addition to its research role, the Central Library also functions as a branch library serving its immediate geographical area.

PURPOSE OF THE MATERIALS SELECTION POLICY

This policy serves several vital purposes.

- Guides staff in making decisions about the selection of library materials.
- Informs the public of the principles that govern collection development at FCPL.
- Constitutes a public declaration of the Library commitment to the principles of free access to ideas and information and to providing collections that reflect a variety of viewpoints.

INTELLECTUAL FREEDOM

Collection development at the Forsyth County Public Library is based on the principles of intellectual freedom and equal access for all. The Library provides a collection that balances viewpoints across a broad spectrum of opinion and subject matter. Using selection practices that are flexible and responsive to the changing needs of the community, the Library builds and maintains collections for the general public while recognizing the needs of special population groups.

The Library subscribes to the selection principles contained in the Library Bill of Rights ([MAT - A.1\(a\) - Library Bill of Rights.doc](#)), Freedom to Read Statement ([MAT - A.1\(b\) - Freedom to Read 04-03-09.doc](#)) and Freedom to View Statement ([MAT - A.1\(c\) - Freedom to View.doc](#)) adopted by the American Library Association.

RESPONSIBILITY FOR SELECTION

The responsibility for selection lies with the professional staff of the Library. The ultimate responsibility rests with the Director of the Library who operates within the framework of policies determined by the Library Board of Trustees, who are appointed by the Board of County Commissioners.

GUIDELINES FOR SELECTION

Collection development and management decisions are based solely on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community. Library materials are not marked, identified or sequestered to show approval or disapproval of the contents. The library will always be guided by a sense of responsibility to both present and future users in adding materials which enrich the collection and maintain overall balance.

The Library recognizes that some materials are controversial and that a particular item may offend some library customers. Selections are not made because of anticipated approval or disapproval, but solely on the merits of the work in relation to collection-building and to serving the interests of Forsyth County citizens. The selection of an item for the Library's collection does not constitute an endorsement of its contents.

Selection decisions are not influenced by the possibility that material may be accessible to children. Responsibility for children's use of library materials rests with their parents or legal guardians.

Cooperation with the educational community is a basic aspect of public library service. While the responsibility for providing curriculum-related materials belongs to the schools, the Forsyth County Public Library will provide materials which supplement and enrich the reference, research, and recreational needs of students of all ages.

All acquisitions, whether purchased or donated, are considered in terms of the following criteria. An item need not meet all of the criteria in order to be acceptable. Books and other materials will be considered as whole works and may not be excluded on the basis of individual passages taken out of context.

1. Importance to total collection
2. Relevance to community needs
3. Potential or known use by patrons, including high-demand items
4. Authority and quality in content and presentation
5. Current or historical significance
6. Scarcity of materials in subject area
7. Timeliness
8. Literary or artistic merit
9. Reputation of the publisher or producer; authority and significance of the author, composer, filmmaker, etc.
10. Appearance of the title in important bibliographies, lists, or recognized reviewing media
11. Price
12. Suitability of subject, style, and level for the intended audience
13. Format
14. Availability of material elsewhere in the community
15. Comparison to other material in the existing collection

ELECTRONIC RESOURCES

The FCPL homepage contains links to selected databases and useful Internet-based resources.

Additional criteria are considered when selecting materials available in electronic formats.

- Ease of use of the product
- Accessibility to multiple users
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, or general utility
- Continued access to retrospective information when necessary or desirable
- Reduction of space requirements over print products
- Reduction in number of copies of a print source when purchased for multiple locations

NEW FORMATS

Careful consideration is given to the introduction of new formats to Forsyth County Public Library collections. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

The selection of material in any new format may result in the Library's decision to retire specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology.

THE NORTH CAROLINA ROOM COLLECTION

The North Carolina Room is a non-circulating special collection within the Central Library. Its goal is to acquire, organize, preserve and make available materials relating to the people, history, culture and environment of the Piedmont region of North Carolina. The collection contains a wealth of historical and genealogical resources that focus on the City of Winston-Salem, Forsyth County and surrounding counties, the State of North Carolina, as well as South Carolina and Virginia. (See **Appendix A** – *Forsyth County Public Library North Carolina Room Collection Development Policy*).

CUSTOMER REQUESTS

Library users may place requests for the purchase of materials by completing a form or submitting an online request. All suggested purchases are reviewed by Library staff who apply the same selection criteria that are applied to all materials.

REVIEW

This policy will be reviewed by the Library Board of Trustees at least every three years.

**Adopted by the Forsyth County Public Library Board of Trustees
November 11, 2009**

APPENDIX A



Forsyth County Public Library North Carolina Room

Collection Development Policy

General Description

The North Carolina Room is maintained as a non-circulating special collection within the Central Library. Its goal is to acquire, organize, preserve, and make available materials relating to the people, history, culture, and environment of the Piedmont region of North Carolina. The collection contains a wealth of historical and genealogical resources that focus on the City of Winston-Salem, Forsyth County and surrounding counties, the State of North Carolina, as well as South Carolina and Virginia.

Collection Parameters

The purpose of the collection is to provide resource materials targeted towards children and adults conducting local history or genealogical research. Collection parameters are described as Comprehensive, Moderate, Basic, and Out of Scope.

Materials about the City of Winston-Salem and Forsyth County are collected at the Comprehensive level and are collected in all formats. Emphasis is placed on materials about the people, history, culture, and environment of the County. Literature by local authors is included in this category.

Materials about communities and counties in the Piedmont region including Alamance, Caswell, Davidson, Davie, Guilford, Montgomery, Randolph, Rockingham, Stokes, Surry, and Yadkin counties, as well as history and culture of the State of North Carolina *in general* are collected at the Moderate level. The depth of the collection of these materials is determined by the historical timeframe, i.e. when Forsyth County was a part of Stokes County, or genealogical and historical resources about surrounding areas that are tied to Forsyth County. Popular works about genealogical research also fit within this category.

Materials about North Carolina counties outside of the Piedmont region and materials about surrounding states such as South Carolina, Virginia, West Virginia, Ohio, Pennsylvania, Georgia, Kentucky, and Tennessee are collected at the Basic level. Because genealogy and cultural heritage ties the state and surrounding states to Forsyth County, these materials are evaluated for their connection to the history and people of Forsyth County.

Although there are a few volumes which will remain in the collection, materials about the United States and world history in general are Out of Scope for the North Carolina Room.

All microfilm, federal documents, and bound periodicals are housed in the North Carolina Room. These materials are considered separate collections of the Forsyth County Public Library and are not actively collected as part of the North Carolina Room collection.

Selection and Acquisition

Materials are collected in many formats, including print, microform, electronic, and photographic materials. Titles or items may be purchased, donated, photocopied or scanned from borrowed originals. Local newspapers and genealogical publications, personal contacts and word-of-mouth offerings are sources of information about materials of interest. Authority to acquire North Carolina Room materials has been delegated to the Department Head.

Gifts and Donations

Gifts and donations to the North Carolina Room are important supplements to the collection. Based on the Library's Collection Development Policy, the North Carolina Room will accept gifts of county records, publications by local authors, histories and family histories (including pedigree charts) relative to Forsyth County and surrounding areas. Subjects of particular interest to the North Carolina Room include local family histories, local African American history and genealogy, as well as local tourism, music, and art. Gifts of money, given outright or as memorials, are also accepted and can be designated for the North Carolina Room. All gift materials are acknowledged and gift-plated.

Because of the collection's specialized nature and facility limitations, donated materials must be relevant to, and consistent with, the parameters established above.

Materials that are not collected include:

- Artifacts, realia, or other 3-dimensional objects best suited to a museum,
- Materials in poor physical condition, e.g. moldy or water damaged,
- Personal papers and manuscripts, unless in direct relation to the history or genealogy of Forsyth County.

According to the Forsyth County Public Library Gift Policy, "gifts of personal property, art objects, portraits, antiques, and museum objects must be approved by the Library Director" and are outside the scope of the North Carolina Room.

Scrapbooks, diaries, and/or memoirs will be considered on a case-by-case basis. Large collections of photographs, rare books, and other archival material are not collected

without consultation between the North Carolina Room Department Head and Library Administration.

Staff members may not appraise or otherwise place a monetary value on donations. An Acknowledgement of Donation document will be given to donors for income tax deductions and personal recordkeeping purposes.

The North Carolina Room reserves the right to accept or reject any proposed gift or donation, as well as any condition placed upon it. Donations which would require an “on deposit” status are not accepted. Any materials donated to the North Carolina Room are considered outright gifts, without restriction as to use or future disposition, unless otherwise stated in the Donor Agreement ([NC Room Donor Agreement Form 5-06-09.doc](#)). If incorporated into the collection, the materials become the sole property of the Forsyth County Public Library, making them accessible according to established professional standards.

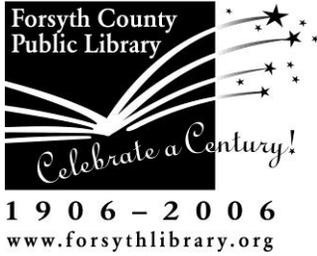
Weeding and Retention

Materials concerning the City of Winston-Salem, Forsyth County, and the genealogy and history of surrounding areas are rarely weeded. Migration to another medium may be a possibility as technology advances.

The North Carolina Room reserves the right to sell, discard, return to donor or redistribute materials if necessary.

Copyright and Reproduction

As owner of the North Carolina Room collection, the Forsyth County Public Library retains physical rights to the collection’s materials. Photocopies may be made unless the material is fragile. Existing copyright laws apply for the reproduction of materials for publication or commercial purposes. The credit statement for materials used from the North Carolina Room shall read: **Courtesy of Forsyth County Public Library**. Source citations should include reference to the North Carolina Room, Forsyth County Public Library, Winston-Salem, N.C.



APPENDIX A

Forsyth County Public Library North Carolina Room

Donor Agreement

I, _____, hereby donate the materials described below to the North Carolina Room of the Forsyth County Public Library, to become its permanent property and to be administered in accordance with established Library policies. I assign and transfer all copyrights that I possess to the aforementioned organization. I agree that these materials may be made available for research, display, or demonstration.

Description of Materials (attach an inventory if applicable):

Items not retained by the Forsyth County Public Library shall be:

- discarded
- returned to Donor
- redistributed to another institution or agency
- other (describe): _____

Donor has not received any consideration in exchange for this donation.

Date: _____

Signed: _____

Donor:
Address:

Date: _____

Department Head, North Carolina Room