



COLLECTION DEVELOPMENT POLICY

Overview

The free exchange of ideas and information is guaranteed in the US Constitution and is vital to a healthy democracy. Within the framework of the Library Bill of Rights and the Freedom to Read Statement, the Botetourt County Library provides materials and programs representing a wide variety of viewpoints, including perspectives and expressions that may be deemed offensive or controversial to individuals or groups. The use of Library materials and programs is voluntary. Parents or guardians of minors are responsible for monitoring the selection of materials or attendance at programs by their children.

The Library embraces its mission to provide materials and programs that enable patrons to freely access and consume information and cultural expressions across the spectrum of human experience and knowledge. The Library does not promulgate particular beliefs, views, or forms of expression, nor does the selection of an item or program express or imply an endorsement of the content or viewpoint expressed. Library materials and programs will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered except for the purpose of protecting them from damage or theft. In support of its mission, the Library rejects censorship and the abridgement of the free expression and access to ideas.

Authority

The Library Director assumes ultimate responsibility for collection development and maintenance, with primary responsibility delegated to the Materials Manager. The Materials Manager, in collaboration with qualified Library staff, oversees all collection development and maintenance planning, budgeting, selecting, and management. Any Library staff and patrons can participate in the collection development process by relaying purchase requests, observed trends, and general feedback regarding the collection.

Materials Selection Criteria

Within the scope of its vision, mission, and objectives, the Library will provide materials in a wide variety of formats, both physical and digital, including books, audiovisual materials, periodicals, newspapers, pamphlets, kits, objects, and other materials.

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. In building collections, the Library places priority on filling contemporary needs rather than building historical or rare material collections, with some

exceptions for materials of past and current significance to Botetourt County. Botetourt County Library follows the principles of selection rather than censorship.

The Library will not attempt to furnish materials needed for formal courses of study offered by private or public elementary and secondary schools, or by institutions of higher learning such as academic texts, or those of a highly technical nature used in specialized research.

The Library exercises foresight in anticipating demand in the selection of materials and will keep informed of other available resources in the area, including within the Roanoke Valley Libraries consortium, in order to avoid unnecessary duplication.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all criteria in order to be acceptable.

- General:
 - Present and potential relevance to community needs
 - Suitability of physical form for Library use, including durability
 - Suitability of subject and style for intended audience
 - Cost
 - Importance as a document of the times
 - Relation to the existing collection and to other materials on the subject
 - Attention by critics and reviewers
 - Potential user appeal
 - Requests by Library patrons
- Content:
 - Authority
 - Comprehensiveness and depth of treatment
 - Skill, competence, and purpose of the author
 - Reputation and significance of the author
 - Objectivity
 - Consideration of the work as a whole
 - Clarity
 - Currency
 - Technical quality
 - Representation of diverse points of view
 - Representation of important movements, genres, or trends
 - Vitality and originality
 - Artistic presentation and/or experimentation
 - Sustained interest
 - Relevance and use of the information
 - Effective characterization
 - Authenticity of history or social setting
- Special considerations for digital resources:
 - Ease and use of the product
 - Availability of the information to multiple simultaneous users
 - Equipment needed to provide access to the information
 - Technical support and training

Materials Acquisitions

The Library will purchase materials requested by patrons if the materials are acceptable according to the Collection Development Policy. The materials generally must have the current or previous year's copyright date and anticipated demand. Otherwise, the material may be requested for that patron's use through Interlibrary Loan services when possible.

The Library purchases materials from distributors such as Ingram, Baker & Taylor, Blackstone, and EBSCO, as well as publishers who do not distribute to jobbers, such as CenterPoint and Gale. The Library may use a variety of standing order plans with these vendors; however, the Library does not participate in approval plans. Other acquisitions sources may be used for reasons such as competitive pricing or expedited delivery.

Occasionally, the Library purchases items such as works of local authors and regional history titles from Roanoke area sources. All materials acquired must meet staff-guided standards for quality (both in writing and in physical construction), illustrations, patron demand, pricing, and other requirements.

The Library welcomes donations that align with the selection criteria noted above. For more information, see the Library's *Gifts and Donations Policy*.

Special Collections

The Genealogy collection's acquisition is heavily directed by limited physical space and patron-driven usage, request, and interest. While primarily sourced from donations, the Genealogy collection may include a limited number of purchased resources related to Botetourt County settlers and their migratory patterns (Pennsylvania, Maryland, and ports such as Norfolk and Virginia Beach areas). Resources may include military records; census information; and birth, marriage, death, and burial records of Botetourt County and surrounding counties. The Genealogy collection prioritizes resources directly related to Botetourt County rather than to surrounding or other localities.

The Library also collects books and other resources related to the history of Botetourt County, primarily sourced from donations. The Eagle Rock branch maintains a local history collection to preserve the history of the Eagle Rock area, focusing heavily on prominent family histories, local businesses, and historic landmarks.

The Appalachian collection focuses on materials relating to the Appalachian region, including its history, folklore, music, religion, culture, genealogy, fiction, and African and Indigenous peoples. Materials may be collected for all age levels, formats, and scholarly or non-scholarly works.

Reconsideration of Materials

Patrons may request that the Library reconsider inclusion of specific materials in the Library collection. For more information on the process, see the Library's *Reconsideration Policy*.

Withdrawal of Materials

Materials are withdrawn in order to maintain the collection's usefulness, currency, and relevance as well as to utilize limited the Library's limited physical spaces for effective discovery and retrieval of materials. Materials may be moved from one Library branch or storage facility to another at the discretion of the Materials Manager.

The Library follows professional practices for the removal of material. Criteria include, but are not limited to, condition, currency, and popularity of the material. Special consideration is given to last copies of titles with particular local or historical significance when no other copies are available within the Roanoke Valley Libraries consortium.

The Library may offer withdrawn materials to the Friends of the Library, Inc., to sell on its behalf with proceeds directly benefitting Library programs and projects. Materials will be otherwise disposed in accordance with Botetourt County's policies governing surplus property disposal.