

5.07 Douglas Public Library – Collection

Donations

I. Purpose

The Douglas Public Library welcomes both cash and in-kind donations. The donation policy provides information to all donors regarding their donations.

II. Scope

The Douglas Public Library receives donations, book sales and bequests. Restricted donations are those in which the donor has placed specific conditions. Unrestricted donations are those where the donor has placed no specific conditions.

Donation Types:

- **Donation:** Transfer of property or money without the expectation that any benefit will accrue to the donor or anyone.
- **Fund:** Use to denote a method for securing contributions for a specific program or project.
- **Fundraising:** A method of obtaining revenue to support library services or programs.
- **Bequest:** A donation of property by will or testament.

Conditions

1. Monetary donation-unrestricted. The library director determines how unrestricted donations are used. The donor may recommend a subject area or format. The library attempts to honor the donor's wishes if they are consistent with the material selection policy. A gift plate will acknowledge the donation if requested by the donor.
2. Monetary donation-restricted. If donated restricted funds are accepted, the library expends funds according to the Donor's conditions.
3. Donations of library materials. Library materials are subject to the discretion of the library. The donor may not place conditions on the donation. The Library may sell, add to the collection, trade, transfer or discard.
4. Condition of donated library materials: The condition of donated library materials must be as follows: 1) No encyclopedias, unless they are a complete set; 2) No magazines, unless they are National Geographic or Arizona Highways; and 3) No dirty, worn out or torn books.
5. In-kind donations. The library may accept donations of art if appropriate to the Library, merchandise coupons or complimentary admissions, etc. Donations of art must be unconditional, transferring ownership and all the right of ownership to the Library. The Library has the right to determine retention, location, and other dispositions of the gift. The Library may sell the item and use the funds as needed.
6. All agreements regarding donations shall be truthful, fair, and kept confidential.

7. Library staff and/or volunteers may not promise a donor to make changes in the policies, programs, services of the library, as a result of a donation.
8. Donator can obtain tax benefits.

Material Selection

I. Purpose

The Douglas Public Library carefully selects materials and electronic resources to meet the needs of diverse points of view on topics of interest to residents of all ages in our community. Our collection consists of many different formats to provide residents with informational, educational and recreational resources.

The library seeks to maintain the democratic principles expressed in the Library Bill of Rights, and the Freedom to Read and Freedom to View (See appendix).

II. Scope

The objective of the Douglas Public Library is to make available library materials and online resources to the community that will help them:

- Pursue continuing education.
- Learn new skills.
- Use their leisure time creatively and enjoyably.
- Understand their cultural heritage and that of others.
- Obtain general information.
- Improve health and quality of life

The library attempts to direct and stimulate life-long learning by providing a carefully selected collection of materials.

The final responsibility for selection of materials lies with the library director who may delegate responsibilities to staff member, specifically the collection developer.

The library will not promote specific beliefs or views, but the library will provide enough materials to enable our patrons to make informed and intelligent decisions.

Selection factors

Selection of materials is determined by many factors, including but not limited to the following:

1. The collection, budget, and services of the library.
2. Needs of library patrons for materials in different formats.
3. Positive reviews in professional journals.
4. Popular demand such bestsellers, bibliographies, or local interests.
5. Suggestions from our patrons for items to be considered for purchase. All materials must meet materials selection policy criteria.
6. The need for added materials in subject area.
7. Materials available in other libraries.
8. Items that must be updated every year may be placed on a standing order list.
9. Circulation statistics information.

10. Space limitations
11. Average cost per item will also be considered in allocating funds.

Selection of materials for: Adult, children and young adults

Definitions:

Adult: 18 years of age and over.

Easy (Young Children): new born through 7 years old

Juvenile: 8 years old to 12 years old

Young adult: 13 years old to 18 years old

Criteria for selection library materials for these three groups:

1. Opinions of professional reviewers.
2. Patron request
3. Reputation of author.
4. Appropriate for age levels
5. Accuracy of information
6. Date of publication
7. Literary merit
8. School assignments, for recreation, information and education
9. For recreation, information and education
10. Illustration
11. Price

Criteria for selection of other printed materials.

Periodicals and newspapers:

1. Community interests.
2. Reference, information, and general reading
3. Professional development
4. Entertainment
5. Price

Large type

This type of material is purchased for readers unable to read regular type. The library uses the same criteria as the rest of the library materials.

Audio Visual (AV) materials

The same selection criteria applied to books. These types of materials are: visual and audio.

Electronic resources

This type of library materials include: databases, downloadable formats, and other technologies.

Basis for selection for electronic resources

1. Patron request
2. Easy to use
3. Accuracy of information
4. Hardware availability
5. Updates
6. Components
7. Price

Foreign language materials

The Douglas Public library attempts to satisfy the needs of the diverse population it serves.

Allocation is made to provide non-English library materials.

Selection of these materials is subject to same selection materials policy used to purchase English library materials. Currently, the library has a small Spanish collection.

Patron recommendations are always welcome.

Textbooks

The Douglas Public Library does not attempt to acquire textbooks that specifically support local curricula, but it may some acquire textbooks for general use by our patrons. Mostly from receives textbooks from donations unless reported.

The library will challenge censorship of any material in order to provide complete and accurate information on all sides of an issue. Challenge to items in the collection should be made in writing to the library director (see Reconsideration of Library Materials policy).

Suggestions For Purchasing

Suggestions for purchases should be made by filling out the form located on 5.08 Figure 2: Suggestions for Purchasing Form. Suggestions are encourage but is should be understood that suggesting an item does not necessarily mean that the item will be purchased.

Weeding (Deselection of Materials)

Library materials will be withdrawn from the collection when these materials no longer meet the library mission and services priorities.

The professional judgment of the Librarian, the library specialist and the Crew Method (among others) will be used to determine which materials will be withdrawn.

Library materials withdrawn from the collection will be transferred to the Friends of the Douglas Public Library for book sales. Items that do not sell at the book sale, may be kept for the next book sale, placed in the permanent library book sale and the basement or in the "free books" area, given to nonprofit organizations, or put in trash if damaged only.

Criteria for weeding library materials

1. Outdated
2. Circulation Rate
3. Biased
4. Condition (worn, soiled, badly marked, damaged)

5. Superseded (better edition on the subject)
6. Irrelevant to the needs and interests of our community
7. The material may be obtained elsewhere through interlibrary loan

Timeline for Weeding Collections

The library collection is weeded a minimum of every six months, but is weeded as needed.

Timeline for NEW status

The Large Print, Biography, Non-fiction, and Fiction collections are placed out of NEW status within seven months.

The Spanish Adult Collections are placed out of NEW status within 10 months.

The Children's and Young Adult collections are placed out of NEW status within eight months.

For the Children's section, thin paperback books are not bought and not used in the collection.

Reconsideration of Library Materials

The Douglas Library recognizes that occasionally a patron may object to materials in the library and may wish to ask that the materials be reconsidered for inclusion in our collection. The library has a form for the reconsideration of library materials in the often used documents binder (See appendix). In order for an item to be reconsidered a patron must fill out the form and sign it. The form should be given to the Librarian along with the item for reconsideration. The challenged book will be presented to the library committee. Each committee member will take the following steps:

- Read/listen/view the item.
- Check general statistics of the item within the county and country.
- Review any pertinent reviews.
- Determine how well the item fits in with the library's selection policy.
- Provide a written report to the Librarian upon completion of these steps.

The committee may or may not meet to discuss the item in question together. After the Librarian has received each written opinion, and after the committee meets, if it should decide to do so, the Librarian will write a formal opinion on the reconsideration of the item and provide it to the complainant. The decision of the committee is final.

Materials Processing

Processing Procedures

Music CD's:

1. Place barcode directly on CD(unless CD is a double sided disk).
2. Place on cataloging cart.

3. After cataloging place the following labels on the paper cover: 21 Day Loan, kind of music, call number, donation (if donated), New.
4. If CD has "New" sticker, place it in a security case.
5. Leave CD's to be checked for "Holds," etc. Leave 'ready to be checked' note with CD's
6. After it is checked, the items are ready to be shelved.

Books on tape and books on CD:

1. Place following labels on front of jacket; barcode, "Warning: audio cassette will melt if left in heat," 21 day loan label, donation (if donated).
2. Place on cataloging cart.
3. Place on call number on spine of box.
4. Leave items to be checked for "Holds," etc. Leave "ready to checked" note with items.
5. After it is checked, the items is ready to be shelved.

DVD'S

1. Place barcode directly on DVD (unless DVD is a double sided disk). Place the following labels inside the box; Barcode, "Caution: fragile disks remove with care."
2. On front of jacket cover place the following labels; 7 Day Loan, donation (if donated).
3. Place on cataloging cart.
4. Make a color copy of the cover jacket. Place color copy inside plastic display jacket.
5. Attach display jacket to DVD Box.
6. Leave DVD's to be checked for "Holds," etc. Leave "ready to be checked" note with DVD's.
7. After it is checked, the items is ready to be shelved.

Books:

1. If books are from INGRAM put a green marker line on bottom of book near spine. (This means that books have already been stripped for security purposes.)
2. If books are from any other company you will need to put a strip inside then put a green marker line on bottom of book near spine.
3. If books are donate you need to stamp with "Donated By" stamp. Do not strip Fiction Paperbacks if donate.
4. Using barcode guide, put barcode on bottom left or top left corner. (Do not cover title of book.)
5. On top and bottom side stamp with Douglas Public Library.
6. On title page stamp Douglas Public Library 560 10th Street Douglas, AZ 85607.
7. Leave books to be checked for "Holds," etc. Leave "ready to be checked" note with books.
8. After cataloging, place call no. on book and voer books that need a plastic jacket.

9. For New Books: copy title page, add "new book" sticker or other (such as "mystery," etc.)

Videos (VHS)

1. Put security strip and label on the spine and stamp with "Douglas Public Library 560 10th Street Douglas AZ, 85607"
2. Put a barcode on the video. (Do not cover the title!)
3. Put a 7 day loan sticker and a "WARNING This video cassette will melt if left in the car or in the sun!" sticker on box of video. (Do not cover the title of the video1)
4. Insert videos in plastic video covers.
5. Leave videos to be checked for "Holds," etc. Leave "ready to be checked" note with videos.