

WILLIAMSBURG COUNTY LIBRARY COLLECTION DEVELOPMENT POLICY

Final authority for the determination of policy in the selection and acquisition of materials is vested in the Library's Board of Trustees. Ultimate responsibility for book selection, as with for all library activity, rests in the Director, who operates within the framework of policies determined by the Board of Trustees.

It is the function of the public library in America today to provide the means through which all people may have free access to the thinking on all sides of all ideas. The public library has become a practical demonstration of the belief in universal education as a life long process.

It is the responsibility of the library to provide books and other media of communication for all people (this includes people of all ages, races, religions, creeds, gender and disabilities and all relevant groups and individuals). It must offer opportunity and encouragement of individuals and groups:

1. To educate themselves continuously;
2. To keep abreast of progress in all fields of knowledge;
3. To maintain freedom of expression and a constructively critical attitude toward all public issues;
4. To develop greater efficiency in the performance of their vocations;
5. To discover and develop their creative capacities for and powers of appreciation of the arts in all forms;
6. To utilize some of their leisure time for the enjoyment of reading.

In selecting materials, the library endeavors to represent all viewpoints, leaving library users free to make their own choices. The library does not endorse every idea or philosophy contained in the library's materials. This materials selection policy reflects the Williamsburg County Library's endorsement of those tenets contained in the Library Bill of Rights and the American Library Association's Freedom to Read Statement (see Appendix).

Selection Criteria:

In general the library's policy has been to purchase the best materials, which satisfy the clientele of the library within our budget limitations. Certain general criteria are followed for selection of materials in all fields:

1. The author's reputation and significance as a writer.
2. The importance of subject matter to the collection
3. Scarcity of material on the subject
4. Timeliness or performance of the book
5. Clear presentation and readability
6. Authoritativeness
7. Reputation and standing of the publisher
8. Price

Selection of Special Materials

1. Gifts

The Williamsburg County Library is pleased to accept books with the donor's acknowledgement that any books donated to the main library or any branch be subject to the selection criteria of the library and may or may not be included in the library's collection. Gifts will not be returned to the donor.

2. Religious Materials

The library attempts to have accurate and objective information on the world's religions. Its selection is broad, tolerant and without partisanship.

3. Health, Diet and Sexual Materials

The library attempts to purchase accurate, scientific and timely books on these subjects. Books will be chosen according to the author's qualifications and the audience for whom the materials are intended (adolescents, newly married, physicians, teachers, etc.)

4. South Carolina Books

South Carolina books will be purchased whenever possible.

5. Rare Books

Rare books will not be purchased unless dealing expressly with Williamsburg County, as we have not the proper place to keep them, nor the proper training to preserve archival materials.

6. Audio-Visual Materials

Audiocassettes and videotapes will be purchased for library and patron use for one week check out. Materials will be selected in accordance with the policy for books, using the same criteria.

7. Periodicals

Periodicals are chosen to supplement adult and children's book collections, giving the most current information on a variety of topics. They will also be chosen to serve the library staff as selection aides and for professional reading. Periodicals are chosen by whether or not they are indexed in the Reader's Guide to Periodical Literature and by reviews in standard reviewing sources.

Materials for Children

Children, ages 5 to 14, are eligible for a children's library card. Books are chosen by the same selection criteria as adult books.

The parent will handle any restrictions on children's reading. The library places the responsibility of the child's reading in the parent's hands.

Withdrawal Policy

Materials will be withdrawn from the collection if they do not meet the current selection standards. Specifically:

1. Duplicates of titles, purchased when the book was in heavier demand, but which are no longer needed.
2. Superseded editions of books.
3. Books that show signs of wear, which have become dirty, shabby or worn out.
4. Books that have become obsolete in contents, style or theme.

Periodicals

1. Back issues of periodicals no longer received by the library.
2. Periodicals more than three years old for which there is no space in the library.

These materials will be dispensed with in the following ways:

1. Given to the Friends of the Library with the understanding that they will remove the Williamsburg County Library stamp of ownership and sell them at the Friends book sale. Those they cannot sell can be placed in boxes and taken to the County landfill.

Complaints:

A patron or staff member may request that a book be removed from the shelf by filling out the proper form. The County Librarian will re-evaluate the item and determine whether it meets the selection policy. The decision can be appealed to the Williamsburg County Library Board.

WILLIAMSBURG COUNTY PUBLIC LIBRARY
PROCEDURE FOR HANDLING
COMPLAINTS ABOUT LIBRARY MATERIALS

1. A patron makes a complaint about an item in the library collection.
2. The patron is informed that he can make a formal complaint, and the item will be reviewed.
3. The patron is given a "Request for Library Materials Reconsideration" form.
4. When the library receives the request, it will be forwarded to the County Librarian.
5. The County Librarian will read the item immediately and after investigating published reviews of it, make a decision.
6. The complainant will be informed of that decision. The complainant will be informed that he can appeal the decision to the County Library Board. A copy of the decision will be forwarded to the Chairman of the Library Board.
7. If an appeal is made, the Library Board will review the decision to see if it meets the selection policy of the library.

These policies for the selecting and maintaining of the Williamsburg County Library Collection have been adopted by the Library Board on January 24, 1994.

Revisions were approved by the WCL Board in 2005.