

## **Collection Development and Management Policy**

### **May 5, 2020**

#### **Basis for Policy**

To guide staff and inform the public of the principles upon which collection development and management decisions are made.

#### **Collection Overview**

Our collections are designed to support both leisure reading and general reference needs. All collection decisions are made with the South Park community in mind, while also realizing our role in the wider county system, where our collection is used widely throughout.

#### **Collection Goals**

The overall philosophy of South Park Township Library's collection is to strike a balance between carefully-selected items considered "good" or especially "worthy" and items that meet general patron demand. Items are purchased with the ultimate goal of circulating and providing both entertainment and educational value to patrons of both South Park and the wider county system beyond. Concurrently, the Library believes in nurturing a unique and diverse collection that includes surprising items that general patrons may not have been aware of without access to the library.

#### **Parameters of the Collection**

##### *General content:*

South Park Township Library selects materials for its collection for all audiences that may use our services. Materials are purchased in a variety of formats, depending on appropriateness, availability, and cost. The Library does not sanction particular beliefs or views and materials are purchased with the goal of a diverse collection.

##### *Nonfiction criteria:*

The Library is committed to purchasing widely for our Nonfiction collection. There is no single standard that will be used when purchasing nonfiction materials, but the following general criteria will be implemented: authoritativeness of the author, existence of reviews from popular or professional publications, appropriateness and relevancy to the Library's patrons, historical value, and popular demand. Certain publishers are purchased from more earnestly, including Rizzoli (decorating, art, gardening), Abrams (graphic arts), Zondervan (Christian inspiration), Lonely Planet (travel), Llewellyn (paranormal), Phaidon (cooking), and the major publishers of general nonfiction (HarperCollins, Penguin Random House, W.W. Norton & Company, St. Martin's Press, among others).

##### *Nonfiction sub-section criteria:*

The Library has multiple sub-sections within the Nonfiction collection: Mind, Body, & Spirit, Consumer Education, Test Preparation, Travel, and Local History. These sections are designed to encourage browsing and keeping like-topics clustered.

Mind, Body, & Spirit includes books, music CDs, and audiobooks that deal with meditation, Buddhist thought and philosophy, yoga, and holistic medicine topics. Items in this collection are weeded based on circulation statistics and is weeded every other year. Copyright date is not as much of a concern for this collection as many topics are not based on current research. Publishers that are purchased from with more regularity are: Sounds True, Shambahala, Parallax Press, New World Library, and all major publishers of nonfiction.

Consumer Education includes books, DVDs, and audiobooks that deal with personal finance, diet & nutrition, exercise, individual illnesses and maladies (cancer, diabetes, depression, allergies), and cookbooks that deal with specific health needs or philosophies (including gluten-free, paleo, and vegan). Consumer Education is weeded yearly based on circulation statistics as well as copyright date. Items in this collection should not be outdated. Publishers that are purchased from with more regularity are: Adams Media, Rodale, Victory Belt, Rowman & Littlefield, and all major publishers of nonfiction.

Test Preparation includes books and Playaway tablets dealing with specific tests that range from high school level (AP, SAT, ACT) to post-collegiate (GRE, GMAT, LSAT, MCAT, NCLEX, etc.). Items in this collection are withdrawn as new editions are added. Publishers that are purchased from with regularity for this collection are: Princeton Review, College Board, Kaplan, McGraw-Hill, and more.

Travel includes books and DVDs. This section includes Travel Biographies, which are memoir or essay books that deal specifically with the act of travel. Books are classified as "Travel Biography" when the overall topic of the book deals more with the author/authors' experience with travel, rather than as a history or guide for a specific travel destination. Guidebooks and pictorial subject books are classified under the individual destination. The section is categorized by continent, then country within. Weeding in Travel is done based on circulation statistics, but also on copyright date. Outdated guidebooks will be withdrawn and will be replaced if circulation history deems it necessary. Publishers that are purchased from with regularity for this section are: Lonely Planet, Rick Steves, National Geographic, Moon, and more.

Local History includes books and DVDs that deal specifically with the South Park area, Pittsburgh, or Pennsylvania history. Some individual biographies and memoirs are included in this section as they become available. This section is rarely weeded and is the only section of the library that would be considered more of an archive.

*Fiction criteria:*

The Fiction collection includes works for recreational reading in the following sections: General fiction, Mysteries, Science Fiction, World Fiction, as well as Classic works for both the general population and local students of all levels. Fiction is selected based on the following criteria: popular demand, reputation of the author or publisher, availability of reviews from popular or professional publications, relationship to current collection (particularly new releases from existing series), literary merit, and availability. Releases from the same major publishers of

general nonfiction are given more consideration, with certain publishers of genre works supplementing the collection, including: Tor (science fiction), Crooked Lane (cozy mysteries), Severn House (British mysteries), Europa Editions (world fiction), Amazon (contemporary fiction), Berkley (contemporary romance), among others.

*Large print:*

The large print collection includes fiction and mysteries and generally include high-demand titles. Decisions on purchasing and weeding in this collection are also based on shelf space, which is limited.

*Paperbacks:*

Mass market paperbacks (paperbacks that are smaller in size than typical hardcover or trade paperback books) are purchased for leisure reading in fiction, mystery, romance, and science fiction genres. Paperbacks are purchased in two instances: as new additions to collection if title is released initially as a mass market paperback; or as replacement copies for popular backlist titles.

*Graphic novels:*

Graphic novels are purchased in the following categories: Comic collections, Manga, Nonfiction, Novels, Series, and Superheroes. Purchasing for this collection is based on new releases from existing series, popular demand, availability of reviews from popular or professional publications, and reputation of publisher (particular interest is paid to Marvel, DC, Drawn & Quarterly, and Fantagraphics Books).

*Periodicals:*

Magazines are purchased based on the following criteria: popular demand, availability (many magazines are now digital only), price, and frequency of issues.

*Spoken audio:*

Audiobooks are purchased in two formats: CD and Playaway. Most of the purchases in this collection are based on demand from the print versions. The physical audiobook collection is heavily supplemented by the countywide e-collections, available through OverDrive and Hoopla.

*Movies/Television Series:*

Movies and television series are purchased widely based on the following criteria: popular demand, availability of reviews from popular or professional publications, and relationship to current collection (new releases from existing series, popular actors/directors, local connections). Special collections of this section include Criterion, Foreign, and Nonfiction. These collections will be purchased for based more on the current release calendar, reviews, artistic or educational merit, and price. Both DVD and Blu-ray formats are purchased. Blu-rays are purchased based on particular patron demand (Oscar winners, blockbuster releases, etc.) or when high definition viewing would seem to be especially desirable (heavy in special effects, updated releases of classic films, etc.).

### *Music:*

The Library maintains a Music collection with the goal of providing a general interest selection which includes a variety of genres. Purchases are made with particular awareness of patron demand. The majority of new items are from chart-topping current artists, compilations (Now That's What I Call Music releases, best of decade/genre collections), soundtracks (popular movies and television shows, Broadway) and releases from legacy artists (The Beatles, David Bowie, Bob Dylan, Led Zeppelin, etc.).

### *Video games:*

Video games are purchased for the most popular gaming systems. Purchases are made based on patron demand, reviews from popular publications, and price.

### *Board games:*

Board games are purchased based on patron demand, reviews from popular publications, price, and perceived local interest. Board games are purchased largely in the following categories: classic family games (ex. Scrabble), cooperative (ex. Everdell), deck-building (ex. King of Tokyo), and worker placement (ex. Settlers of Catan).

### *Replacements:*

The Library strives to keep certain important or especially popular items in the collection for as long as they remain in demand (whether for leisure or more scholarly pursuits). However, the Library does not automatically purchase replacement copies for lost or damaged items. Reports for missing and damaged items are run monthly and this report is used to make the decision to either entirely withdraw or replace items. Prior circulation statistics and cultural significance are factors used to decide whether a replacement copy needs to be purchased.

### *Gifts:*

Decisions around adding donated or gifted items to the collection are made in a similar fashion to those that are purchased. Timeliness, usefulness, condition, and perceived patron interest play particular importance. Donated items will also be added to replace current circulating copies if the condition is markedly better.

### *Self-published books:*

Books that have been self-published are generally only purchased in conjunction with an author doing a library program, though not exclusively. Donated self-published books will be considered for inclusion in the library collection on a case-by-case basis, taking into account the parameters used for adding new, widely-published books.

## **Collection Evaluation**

### *Collection Maintenance & Weeding:*

Maintenance is vital to keeping the Library collection relevant, vibrant, and continuing to inspire browsing and wayfinding. The major evaluation tool used for this process is Sierra Create Lists. The majority of sections will be weeded based on circulation, with a last checkout of at least 2 years.

The following sections are weeded regularly with copyright date as a major factor, as information should not be outdated: Consumer Education, Travel, Test Preparation.

The following sections are weeded with more regularity based on shelf space and volume of new materials being added all the time: All Fiction-related sections, Large Print, Graphic Novels.

The following sections are not weeded as regularly as copyright date is not applicable to the goals of the collection and new purchases are rarer: Classics, Local History.

Each section should be weeded at least once every two years, whether based on circulation statistics, copyright, or condition, or some combination of all three.

*Selection Process:*

Selections are made using resources that include but are not limited to the following: Library Journal, Ingram Advance, Baker & Taylor, Publishers Weekly, New York Times Book Review, Midwest Tape, Amazon, and publishers' catalogs. Patron requests are also take into account.

*Evaluation of Collections:*

Library collections are constantly evaluated using statistical tools such as circulation reports and withdrawal reports. Resources like CollectionHQ and Web Management Reports are also used to better analyze individual collections and turnover rates.

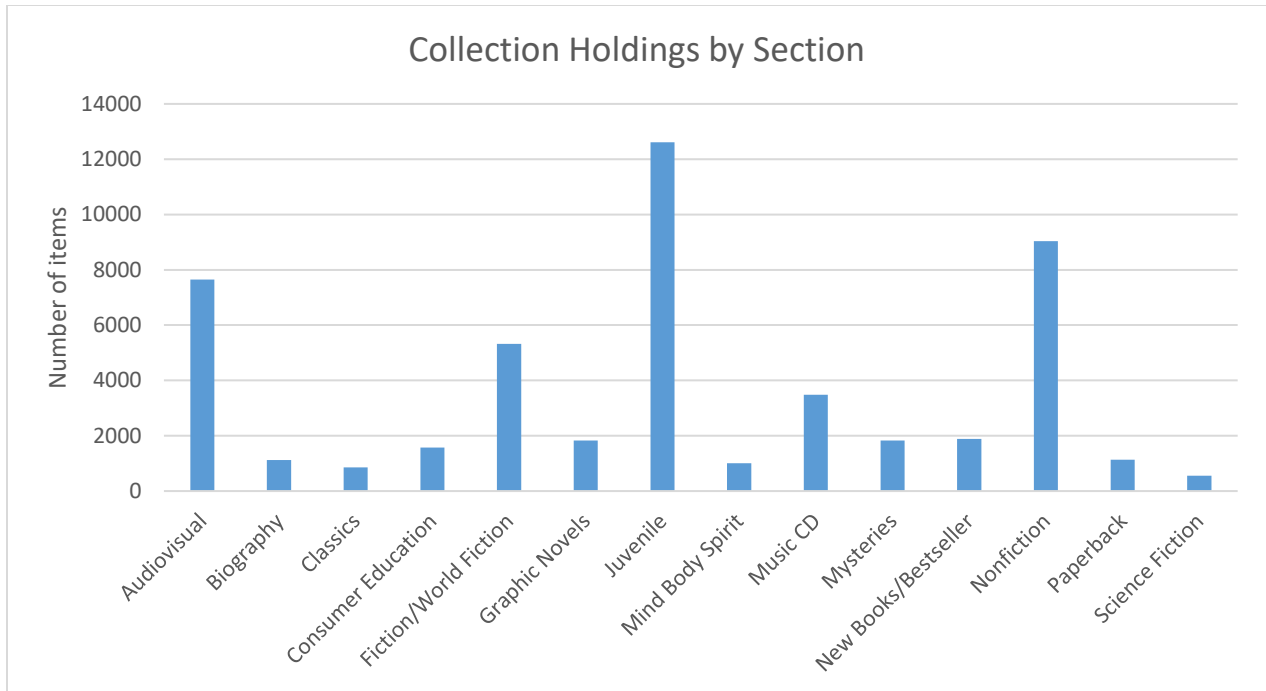
## **Collection Analysis**

The Library collection should be as varied as possible, with no one section or subsection taking up unnecessary space and collection budget.

The sections with the highest number of items are as follows:

Juvenile represents 24.78% of the collection  
Nonfiction represents 17.75% of the collection  
Audiovisual represents 15.04% of the collection  
Fiction represents 10.46% of the collection

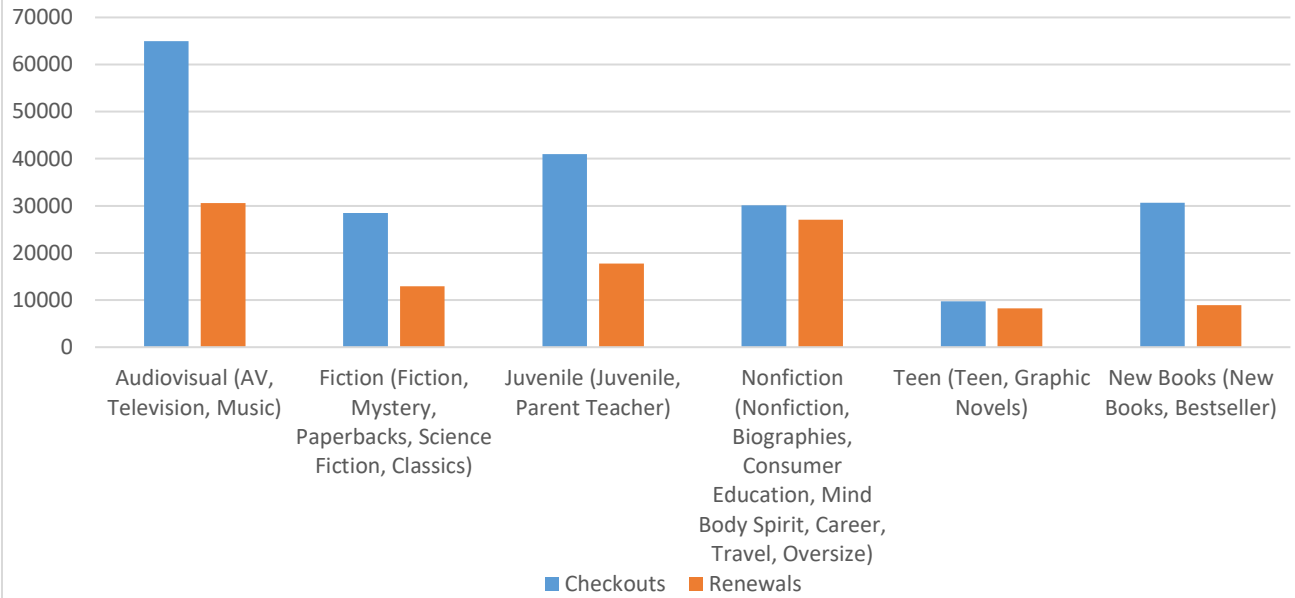
As a representative figure, when numbers were run on May 5, 2020, New Books & Bestsellers represented 3.71% of the collection.



Using circulation data collected from January 2018 through January 2020, the breakdown of individual section performance is as follows:

- All Audiovisual-related sections represented 31.7% of total circulation
- Juvenile represented 19.99% of total circulation
- New Books & Bestsellers represented 14.97% of total circulation
- All Nonfiction-related sections represented 14.69% of total circulation
- All Fiction-related sections represented 13.91% of total circulation
- Teen & Graphic Novels represented 4.74% of total circulation

## Circulation Breakdown - January 2018-January 2020



### Individual Section Holdings

