

## **I MISSION**

We are a cornerstone of the community, providing diverse gathering spaces, opportunities to learn, access to vital resources, and programs for the enrichment of all.

## **II PURPOSE**

The Collection Development Policy reflects the Library's stated mission. This policy guides staff, and informs the public, in the principles of collection management. Collection development is the ongoing process of assessing materials for selection, acquisition, maintenance, and retention. This policy describes the role of collection development and management in achieving the strategic objectives and addressing Library user concerns.

## **III SCOPE**

The collection offers materials in choices of format, treatment, language, and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual, and electronic formats. "Collection" is defined as materials that are selected for the Nampa Public Library; those selected materials may be physically owned by Nampa Public Library or may be accessed via digital medium. "Selection" refers to the decision that must be made to add a given item to the Library collection and made accessible either in a physical location or through digital means.

## **IV FUNDING**

Nampa Public Library is funded by property taxes as a city library established according to the laws of the State of Idaho. The library depends on these funds to maintain and add to its collections. The library seeks to supplement tax funds by applying for grants and by encouraging monetary donations from individuals and community groups.

Furthermore, sharing agreements are established with Lynx! Consortium members to enhance the library resources available to the citizens of Nampa.

## **V RESPONSIBILITY FOR SELECTION**

The Board of Trustees delegates authority of selection of materials to the Library Director and those members of staff designated by the Collection Librarian as selectors, who are charged with meeting the goals of the collection development policy.

## **VI SELECTION GUIDELINES, PRACTICES, AND CRITERIA**

The Nampa community includes people from diverse educational, cultural, and economic backgrounds who display a variety of interests, needs, values and viewpoints.

Selection is a subjective process, requiring a general knowledge of the subject and recognition of the needs of the community. Material is judged based on the content and style of the work as a whole, not by selected portions or passages.

Library materials are selected for their value as informational, educational, cultural, and recreational resources. Selectors recognize the importance of informed citizens who are familiar with their heritage and with issues facing the community. Library customers will find materials to stimulate their imaginations and enhance their leisure time. Selectors support the role of hot and new titles sections by

selecting materials to serve the full range of ages, cultures, lifestyles, education, reading, and technology skills of citizens. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty. The selectors apply professional standards and work within specific selection and review procedures.

The collection is generally not archival, and items are expected to be used frequently. The selectors oversee an annual assessment to ensure that the collection meets current needs and that a substantial percentage of the materials are less than five years old.

The following general criteria are used in selecting materials for addition to the collection:

- Importance and value to the collection and library users based on target audience.
- Significance of the subject matter.
- Current appeal and popular demand.
- Local interest.
- Cost and budgetary constraints.
- Authority, accuracy, and artistic quality.
- Professional reviews
- Timeliness
- Representation of diverse points of view and broad knowledge base
- Relevance to community needs
- Suitability of formats for library use
- Availability and demand at other Lynx Consortium libraries
- For items that do not meet selection criteria Nampa Public Library provides interlibrary loan services as part of our basic library assistance

## **VII DONATIONS, MEMORIALS AND TRIBUTES**

Donations can be made to the Library for the purchase of items to honor or memorialize loved ones or friends. In the case of a cash gift for the purpose of memorial, tribute or other recognition, the donor has the option of helping select the subject and/or audience of the item(s) to be purchased. A book plate can be affixed to the book with acknowledgment of the donation. Should the donor indicate no preference for a specific use of the gift, the donation will be used for materials, equipment or programs that are deemed to be of greatest need to the library. Donations are subject to the same criteria as purchased materials.

## **VIII PLACEMENT OF MATERIAL**

Library materials are organized and maintained to enhance accessibility. Placement of materials is determined by library selection staff. Materials shall not be restricted, sequestered, or altered.

## **IX WEEDING OR WITHDRAWAL OF MATERIALS**

The withdrawal of materials, also called weeding, from the collection is an ongoing part of collection development. Materials that are worn, damaged, outdated, duplicate, no longer accurate, and no longer used may be removed from the collection. The professional staff of the library, under the authority of the Library Director, will be solely responsible for the weeding of the collection. (Evaluation and management of the collection is guided by professional manuals and guidelines.

## **X CONSTITUTIONAL PROTECTION**

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Idaho State Constitution.

## **XI SPECIAL COLLECTIONS**

Special collections are materials shelved in specified locations that are selected based on uniquely identified local interest and do not follow the general selection guidelines for the majority of the Library's collections. Nampa Public Library has established the following areas as "Special:"

### **NAMPA HISTORY COLLECTION**

The Nampa History Collection includes materials where the primary subject or significant portion relates to Canyon County, Owyhee County, Gem County, Payette County or townships within those counties, Native Americans of the Southwest Idaho region, natural history (including field guides), mining, religion, literature, music, travel, directories, etc. Also, published documents of the City of Nampa and Canyon County will be included.

#### **a) Access**

Materials shelved in the Nampa History Collection are accessible to patrons through the library's catalog and are available for use on the third floor of the library only. Exceptions to these guidelines are made only rarely, and only by the librarian responsible for the collection or by the Library Director. To discourage theft and vandalism, users may be asked to secure any material taken from the collection with a library card or some form of photo identification.

#### **b) Formats**

Formats to be included are bound printed materials, sound recordings, video recordings and microfilm. Future acquisition of photographs will be added where a digital format is available.

#### **c) Gifts**

- i) Gifts are added to the Nampa History Collection in accord with the collection's general selection criteria. Because of the obscure and ephemeral nature of much local material, gifts play an important part in the collection's development, and such gifts are encouraged and are gratefully acknowledged. The Library will work with donors in honor of an individual, a family, a company, or an organization.
- ii) Every effort is made to refer donors of material/formats that are not collected to a more appropriate institution. Photographs or non-bound documents will be considered when accompanied by provision for digitization.

### **WORLD LANGUAGES COLLECTION**

The World Languages collection reflects the local heritage, culture, and variety of reading levels within Nampa's Spanish speaking residents, as well as other languages spoken or being learned in the Nampa community.