



Collection Development Policy

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Introduction

The Sheridan County Public Library System consists of the main library Sheridan County Fulmer Public Library, and three branch libraries: Clearmont Branch Library, Story Branch Library and Tongue River Branch Library. Our mission is “*Sheridan County Public Libraries: Dynamic Gateways for Lifelong Learning.*” The books, periodicals, and non-print items available at the libraries are important keys to realizing this mission. The collection development policy serves as a guide for library staff responsible for the selection of these materials and informs the public about the selection process.

Periodically managers and trustees review the library's mission and establish goals for library services. There are eight possible roles of public libraries, as defined by the America Library Association. The Sheridan County Public Library System endeavors to fill each of the roles to the degree our resources allow. These roles include: Community Activities Center, Community Information Center, Formal Education Support Center, Independent Learning Center, Popular Materials Library, Preschoolers' Door to Learning, Reference Library and Research Center.

General Principles

The Library acquires materials in a variety of subject areas and formats—print, audio, visual, and electronic to reflect community interest as well as global trends and issues. The library strives to acquire materials that will represent various sides of an issue. The library does not subscribe to a particular point of view. The Sheridan County Public Library System endorses the Library Bill of Rights of the American Library Association, which states:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Collection Evaluation

To ensure that the library's collection is meeting the needs of the Sheridan County community, and to fulfill the library's mission "dynamic gateways for lifelong learning", the collection is evaluated on a continuing basis. The CREW (Continuous Review Evaluation and Weeding) Method, circulation reports, reference statistics and interlibrary loan requests are used to determine how the collection is being used. Using this information, the library is able to keep pace with the changing reading and information needs of the community. With these methods, the director and the library managers can monitor the collection to see if it is serving its public.

Literary Classics, regional authors, well-recognized authors, titles in a series, and titles in popular demand are retained. Weeding of duplicate copies (unless in demand), books in poor condition, outdated information, and titles that have not checked out in the last 3 years is done on a regular basis to maintain space for new books. Literary classics and titles in demand may be replaced if in poor condition.

Responsibility for Selection

The Sheridan County Library Board of Trustees charges the director to manage the library and its collection. The director appoints library managers and collection development librarians to select materials based on the needs and interests of the Sheridan County community. The library managers and collection development librarians use a variety of reviewing resources to keep abreast of new titles, formats and trends. All staff members may provide input and assistance in the process.

Selection Tools

Standard selection tools, award-winning lists, book reviews in general journals, and patron requests are used in the selection process. Generally, only one copy of each title is purchased. Popular best sellers are obtained in multiple copies to fill patron reserves on a 1 to 5 reserve basis. Patron requests are given serious consideration, and are added to the collection per selection criteria and as budget allows. The library makes an effort, but is sometimes unable to buy all titles in a series, or to buy the titles appearing on best seller's lists.

The library subscribes to a number of periodicals, which are used as review and evaluation sources for material selection. Among these are:

- Library Journal
- Booklist
- School Library Journal
- Horn Book
- Bookmarks

In addition to these review publications, local bookstores and newspapers, magazines, publisher's catalogs, online bookstores and standard bibliographies also serve as selection tools.

Selection Criteria for Reference and Non-Fiction

One or more of the following criteria will be used to evaluate items considered for inclusion in the collection whether the item is purchased or donated.

- Public need, present and potential.
- Relation of work to existing collections
- Serious literary, artistic, or scientific value
- Reputation and authority of author and/or publisher
- Timeliness, accuracy of information, and content
- Favorable review in at least one professional journal
- Positive patron or staff member's review
- Local author
- Local or regional interest
- Quality of production, item will stand up to library use
- Popularity with library patrons
- Availability within the library system
- Purchase price and other budgetary considerations

Selection Criteria for Fiction

The general fiction collection is considered a "popular collection" but does consist of best sellers, short stories, romance, inspirational fiction, historical fiction, adventure, thriller/suspense, sagas, horror, spy/espionage and classics. The fiction collection also includes the following genres:

- Mystery—whodunit, detectives, private eyes, mystery/suspense.
- Science Fiction—science fantasy, galactic empires, lost worlds, alien beings, hard science, robots, space travel, sword-and-sorcery, time travel, computers in space and mythology.

- Westerns—adventure, mountain men, cowboys, Native Americans, range wars, lawmen, romance, railroads, early settlements and armies of the West.

The primary goal of the fiction collections is to provide leisure reading and literary classics for all ages. The library strives to provide a balance of popular reading materials in all genres as well as a core collection of classical literature while providing a broad range of materials for the variety of patron preferences.

Selection Criteria for Large Print

The large print collection consists mainly of fiction, including current bestsellers, contemporary novels, romance, adventure, suspense, inspirational fiction, classics, mystery and western genres. A smaller but ever-growing segment of the large print collection is nonfiction, with an emphasis on bestsellers, religion, spirituality, animals, travel, history, and essays, as well as biographies.

The collection guidelines for regular print fiction and nonfiction are used to select large print materials. Our goal is to provide and to continue to develop a current, well-rounded large print collection by offering a wide range of titles in both the fiction and nonfiction areas for visually impaired and other patrons who prefer a larger font size.

Selection Criteria for Children's Collection

The children's material collection includes print, audio, visual, and electronic formats. The collection serves the reading and/or interest level of children from infant through fifth grade. This includes the Tween collection serving fifth through seventh grade. The collection provides literature in various formats to meet the educational and/or recreational needs of the community.

The goal is to meet the developmental, informational and recreational reading/viewing needs of pre-readers through fifth grade, as well as to supplement the reading and informational needs of class assignments of public, private and home school students. Influencing factors are determined by reading/interest level, patron requests, titles in series, format and shelf space.

The SpellSpinner Collection is housed and maintained in the Fulmer Children's Library. This material, in various formats, focuses on utilizing children's materials in various educational situations. The material is generally for use by adults; however, children are welcome to access and use the materials.

Selection Criteria for Young Adult Collection

The young adult collection consists of non-fiction books and works of fiction, including series fiction, genre fiction, classics, anime and graphic novels. Young adult works of general fiction, anime and graphic novels are assigned to specific shelves and are not shelved with the adult general fiction collection. Young Adult Genres: Mystery, Western, and Sci-Fi are shelved with the adult collection. Works of young adult non-fiction are shelved with the general non-fiction collection. (YA) at the beginning of a call number on non-fiction material indicates that the item is part of the young adult non-fiction collection.

This collection is intended to serve individuals ranging in age from 13 to 18. Titles are selected to meet the research and recreational reading needs of these young adults. In addition to the criteria used for selecting items for the adult collection, the age of the main characters, the setting and/or subject matter

of the book are considered when choosing titles for the young adult collection. Review Publications used to select Young adult titles include Booklist, Library Journal, and School Library Journal.

Selection Criteria for Audio and Visual Collections

Audio

The adult collection consists of adult fiction and non-fiction along with young adult fiction and non-fiction books recorded on CD's, pre-loaded MP3 players, and downloadable books in electronic format. Book recordings are purchased in unabridged and abridged formats. The collection includes classics, popular fiction and non-fiction, best-sellers, instructional self-improvement and language.

The children's collection consists of children's literature classics, popular series and easy fiction. Some of the recordings may be accompanied by the book. The children's collections audience is pre-school thru fifth grade. The Tween collection has fiction and non-fiction in various formats.

The collection guidelines for print fiction and nonfiction are used to select audio materials. Our goal is to provide a broad range of recorded books to meet a variety of recreational and educational interests and needs of all patrons.

Visual

The adult collection consists of fiction and non-fiction DVDs in a wide range of general subject areas for seventh grade through adult. Feature films and plays are selected with emphasis on classics, musicals, foreign and award winners. Material will not be excluded from the collection because it presents frankness of expression or on the basis of particular scenes or segments. The library strives to provide a broad range of DVDs to meet the needs and interests of all patrons.

The children's DVD collection also consists of fiction and non-fiction for an audience that includes preschool through fifth grade. Subjects include a wide variety of general topics, children's developmental needs and mental growth, and are intended for children's interests and activities. Popular and feature films, adaptations of children's books and animated films are included in this collection. The collection may also include titles suitable for Tweens and Young Adult viewers. Materials rated PG-13 are housed in the main library and are accessible by children and Tweens.

Selection Criteria for Electronic Resources

The vast majority of electronic resources are purchased by the Wyoming State Library with input from libraries from across the State. These resources include databases, online catalog, eBooks, downloadable audiobooks, and eMagazines. Requests to add specific titles to the electronic resource collection are welcome from the public and will be passed along to the Wyoming State Library for review. The criteria used to select e-titles are the same used as purchasing other print/audio/visual titles.

Selection Criteria for Periodicals

The library purchases magazines and newspapers based on the reading preferences of the Sheridan community. Selection of e-Magazines are done at the local and State level. Selection criteria include:

- Community interests,
- Patron requests

- Interlibrary loan requests
- Purchase price and other budgetary considerations
- Availability of display shelving and storage space

Wyoming Room Collection Policy

The Wyoming Room archival collections serve the individual interested in learning about the history of Sheridan County and its environs, the genealogist researching family history (both local and in a more general context), local historical and genealogical organizations, as well as authors, historians and scholars engaged in formal research. Through the recorded formats of written history (books, pamphlets, manuscripts), oral history (audio recordings), and visual recorded history, the collections illustrate the life and culture of Sheridan County, including that of the surrounding area and the state and the region to the extent that those materials enhance understanding and knowledge of our local environment.

The library is assertive in the acquisition of items documenting the recorded history of Sheridan County or of other items of such intrinsic value that failure to acquire them would seriously damage the integrity of the collection. In the case of materials of more general focus, the library may acquire those items through donation or permission to photocopy or digitize.

Books

The Wyoming Room actively collects published works that are about Sheridan County events and people, as well as works that help place Sheridan County in its broader state, regional and national context. The emphasis of the collection is local history. Collecting fiction, social science, natural science, etc. is minimal except when these topics influence our local and/or regional events or the perception of those events.

Published works by Sheridan County authors are acquired. The Wyoming Room will attempt to collect some of the better-known, representative or controversial titles by authors with national or state reputations, or who are well known in Sheridan County.

The library acquires at least two copies of published works by Sheridan County authors and of titles of local historical interest: one copy is archived in the Wyoming Room and one copy is processed for the circulation collection. In the case of strictly Sheridan County titles, the library will attempt to obtain and store additional titles for future replacement of worn or missing circulation copies. If a title is judged to be of limited interest, primarily of reference value or particularly expensive, the library may elect to obtain one copy of the work and that copy will be housed in the Wyoming Room.

Although it is recognized that many of the titles in the collection are very collectible and as such have considerable monetary value to collectors of western Americana, the items in the Wyoming Room collection, or those items being considered for inclusion in the collection, are judged on the basis of the value of their intellectual content and the contribution that content may make in understanding and appreciating Sheridan County and its people. Therefore, although the Wyoming Room does accept and deeply appreciates donations of first or rare editions, the Wyoming Room does not attempt to purchase costly editions of items available in less expensive editions so long as the intellectual content of the work has not been compromised.

Some examples of topics of great interest to the collection are:

- Journeys on the Mormon, Oregon, Overland, California, Pony Express, Bozeman and Bridger Trails
- Lewis and Clark Expedition
- Cattle trails and drives affecting Wyoming
- History of cattle and sheep industries in Wyoming
- Explorers, fur traders, mountain men who traversed Wyoming
- Yellowstone National Park, Grand Teton National Park and other reserves in Wyoming, with particular emphasis on the Bighorn National Forest
- Mines and mining in Wyoming, particularly mining activity in Sheridan County and the Big Horn Mountains
- Water and irrigation in Wyoming, particularly those watersheds affecting Sheridan County
- Artists and photographers whose work reflects life in Wyoming
- Indian wars in Wyoming and adjoining states, with emphasis on the Fetterman and Wagon Box battles and the military campaigns that include the Battle of the Little Big Horn
- Indians who roamed Wyoming, with primary interest in those tribes active in northern Wyoming and those tribes who today have reserved land in Wyoming or in areas close to Sheridan County
- Ethnic groups in Wyoming
- Outlaws and lawmen of Wyoming, with particular emphasis on the Johnson County War
- Military posts and ghost towns of Wyoming, with emphasis on the Bozeman Trail Forts, particularly Fort Phil Kearny, and Fort Mackenzie
- Water quality in Wyoming, with emphasis on Sheridan County
- Archaeology and anthropology in Wyoming

Manuscripts

Letters, diaries and original manuscripts relating to Sheridan County are acquired. The manuscript collection falls into three categories:

1. Personal papers, diaries, letters, scrapbooks, etc.
2. Records of clubs and organizations, i.e., churches, etc. Included in this category are the official records of Sheridan County Public Library System.
3. Business records.

Newspapers

The Wyoming Room maintains archival files of Sheridan newspapers. These are available as a digital copy or on microfilm with any original placed in storage.

The Sheridan newspaper is occasionally clipped for important items that reflect current local developments and will in the future provide background information for research in local topics

Directories

The Wyoming Room maintains a collection of Sheridan city directories. Due to the increasing fragility of the early issues, these may be available only on microfilm.

School Annuals

The Sheridan High School annual is purchased for the collection. Annuals for other Sheridan County schools, including Sheridan College, shall be acquired and maintained within the collection. A digital copy of some of the school annuals may be available to be viewed in the library.

Original Works of Art

Since the Wyoming Room's resources and space are dedicated to preserving the recorded history of the Sheridan County area, art work in any format can only be accepted to the extent that inclusion of the work does not jeopardize or strain the library's stated commitment now or in the future. So long as that stipulation is maintained the library will accept an example of the work of local artists for the collection. Acceptance of a piece of art does not imply a commitment to display it either long or short term.

The library does make an exception in the case of existing collections of the work of Hans Kleiber and W. E. Gollings. The library will seek to maintain and enhance those two collections.

Photographs and Pictures

The Wyoming Room collects, through donation, photographs of local people, buildings, businesses, events, etc.

Documents

Printed documents or parts of documents published by the federal government that relate to Wyoming may be included. Examples include, but are not limited to, census reports, statistical reports, surveys and environmental impact statements.

Printed publications published by the City or County of Sheridan and the State of Wyoming may be included if:

1. They are historically important
2. They provide current information needed for reference service

Publications of historical value are part of the permanent collection. Publications included for their current informational value should be regularly evaluated for continued relevance and either discarded as they become outdated or transferred to the permanent collection. The Wyoming Room is not a depository of government records, either federal or local, and is not in competition with the designated depositories of such documents.

Microforms

Microforms that fall within the scope of the Wyoming Room's collection policy may be acquired. The decision to acquire microform rather than paper format is made with consideration of availability, cost, preservation and storage constraints.

Oral History

Oral histories concerned with the subject areas of the Wyoming Room may be acquired. Oral histories of Sheridan County people concerning life in Sheridan County are actively sought.

Periodicals

Periodicals of historical content relating to Wyoming are purchased. Other western history periodicals may be included if their content contributes to an understanding of Wyoming's history. Periodicals published in Sheridan County are included in the collection. Periodicals of topics other than history published in Wyoming will be judged on the basis of their value to the stated collection goals of the Wyoming Room and may be included.

Maps

Historical, economic, political, mining and special maps of Sheridan County, adjacent areas and the state of Wyoming, as well as the west, are included.

Visual Recordings

The Wyoming Room will attempt to acquire visual recordings relating to the history of Sheridan County. However, the Wyoming Room is not designed to serve as an archival storage facility for film, so copies accepted for inclusion in the collection need to be in modern format.

Genealogy

Indexes and recorded material pertaining to genealogical resources of Sheridan County will be acquired. In addition, a general collection of basic resources that applies to American genealogy will be maintained. This collection is mainly in the form of books, computer files (CDs software, etc.), online databases and microforms. The Genealogy Collection is primarily supported by donations and gifts.

Other Items

Interlibrary Loan

Interlibrary Loan is used to supplement the library's collection by borrowing materials from another library either locally, statewide or nationally. By this means, the library attempts to make available to individual patrons, materials it does not own or which fall outside the scope of the library collection. The library in return makes materials from the collection available to other libraries and their patrons.

Gifts/Donations

The Sheridan County Library System welcomes gifts/donations of books and other materials. Once received, materials are the exclusive property of the Sheridan County Library System. Gifts/donations are evaluated according to the same selection criteria as purchased materials to determine if they are suitable additions to the collections of Fulmer or one of the Branch Libraries. The library reserves the right to reject or discard any gifts/donations. Gifts/donations that are not added to the collection are donated to the Friends of the Library book sale, offered to other libraries, or discarded.

Cash donations and bequests of money, such as Memorials and Honor gifts, may be made to the Sheridan County Library Foundation. The donor may request that these funds be used for the development of specific collections.

Challenges

It is in the public interest for Sheridan County Public Library System to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority. It is not the intent of the library to select materials suitable for all readers/viewers. It is the individual's right and responsibility to select and reject materials that are not suitable for them personally, or for their children. However, from time to time a patron may encounter material that he believes is classified incorrectly (i.e. placed in the Children's collection, but deemed for suitable for the adult collection) or has no redeeming social value. In those cases, the patron may submit a *Request for Reconsideration* form.