I. Mission Statement

It is the mission of the Emmet O'Neal Library to provide quality library and informational services for all the people of our community.

II. Purpose of the Collection Development Policy

The purpose of the collection development policy is to establish guidelines for the selection and evaluation of library materials.

As the community changes, the Library will reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary.

III. Objectives of the Collection Development Policy

- To provide resources and materials which inform, educate, entertain and enrich our community
- To include works of enduring value as well as timely materials on current issues
- To select materials to meet community needs and interests

IV. Scope of the Collection

The Library provides materials and services that reflect the diverse education, information, and recreational needs of its users. A broad range of material formats is selected to accommodate the diversity of learning styles and preferences. Formats include:

- Print materials
- Non-print materials
- Digital resources
- Equipment

While the Library serves the basic reference needs of the community, budget and space limitations preclude the Library from duplicating the specialized and comprehensive collections that exist elsewhere in the greater Jefferson County, Alabama area. Access to these collections is provided through cooperative networking within the Jefferson County Library Cooperative, interlibrary loan, and direct referral. All outlets of the Jefferson County Library Cooperative are designed to provide access on an equal basis to the collections of the entire Jefferson County Library system. Emphasis is placed on shared access and ease of use through the Innovative Interfaces integrated library system.
V. Responsibility of Selection

Selection refers to the process of identifying and evaluating specific items to add to the Library collection.

Managers are responsible for assigning and coordinating responsibilities for selecting material which fits within the Collection Development Policy.

Final responsibility and authority for selection rests with the Library Director, who operates within the framework established by this policy which has been approved by the Emmet O’Neal Library Board.

VI. Selection Criteria

All or some of the following criteria may be considered when adding new items to the collection:

- Literary or Artistic Merit
- Timeliness, format durability, and ease of use
- Anticipation of and response to continuing and changing needs and interests of the community
- Critical acclaim
- Current cultural or historical significance of author or subject
- Diversity of viewpoint
- Price and availability
- Public appeal or local interest
- Budgetary considerations
- Physical limitations of the building
- Patron demand

Inclusion in the collection does not imply Library approval or agreement with the contents.

Patron use is a powerful influence on the Library’s collection. Circulation, and number of patron holds are analyzed to trigger the purchase of new items and high demand items.

Patron suggestions are encouraged, but subject to the same selection criteria as other materials and are not automatically added to the collection.
The Library may select or license products that will provide patrons access to materials without actual Library ownership. These collections may be dictated by the vendors and patron-driven acquisition, however, the overall scope of these collections should adhere to the Collection Development Policy.

**VII. Complaints and Censorship**

In support of its mission, the Emmet O’Neal Library fully endorses the principles documented in the *Library Bill of Rights* and the *Freedom to Read Statement* of the American Library Association.

Collection development decisions are based on the merit of the work as it relates to the Library’s mission and its ability to meet the needs and interests of the community; decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the Library collection in no way represents an endorsement of its contents.

Each individual should determine what is most appropriate for his/her needs and define what material or information is consistent with his/her personal or family values. An individual can apply those values to his/her personal selection of Library materials. While that individual is free to personally reject materials of which he/she does not approve, he/she may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected, read or viewed by children and adolescents rests with their parents or legal guardians, not with Library staff. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No items are sequestered except to protect from damage or theft.

Should a member of the community question the placement of an item in the Library collection, the Library director or staff may meet with the individual to discuss the concern. If a complaint cannot be resolved informally, the individual will be asked to fill out and return a written and signed Request for Reconsideration form. Objections to particular language or point of view cannot be used as justification for the exclusion of materials.

In the absence of a fully completed form there is no formal complaint and no further action shall be taken. Upon receiving a fully completed Request for Reconsideration form, the Library director shall establish a staff review
committee to investigate the complaint. The questioned material will be reviewed, and assessed as a complete work, and the customer will receive a written response to his/her concern. If the person is dissatisfied with the resolution, he/she may appeal to the Library Board of Trustees who will consider the decision based on whether or not the particular title conforms to the collection development policy and offer a final decision.

VIII. Gifts

When the Library receives a monetary donation for the purchase of materials, selection is made in accordance with this collection development policy.

All gifts of materials are subject to the previously stated criteria for selection. The Library reserves the right to refuse any donation deemed inappropriate due to condition, duplication of existing materials, lack of authoritative review, outdated copyright, or lack of space.

Upon receipt, all donations become property of Emmet O’Neal Library. The Library does not return, nor does it track the status of, donations. The Library may not accept donations with special conditions or restrictions imposed by the donor. Items added to the collection that do not circulate regularly will be subject to removal as part of regular collection maintenance.

Items not added to the collections are generally given to the Friends of the Library for sale at fundraisers to support the Library. Upon request, the Library will provide the donor a receipt, but will not appraise the value of donated items.

IX. Local Authors and Self-Published Books

A self-published book is a book that has not been published by a traditional or independent publishing house, but rather is published by a company that has been paid by the author. By the Library’s definition, a local author is any writer who lives in the Mountain Brook/Birmingham vicinity or any author who writes about the Mountain Brook/Birmingham vicinity.

Emmet O’Neal Library is willing to consider the addition of self-published and locally published works to the Library’s collection. These books must also meet the criteria for selection. The Library wishes to support local and self-published authors while maintaining the standards of our permanent collections.
Authors can bring their works to the Library’s attention by filling out a submission form, which can be found on the Library’s website (eolib.org).

Books donated by local authors are subject to the same terms listed in the gifts and donations section in this collection development policy.

X. Collection Maintenance

Staff shall review items in the collection on an ongoing basis to ensure that the Library continues to meet customers’ needs. Worn, damaged, and outdated materials shall be removed from the collection on a regular basis. Materials may also be withdrawn if unused or superseded by a new edition or a more authoritative work on the same subject. Other criteria that may be applied include space considerations, collection balance, the changing demands of users, or the replacement of materials with other formats. Withdrawn materials will be disposed of in the manner deemed most appropriate for that item, including sale by the Friends of the Library, distribution to other libraries or community service organizations, or recycling.

XI. Revision of Policy

This collection development policy will be periodically evaluated and revised as times and circumstances require.