



**HAMILTON EAST
PUBLIC LIBRARY**

COLLECTION DEVELOPMENT POLICY

The Board of Trustees of the Hamilton East Public Library System recognizes that within our communities there are groups and individuals with diverse interests, backgrounds and needs, and that the Library was created to serve all of the people within our service area.

The Library will develop a broad collection that meets the community's needs for information, education and entertainment, in a variety of formats. The Library will be responsive to public suggestions of items and subjects to be included in the Library collection. No Library materials which meet HEPL selection criteria shall be excluded because of the origin, background or views of those contributing to its creation.

SELECTION PHILOSOPHY

Materials are selected to support the HEPL mission to be our community's essential connector to information and ideas. We strive to develop a broad collection that meets the expressed and anticipated needs and interests of the communities that we serve, while also building collections that will be of enduring value.

We base much of our selection on a wide variety of review sources because we believe that reviews provide the best way to evaluate the quality of an item. However, we broaden the collection by seeking out additional titles in areas that are not well covered by review media, and by responding to requests from patrons and staff.

The Indiana Room provides current and archival materials that focus on Hamilton County and Indiana history. Materials by national and local authors as well as research materials and databases are included.



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SELECTION CRITERIA

The following selection criteria guide us in our good-faith efforts to judge what falls inside or outside of the scope of HEPL's collection. They are intended to be inclusive rather than exclusive and are deliberately flexible. Each item is evaluated against these factors (either individually or in combination) before deciding to purchase or decline.

The nine basic Selection Criteria are:

- Current and anticipated needs and interests of the public
- Evaluations in review media
- Accuracy and timeliness of content
- Author's, artist's, or publisher's qualifications and/or reputation
- Contribution to diversity or breadth of collections
- Presentation of unique or controversial points of view
- Receipt of or nominations for major awards or prizes
- Quality of production
- Price

Current and anticipated needs and interests of the public

We strive to have the materials patrons want when they want them. This includes bestsellers, information on timely topics and specific local interest. Materials judged to be too specialized or in low demand, can be requested through Interlibrary Loan.

Evaluations in review media

Reviews in library review journals and the popular press bring titles to our attention and assess how well an item may serve our communities.

Accuracy and timeliness of content

Our goal is to have a reliable and up to date collection. We rely on reviews, publishers and/or author's reputation to assess accuracy and currency. In the case of older releases, publication date will be a factor.



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Author's, artist's, or publisher's qualifications and/or reputation

With few exceptions, works by best-selling and well-known authors, directors or musicians are selected. Purchase of self-published works or those from small presses will require that the item make a strong contribution in another way, such as an out of print classic, continuation of a series, award winner or special title such as for the Indiana Room collection.

Contribution to diversity or breadth of collections

We work to have broad cultural and subject coverage. The breadth and depth of the collection will reflect the interests of our diverse and ever-changing community. In order to provide a broad collection, we may choose to limit the number of titles within one subject area.

Presentation of unique or controversial points of view

The HEPL mission is to be our community's essential connector to information. We provide materials that support diversity of thinking and connect our patrons to information from many points of view.

Receipt of or nominations for major awards or prizes

We consider regional and national awards in all formats. These titles connect our patrons to the greater literary and informational communities. In the case of some state awards, we provide copies of all nominees.

Quality of production

The physical or technical caliber of illustrations, covers, bindings, recording, printing or packaging will be a factor in deciding to purchase or decline.

Price

In combination with other criteria or alone, items with significantly high prices will be scrutinized in order to balance the need for the item against the high price. This also guards against high replacement costs for patrons if items are damaged or lost.



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COLLECTION GOALS

HEPL patrons will find a high-quality collection consisting of current, reliable information, a broad range of titles of lasting value, and appealing choices in recreational reading, listening, and viewing for all ages.

The HEPL Collection:

- Reflects a wide range of viewpoints, needs and interests in a variety of formats
- Provides an adequate number of copies for each title purchased so that patrons do not need to wait an unreasonable length of time to get any item
- Responds to local community needs and interests
- Supports educational curricula

In order to maintain a current, reliable and appealing collection, we weed items that are outdated, no longer in demand, physically worn out, or whose purpose is better served by online resources. Weeding is a continual ongoing process.

Periodically we employ collection refreshment, the purchasing of new materials to replace weeded, missing, damaged or outdated items. Together, weeding and collection refreshment ensure that patrons and staff can easily find materials that they want on the shelf and in the catalog and that Library resources are reliable and up to date. Not all items can or will be replaced due to availability or current demand. Similar materials will be ordered if possible.

Approved by Hamilton East Public Library Board of Trustees—October 2014