

St Lucia Public Library Collection Management Policy

Executive summary

This document contains the guidelines and principles guiding the management of the St. Lucia Public Library’s collections. This document outlines the scope of the collections, criteria for selection, deselection, and policies with regards to gifts and donations. It also sets out recommendations for collection assessments and evaluations, and recommendations for revisions to the policy stated herein.

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Introduction

The primary function of the collection management policy is to develop and maintain a collection of materials which meets the basic research needs of students, and in general provides information services to the people of Saint Lucia. In addition, it is used to ensure that library materials and access to information meet the information and learning needs of the country. The policy will also assist in budgeting decisions and responsible use of funds, define the purposes for the collection, and establish limits and priorities on collection parameters. A policy cannot replace the judgment of individual library professionals and paraprofessionals but only provides guidelines to assist them in choosing from the vast array of available materials. Professional judgment and expertise, based on understanding of user needs and knowledge of authors, publishers, trends, and information resources in all formats is an important element in collection development. This policy will be reviewed at regular intervals in response to changing needs of citizens.

Mission Statement

To provide library and information services to all citizens and to develop programmes that will help them become independent users and lifelong learners.

Scope of Collection

A brief overview of the St. Lucia Public Library collection.

Adult Fiction

Aims to provide readers with access to a broad selection of popular and contemporary fiction, international authors. Consideration is given to award winning fiction, emerging and local authors.

Adult NonFiction

Includes materials across a wide range of subjects and interest levels and focuses on up-to-date information at the general interest level.

Periodicals

Materials published on a periodic basis that reflect the information needs and leisure interests of the community. Selection is enhanced through the surveying of client's preferences. Types of materials include magazines, newspapers, pamphlets and journals.

Reference Collection

This collection can contain material of specific interest to the local community, up-to-date information resources that respond to reference inquires from the public, such as historical works, dictionaries and atlases. The collection can include Juvenile references and intermediate reference material useful for homework and young people career development.

Tiny Tots Collection

Aims to provide young children with materials suitable for children up to 0-4 years old. This may include picture books, board books and texts suitable for children.

Juvenile Fiction

Aims to provide readers with stories suitable for children beginning reading up to eight years old. This may include picture books and text suitable for children.

Juvenile Non-Fiction

Includes information books that reflect young people's interests and information requirements.

Intermediate Fiction/Young Adult Fiction

Aims to provide readers with stories suitable for young people aged 9-15.

Young Adult Non-Fiction

This collection places an emphasis on young people's leisure and lifestyle related information.

Audio-Visual

This material provides viewing, listening and/instructional material to enhance the print collection. A wide range of formats is included and new emerging formats may be considered upon an assessment of their suitability.

Local History

Material relating to the local area is collected in various formats for use in the library.

West Indian Collection

Brings together a number of unique research, historical and contemporary materials on the Caribbean and West Indies, including information by West Indians, on the West Indies, or published in the West Indies. These materials may not be borrowed.

Reserved Collection

Contains textbooks, supplementary books, and other materials that are kept on reserve and may not be borrowed.

Selection

Overview

Selection is based upon the merits of a work in relation to the needs, interests and demands of the entire community which the library serves.

The aim is to ensure a popular high use collection that gives value for money and which supports the cultural, informational and recreational needs of the community.

Through careful selection, the library strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value.

Materials are selected to meet the needs of the communities which they serve and to fulfil the roles established by the Library Services Department.

Responsibility

The ultimate responsibility for selection of library materials rests with the director of library services and the Acquisition Librarian. Professionals and para-professionals do make a contribution when necessary.

Selection criteria

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand
- Suitability of material for the clientele
- Existing library holdings
- Budget
- Authoritativeness and accuracy
- Reputation of the author or originator of the resource
- Relevance and significance of the subject matter
- Clarity of presentation
- Timeliness and/or permanence of the material
- Literary merit or artistic quality
- Suitability of the subject and style for users
- Potential use by the community
- Importance to the total collection
- Price, format, and physical durability
- Favorable reviews
- Customer recommendations
- Reputation or popularity of an author
- Need to balance the collection
- Special criteria based on specific subject matter
- Community interest in the subject matter
- Special selection processes

The selection of all materials is based on several factors: interest of the readers, support of the curriculum, academic needs of student and teachers, knowledge of the existing collection, and the mission of the public library. Input into the selection process by Director of Library Services Librarians, Branch Librarians, students, or library users are encouraged. Suggestions made by any member of the Saint Lucian community will be subjected to the regular selection process. The Director of Library Services /Librarians reserve the right to make the final decision regarding the selection of all materials.

Objectives:

1. To provide materials that will have high usage
2. To obtain items that are recently published
3. To provide customers with access to a wide range of topics and viewpoints
4. To ensure a collection that reflects St. Lucia's culture and heritage with an emphasis on the Caribbean region.
5. To provide materials that reflect the interests of the community
6. To respond to customer suggestions for purchase
7. When available, all materials which contain a significant amount of information about St. Lucia or the district which the library serves, or are written by a local will be acquired.
8. When budget permits, appropriate suggestions for materials made by registered library patrons will be considered.

Summary and Acquisitions Statement

Public Libraries of Saint Lucia will acquire the best material for the most reasonable price. Our librarians will use professional judgment and experience when selecting reputable dealers for purchase. Whenever possible, the following considerations will be followed when acquiring materials:

- Materials must be durable and attractive with print sizes appropriate for the population served
- Material must support a balanced collection in various formats, including books, audiobooks, periodicals, newspapers, audiovisual materials and other non-print materials as appropriate.
- Materials purchased with library funds will be housed in the respective library collection and must be accessible for the entire Saint Lucia community.

- Selection of magazine titles will provide a fair balance between general interest for the students and professional for the staff.
- Consideration will be given to materials that are cost effective, durable, timely and fall within budget standards.

Gifts and Donations

Overview

The Library accepts gifts of materials with the understanding that the Library may make whatever use of the material it feels appropriate. No restrictions on the Library's use of gift materials may be made by the donor. Gifts become the Library's property upon receipt; they may not be reclaimed. Materials not needed in the collection will be donated to the Friends of the Library, to other libraries, educational institutions or charitable organizations, discarded or otherwise distributed. Donated materials added to the collection are subject to the same withdrawal and replacement criteria as materials purchased by the Library. It is the policy of the Library not to accept special collections of gift materials if the condition of acceptance requires that they be kept together as a separate physical entity. Further the Library shall not accept as a gift any printed or manuscript items or any objects if the condition of acceptance requires permanent exhibition of the item or object or other onerous conditions. Upon request a note of receipt will be issued for donated items. However, it is the donor's responsibility to determine the fair market value of the donated materials.

A gift for the library collection may consist of (1) library material donations or (2) monetary donations to purchase materials, equipment or support various library activities or (3) other material donations. Specific criteria for accepting/rejecting gifts and donations are as follows.

Responsibilities

The Director of Library Services will be responsible for the customs duties and taxes incurred on donations from overseas. Local donations will be the direct responsibility of the district librarian to handle all matters involved in the donations to their individual libraries.

Selection criteria

Specific criteria for each category of donation/gift.

Library Material Donations

The Library accepts donations of books and/or other library materials, which meet the same selection guidelines used for purchased materials.

Monetary Donations

The Library welcomes individuals and organizations to support its activities through gift funds. Contributions will enable the Library to purchase materials, equipment, or support special programs. Selection of specific titles will be made by the librarians for the Branch libraries and the Director of library services where it is deemed necessary. Donors of the funds may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision.

Cheques should be made payable to Central Library and upon cashing the money will be handed to the librarian will direct responsible for the library.

Other Material Donations

Other real or personal property donated to the Library will be accepted at the discretion of the Library Director. All other conditions above apply to these gifts.

Material donations are accepted with the following understanding

- Relevance to community
- Current and published with a ten (10) years span and of relevance to the library.
- Donated items suitable for inclusion in the general lending collections must: meet the basic selection guidelines
- Be published material in demand
- Be in an appropriate format for public library usage

Objectives

The objectives of the gifts and donations policy is

- to provide assistance in making a decision in accepting materials
- to ensure donated materials meet needs of the library and the community
- to avoid incurring expenses for disposal of unsuitable donations

Summary

The Director of Library services will be making the final decision when it comes to the selection and acquisition of materials for the library. The input of citizens and visitors alike is welcomed.

Weeding

Overview

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions and availability of newer edition. This ongoing process of weeding is the responsibility of the librarians. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials. (See Weeding Policy).

Responsibilities

It is the responsibility of the librarians in the branch libraries as well as authorised library workers to partake in the weeding of materials from the libraries.

Deselection Criteria

As a guide, items identified for withdrawal when they are:

- Factually inaccurate or obsolete
- Worn beyond repairs
- Not circulated in a three-year period
- Superseded by a new edition or better title on the topic
- Of no discernible literary or topical merit
- Irrelevant to the needs of the community served
- Available elsewhere through reciprocal borrowing or inter library loans.

Objectives

- To ensure the collection is up-to-date and relevant

Summary

Deselection is deemed necessary to keep an up-to-date collection.

Collection Evaluation and Assessment

The collection needs continuous evaluation to ensure that the library is fulfilling its goal to provide materials in a timely manner to meet patrons' interests and needs. Statistical tools such as circulation reports, collection turnover as well as patron input via surveys request for titles and feedback are also useful in evaluating the collection.

Policy Revision

To maintain relevance and usefulness of this policy to the Public Libraries of Saint Lucia, the policy shall be reviewed annually. At the time of such annual review, the Librarians shall discuss the philosophy and procedures included within this collection management policy and make any appropriate changes. Only through such an annual review will this policy remain a vital and relevant document. This collection management policy should be reviewed and revised every five (5) years.