

West Fargo Public Library

Board Policy : Collection Management Policy

Approved: August 8, 2011; revised April 9, 2015; Jan. 10, 2019

City of West Fargo

The city of West Fargo is located in Cass County, North Dakota and has a population of approximately 35,708 (2018 estimate). The population continues to grow rapidly since the last official census was taken in 2010, when the population was 25,830. West Fargo is included in the Fargo Moorhead Metropolitan Statistical Area (MSA). The West Fargo Public Library serves all communities in the West Fargo Public School District, including Horace (2010 population: 2,430), Harwood (2010 population: 718), and Reile's Acres (2010 population: 513). According to 2010 statistics, the median age in West Fargo is 32.6 years. 36.2% of households include individuals under 18 years of age; 14.8% of households include individuals 65 and over. ¹

Mission Statement

By connecting individuals with information, ideas, and with each other, the West Fargo Public Library enriches lives and strengthens the community.

Vision Statement

We envision a strong, cohesive West Fargo community where people live, learn, grow, and succeed together!

Purpose of the Collection Management Policy

Collection development is an ongoing process that includes the assessment of materials available for both inclusion and retention in the Library's collections. The goals of this policy are:

- To guide staff and inform the public regarding Collection activities.
- To provide a framework for selection and evaluation of the Library's collection, within space and budgetary limitations and in accordance with the Library's selection criteria.
- To declare the Library's commitment to the principles of free access to ideas and information.

¹ U.S. Census Bureau. Retrieved from <http://factfinder2.census.gov>. August 3, 2011.

Responsibility for Selection

Responsibility for the selection of library materials rests ultimately with the Library Director. The Director and Librarians share in selection activities and apply this policy in daily operation. All staff and the general public are encouraged to make recommendations for purchase.

Selection Criteria

The following criteria will be taken into account when selecting library materials:

- Support of the Library's mission
- Public demand
- Cost
- Availability
- Format
- Currency & accuracy of information
- Significance of subject matter
- Readability and quality of expression
- Reviews and evaluations (See Selection Tools, below)
- Reputation of the author, illustrator, publisher, etc.
- Relation to existing collection
- Relation to materials in other area libraries
- Special local interest

Special considerations for materials for young children:

- Subject content that is appropriate and interesting for age level
- Appropriate vocabulary and language level

Special considerations for electronic information sources:

- Cost, relative to other formats of similar information
- Ease of access (remote and on-site) and use of the product, including by multiple users
- Technical support and training
- Technical requirements for both the Library and the patron
- Frequency of updates

Selection Tools

The West Fargo Public Library uses a variety of information sources to make selection decisions, including professional journals, popular magazines, bibliographies, publisher's catalogs, websites, book award lists, sales representatives, and purchase suggestions from patrons.

The following are examples of selection tools used by the library.

- Booklist
- Library Journal
- Publishers Weekly
- New York Times Book Review
- School Library Journal
- Fargo Forum
- Book Page

Scope of the Collection

The Library strives to provide a collection which offers a broad choice of materials to meet the informational, cultural, and recreational needs of the community. They are made available in a variety of formats and at varying levels of difficulty, reflecting the needs and the information seeking behaviors of our patrons. Materials represent diverse viewpoints, enabling patrons to make informed choices.

Materials are selected to offer practical solutions to daily problems, to stimulate and support learning, and to enrich the quality of life of community members. Aside from the collections of the West Fargo Historical Center and the North Dakota Collection, the collections are current and popular, rather than archival. They are reviewed on an ongoing basis and unsuitable items are removed. Withdrawn items may be donated to the Friends of the West Fargo Public Library for their book sales, given to another library, donated to a charitable organization or, if none of these is possible, discarded.

The Collection

Audiobooks

Audiobooks are selected for all age groups, young children through adults. Audiobooks include both fiction and nonfiction. CD is the currently preferred physical format.

Books

The Library's book collection is divided into sub-collections suitable for various age groups and purposes. Multiple copies may be purchased to meet high demand.

- **Adult Fiction**

Fiction is provided for the enjoyment and personal growth of the community. Genres may include mysteries, westerns, romance, graphic novels, and science fiction/fantasy.

- **Adult Nonfiction**

Nonfiction includes informative, leisure, scholarly, popular, literary, and biographical materials. Nonfiction works suitable for teens are generally included in the adult nonfiction collection. Adult nonfiction includes the North Dakota Collection, which is non-circulating.

- **Adult Reference**

Reference items include, but are not limited to, current dictionaries, encyclopedias, atlases, statistical, medical, and consumer information, and North Dakota law, legislative, and directory information. Items in this collection do not circulate.

- **Adult Large Print**

Books in this collection, both fiction and nonfiction, have a larger print size for adults who prefer ~~or need~~ a larger font to read more easily.

- **Teen Fiction**

The teen collections include young adult fiction and graphic novels sections intended for recreational reading by high school students and young adults. Genres include romance, science fiction/fantasy, mystery, horror, adventure, historical fiction, graphic novels, and realistic fiction.

- **Junior Fiction**

The junior fiction collections include fiction and graphic novels sections generally appropriate for children in mid-elementary grades through middle school. Genres are diverse, including mystery, adventure, science fiction/fantasy, humor, historical fiction, graphic novels, and horror.

- **Junior Nonfiction**

Junior nonfiction includes informational books appropriate for elementary and middle-school students. The collection includes books of general popular interest, biographies, and homework-related books.

- **Junior Reference**

Junior reference includes basic reference materials for elementary and middle school students: atlases, encyclopedias, dictionaries, and other aids designed for student use.

- **Chapter Books**

Chapter books represent a transitional stage between easy readers and the longer children's novel. These books may be up to approximately 120 pages in length and are divided into chapters. They may have large print and pictures, making them visually appealing to the young reader.

- **Easy Readers**

Books in this collection are primarily for beginning readers, although they are also enjoyed by English language learners. These staged readers, both fiction and nonfiction, offer a controlled vocabulary, few words on a page, and large easy-to-read type. They have been divided into 4 sub-groups: 1) Starting to Read, 2) Reading with Help, 3) Reading Alone, 4) Advanced Reading.

- **Picture Books (Easy)**

Picture books combine illustrations and text to tell a story. Most picture books are intended to be read to young children. Themes cover a wide range of topics; books about sensitive issues are identified as dealing with “parenting issues”.

- **Board Books**

Board books are sturdy cardboard books for very young children. Due to durability issues, books with flaps and other vulnerable structures are generally avoided, as are complicated stories with extensive text, which lack appeal for our youngest library patrons.

- **Book Club Kits**

Book Club Kits contain multiple copies of a given title, along with discussion questions. They are intended for use by book clubs.

Music

Music is selected based on popularity, regional interest, and “staying power.” Genres include but are not limited to: Children, Holiday, Classical, Country, Folk, Jazz, North Dakota, New Age, Pop, Rap, Rock, Soundtrack, Spiritual, Theatre, and World.

Electronic Resources

Electronic resources make popular magazines, academic journals, newspapers, books, music, video, and other materials available through online subscriptions. While many of the Library’s electronic resources are available through state funding, others are purchased with library funds or in collaborative resource sharing with other libraries.

Periodicals

Periodicals include magazines and newspapers. Titles are available for all ages.

DVD/Blu-ray

DVDs are selected based on popularity, entertainment, and educational needs of the community. They include television shows, classic and feature films, and nonfiction documentaries.

Technology

Circulating technology includes items such as hotspots, tablets, and laptops (in-house circulation). Selection is determined by the Technology Librarian. Withdraw and replacement cycle is governed by the Technology Policy.

West Fargo Historical Center

The collection of the West Fargo Historical Center is separate from that of the West Fargo Public Library and differs in several respects.

West Fargo Historical Center Mission Statement

To collect, preserve and present the history of West Fargo and the West Fargo School District. To entertain and instruct the public. To support research of both local and family history.

Items within the West Fargo Historical Center's collection include: City Commission minutes, West Fargo Pioneer (print and microfilm), Fargo-Moorhead City Directories, West Fargo school yearbooks, Sheyenne River Flood Control Project, family histories and obituaries of current or former West Fargo residents, older editions of the atlas of Cass County, materials either written by or about former or current residents of the area, West Fargo realia, and newspaper clipping related to the West Fargo Public Library. New items may also be added based on West Fargo community interest. In addition to collecting, the Historical Center actively creates original documents (photographs and interviews) documenting the City, its history, and its growth.

Materials from the West Fargo Historical Center are not available for check-out, but may be consulted on-site.

Recommendations for Purchase

West Fargo residents are invited to suggest materials for purchase. Recommendation for Purchase Forms are available at the Service Desk. All suggestions for purchase will be considered; however, suggestions are subject to the same criteria as other materials.

Withdrawal/Replacement

Items are continually removed from the library collection for a variety of reasons, including:

- Space limitations
- Outdated information
- Poor condition (damaged, worn, otherwise unusable)
- Insufficient use
- Multiple copies

Worn items may be retained due to:

- Local interest
- Uniqueness
- Reputation of author, publisher, etc.
- Part of a series

Replacement of withdrawn materials is not automatic, but may depend on:

- Availability and cost
- Availability of other copies in this or other nearby libraries
- Patron interest
- Part of a series

Request for Reconsideration

Persons from the West Fargo community who wish to recommend the removal or reclassification of a particular item from the Library's collection may submit a "Request for Reconsideration Form", available at the Library Service Desk. The request will be reviewed by the Library Director and staff in relation to the Library's mission and the selection criteria stated in this policy. The patron may submit documents in support of the request. A written response will be made by the Library Director within 30 days of the date of submission of the formal request.

The Board of Directors of the West Fargo Public Library will hear appeals of the Director's written response. Appeals must be presented in writing to the Library Board at least 10 days in advance of the next regularly scheduled meeting. Decisions will be based on a review of the patron's stated objection, the nature of the material, library policies (including the Collection Policy), the Library Bill of Rights, the Freedom to Read and the Freedom to View statements and the American Library Association's guidelines on intellectual freedom. The decision of the Board of Directors is final.

Request for Reconsideration

Title: _____

Author: _____

Publication Date: _____

Type of material: Book Music (CD) DVD Magazine/Newspaper Other

Request initiated by (name): _____

Address: _____

Phone Number: _____

Representing: Self Organization

Organization address: _____

Organization phone number: _____

Have you read / listened /viewed the entire item? yes no

 If no, which parts? _____

What concerns you about this material? Please be specific. Cite pages.

Suggested course of action: Remove item Move to another location/collection
 Update item Other:

Are there, in your judgment, any positive elements in this material? Please describe.

Are you aware of any literary reviews of this material? If so, please cite.

What material(s) can you suggest to counterbalance the point of view of this material or provide additional information on the subject?

Please return this form to the Service Desk or mail to the library (109 Third Street East, West Fargo, ND 58078). The Library Director and responsible Librarian will review the request. During the review you may be contacted to further determine the reason for the challenge. After the review is completed, you will be notified by mail.

Date request received by staff: _____ Staff initials: _____