IV.   LEGISLATION – POLICIES – RULES – GUIDELINES
B.2   Policies – Collection Development Policy

We have been advised by our Deputy Attorney General to change the designation of our Collection Development Policy to a set of guidelines. Along with this change, there is a need to change the focus on a more traditional collection to a document that reflects the wide variety of collection units (see 3.A) that support ICfL's services. Staff has made the appropriate changes to create an internal document to guide additions to any of the collection units.

The other major edit to the document includes changing the agency's name.

Because the Board had adopted the collection development policy (06-09 Rev 2, February 24, 2006), it is necessary to take formal action to rescind the policy.

Suggested motion: I move that the Board of Commissioners rescind the collection development policy as presented in Board Document 17-34

MSC_____

COLLECTION DEVELOPMENT POLICY

1. INTRODUCTION

A. Mission

The Idaho State Library assists libraries to build the capacity to better serve their clientele.

B. Collection Definition

The Idaho State Library collection is a purposeful and organized assemblage of materials that supports the Idaho State Library mission.

2. GENERAL SELECTION PRINCIPLES

A. Coverage

The Idaho State Library collects and retains materials in each unit of the collection identified to meet the changing developmental needs of Idaho publicly funded libraries. Collection units are added or deleted as statewide library needs change.

B. Format

Information is obtained in any format appropriate to the subject, user needs, and available hardware.

C. Multiple Copies

One circulating copy of each title is acquired. Additional copies are added based on user needs.

D. Languages

Most information is acquired in English. Information may be obtained in other languages if appropriate to the subject, user needs, and the criteria for selection of library materials.

E. Funding

Acquisitions are funded by State General Fund annual appropriations, grants and gift monies.

F. Selection Responsibilities

The State Librarian has the final responsibility for the selection of materials for the library's collection. The Electronic Resources & Collection Development Librarian coordinates the selection of materials.

G. Selection Criteria

1. Selection of library materials is based on several factors that determine their value to the collection. These factors include:

   a. Quality. Criteria include:

      1. Relevance;
      2. Authority;
      3. Accuracy;
      4. Writing style;
      5. Purpose;
      6. Scope.

   b. Format. Information may be collected and preserved in any format that meets the service obligations and operational facilities of the library.

2. Selection is accomplished by any of the following:

   a. Consideration of review media;
   b. Publisher announcements of new titles;
   c. Examination of review copies;
   d. Staff and user recommendations;
   e. Circulation statistics of similar titles;
   f. Study of bibliographies on specific subjects.

H. Gifts

1. The Idaho State Library determines the appropriate disposition of monetary donations and gifts of materials.

2. Gift materials may be added to the collection if they meet the same criteria as materials selected for purchase.

3. The Library will not accept donations or gifts with attachment conditions. Appraisals are the responsibility of the donor.

4. Materials are not accepted without examination by the Collection Development Team.

5. The Library may dispose of gift items in its collection according to its current Collection Development Policy.

I. Collection Maintenance

1. The collection is organized to ensure accessibility by users.

2. Regardless of format, an item is withdrawn when it meets any of the following criteria:

    a. Is no longer in demand;

    b. No longer meets the criteria in this policy;

    c. Has been superseded by newer or more accurate resources;

    d. Is in poor physical condition.

J. Complaints and Censorship

The Idaho State Library Board's statement on intellectual freedom is described in Governing Policies and Procedures III.B. Intellectual Freedom. A challenge to the appropriateness of an item in the State Library collection can be made by referring to Governing Policies and Procedures I.H. Interpretation and Conflict with Board Policies and Procedures.

3. COLLECTION UNITS AND DEVELOPMENT LEVELS

A. Units Currently Developed and Maintained by the Idaho State Library:

1. *Let's Talk About It (LTAI):* Sets of materials supporting reading and discussion programs in public libraries.

2. *Libraries Linking Idaho databases (LiLI-D):* Statewide electronic databases available to the general population, either directly or through Idaho's publicly funded libraries.

3. *Professional Development Resources:* Materials to help individuals improve their knowledge, skills, and abilities in a library setting.

4. *State Public Documents:* Idaho documents containing information of a public nature and intended for public distribution. Policy governing the public documents held by Idaho State Library is separate from any policy or practice relating to the existing Documents Depository Program as described in Idaho Code, Title 33, Chapter 25.

5. *Talking Book Service (TBS):* Resources for Idahoans who cannot read standard print because of visual or other physical disabilities.

B. Collection Level Definitions

The following terms are used to describe the target development level of each unit of the collection:

1. *Maintenance level:* An existing unit that is not currently being developed.

2. *Minimal level*: A subject area in which few selections are made beyond very basic works. A collection at this level is frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn.

3. *Basic level*: A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate electronic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals. The collection is frequently and systematically reviewed for currency of information.

4. *Study level*: A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate electronic databases, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained.

5. *Research level*: A collection that provides in depth coverage of the subject for research needs required up to and through dissertation and independent research levels. The collection includes a wide range of specialized works in appropriate formats, a very extensive collection of classic retrospective materials, the majority of works by secondary writers, representative journals, access to appropriate databases, and the reference tools. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained. Older material is usually retained for historical research and is actively preserved.

6. *Comprehensive level*: A collection that is as extensive and thorough as possible. The collection includes an exhaustive range of published materials, manuscripts, and extensive materials in all other pertinent formats. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained. Older material is retained for historical research and is actively preserved.