Wicomico Public Library Collection Development Policy

Adopted by the Wicomico Public Library Board of Trustees on August 10, 2010.
Table of Contents

1. Introduction .................................................................................................................. Page 2
   A. Library’s mission
   B. Purpose of the Collection Development Policy
   C. Goals of the Collection Development Policy

2. Selection Philosophy .................................................................................................... Page 2 & 3

3. Selection Reconsideration Responsibilities .................................................................. Page 3

4. Selection Sources ......................................................................................................... Page 3

5. Selection Criteria .......................................................................................................... Page 3
   A. Criteria
   B. Collection limits

6. Scope of the Collection ............................................................................................... Page 4
   A. Background statement
      i. Consortium
      ii. Electronic Databases
      iii. Interlibrary loan
   B. Special Collections
      i. Maryland Room and Genealogy Collection
      ii. Adult Audio Visual Collection
      iii. Professional Collection
      iv. ESL and Literacy Collection
      v. Spanish Collection

7. Collection Maintenance .............................................................................................. Page 5
   A. Deselection policy – adopted April 2009
   B. Methods of collection analysis

8. Branches & Bookmobile ............................................................................................. Page 5


10. Gift Policy ................................................................................................................... Page 5 & 6

11. Reconsideration Procedures and Form .................................................................... Page 6, 7, 8

12. Internet Use Policy ..................................................................................................... Page 9

13. Policy revision ............................................................................................................. Page 9

APPENDIX
   Glossary
   Deselection Procedures
   *LINKS
   Copyright statement link retrieved on 9/29/10
   Freedom to Read statement link retrieved on 9/29/10
   Intellectual Freedom statement link retrieved on 9/29/10
   Library Bill of Rights link retrieved on 9/29/10

*ALA Policy Statements are available at www.ala.org
1. **Introduction**  
The Wicomico Public Library serves all citizens of Wicomico County. The foundation of the Wicomico Public Library is its collection of materials and resources in a variety of formats. The Wicomico Public Library is also a member of the Lower Shore Library Consortium (Dorchester County, Somerset County, Worcester County, Wicomico County, and the Eastern Shore Regional Library) that maintains a shared materials catalog and participates in a shared collection.

A. **Mission**  
The Collection Development Policy supports the Wicomico Public Library mission. *It is the mission of Wicomico Public Library to serve the people of Wicomico County by supporting education, enriching lives, and building community.*  
Four of the six Outcomes adopted in the Library’s Long Range Plan influence the Collection Development Policy.  
- People in Wicomico County have access to popular materials in desired formats  
- Students in grades K through 12 find resources that support school assignments  
- People in Wicomico County are able to find, evaluate, and use information effectively  
- People in Wicomico County have resources for lifelong learning

B. **Purpose**  
The Collection Development Policy’s purpose is:  
- To provide a framework of criteria for the selection of material  
- To provide a framework for maintenance of the collection  
- To provide a policy for receiving gifts to the collection  
- To reaffirm the Library’s commitment to the Library Bill of Rights  
- To reaffirm the Library’s commitment to the Freedom To Read Statement  
- To reaffirm the Library’s commitment to copyright law  
- To reaffirm the Library’s commitment to Intellectual Freedom

C. **Goals**  
The Collection Development Policy describes the guidelines for selection and maintenance of the collection.  
Goals of the Collection Development Policy are:  
- To provide a balanced collection for the community  
- To reflect contemporary ideas as well as traditional points of view and deal with diverse media formats.  
- To establish guidelines for Selectors of collection material  
- To establish guidelines for de-selection of materials

2. **Selection Philosophy**  
The Library endeavors to provide a range of opinions on many subject areas and not restrict the freedom of use in any way. Staff exercises open-mindedness, flexibility and promptness when evaluating materials for inclusion into the collection. All customers are free to reject for themselves any material of which they may disapprove. Responsibility for reading, listening, and viewing Library materials by children rests with their parents. The Wicomico Public Library supports Young Adult Library Services Association’s (YALSA) statement.
Selection Philosophy continued…

While these books were selected for teens, the titles on this list span a broad range of reading and maturity levels. We encourage adults to take an active role in helping individual teens choose those books that are the best fit for them and their families.

3. Selection Reconsideration Responsibilities
The Wicomico Public Library provides access to a wide range of materials and resources, including books, videos, music CDs, DVDs, and periodicals. These materials are selected and displayed in accordance with policies established by the Board of Trustees. The public is welcome to review these policies. There is a procedure in place to review materials in response to public concerns. The Request for Reconsideration Form and procedures for reconsideration are posted on the Library website (see Appendix 8).

Final responsibility for selection lies with the Board of Library Trustees. The Board of Trustees, however, delegates to the Director the authority to interpret and guide the application of the policy in making day-to-day selections. The Director will authorize other staff to apply this policy to resource selection. Suggestions of materials from the public are always welcome.

4. Selection Sources
Wicomico Public Library uses standard library vendors’ acquisitions products, online selection and ordering modules. Selectors’ sources include, but are not limited to, publisher’s catalogs, online resources such as Amazon.com, professional journals, published reviews, national best seller lists, and other available sources used for special requests.

5. Selection Criteria
Librarians use their subject knowledge and expertise in combination with the standards listed below to select and evaluate collection items. An item need not meet all criteria to be selected.

A. Criteria
- Suitability of purpose to meet the demand and interests of the Wicomico County community
- Extent to which the item supplements, expands on or supports the existing collection
- Contemporary significance or permanent value
- Accuracy
- Reputation and authority of author, editor or illustrator
- Literary merit
- Cost relative to the value that the item contributes to the collection
- Space needed for item display
- Format and ease of use
- Relationship to existing resources

B. Collection Limits
The Wicomico Public Library does not purchase textbooks, workbooks with the exception of the test preparation series, or non-shelf compatible materials. Examples of non-shelf compatible materials are spiral bound books, books of odd shapes that are not designed to stand up on a shelf, and books with ephemera attached such as jewelry, twine, etc. The Library does not collect children’s activity books or materials marketed with trinkets for children.
6. **Scope of the Collection**

   **A. Background**
   
   Wicomico Public Library, as a member of the Lower Shore Library Consortium, has agreed to consider the Consortium shared environment when purchasing books and materials for the collection. The Library takes into consideration the overall demand for a title when making a quantity decision for selection. Electronic resources (databases) for the Wicomico Public Library are provided by the Eastern Shore Regional Library and the Maryland Public Information Network called Sailor. The electronic database collection may change yearly, depending on budgetary concerns, usage statistics and other considerations. Wicomico Public Library participates in the state of Maryland’s Interlibrary Loan service called Marina through the State Library Resource Center and their connection to OCLC, the world’s catalog.

   **B. Special Collections**
   
   i. **The Maryland Room and Genealogy Collection**
   
      The Maryland Room and genealogical collection located in the Wicomico Public Library contains local materials that are free and accessible to all residents and interested parties. The core collection contains books on Wicomico County, Worcester County, and Somerset County, old directories, microfilm of Somerset County maps by Harry Benson and land records, individual historic houses and church histories, indexes to the *Daily Times*, place names and military records and pension rolls.

      The scope of the collection is as follows:
      - Regional Delmarva collection
      - Boats and Chesapeake Bay and local rivers
      - Local islands
      - Concentration on Wicomico County and city of Salisbury which were previously Somerset County and Worcester County.
      - Old homes
      - Local family genealogies

      The Wicomico Public Library maintains a close partnership with the Nabb Center, a local historical archive which is supported by Salisbury University.

   ii. **Adult Audio Visual Collection**

      Wicomico Public Library seeks to establish a balanced and diverse collection of popular movies, music, recorded books, and video games to reflect the desires of every demographic within the County. Materials are evaluated as whole works, not on individual scenes or selected portions. Multiple copies of new releases are ordered to fulfill customer holds in the consortium’s queue.

   iii. **Professional Collection**

      Wicomico Public Library purchases a small collection of materials of interest to Library Staff. Staff also has access to a larger collection at the Eastern Shore Regional Library.

   iv. **ESL & Literacy Collection**

      Wicomico Public Library purchases high interest low reading level material for adults as well as materials to support English as a Second Language programs.

   v. **Spanish Collection**

      The Library collects a variety of popular print material and media for customers who prefer to read and view in the Spanish language.
7. **Collection Maintenance**
   A. Selection is only one aspect of resource development. Attention is also given to assessing the need for adding and discarding resources. These responsibilities are carried out by qualified staff authorized by the Director. The Library adds multiple copies of materials that are in high demand. A Deselection Policy has been adopted by the Board of Trustees (see # 9).

   B. **Methods of Collection Analysis**
      Staff uses turnover rates and other collection analysis methods to establish collection purchase priorities. Staff follows collection maintenance guidelines for specific sections of the collection as set forth in the Deselection Procedures document.

8. **Branches and Bookmobile**
   Branches at Pittsville and Centre and the Bookmobile have a limited number of holdings due to their available space but they have access to the entire collection via the Public Catalog. The Branches collect a broad cross section of popular print materials for all age groups and a very limited numbers of audio books, DVD's, and other formats for specific target collections. The Bookmobile collects primarily juvenile materials. Adult materials are collected depending on demand at the scheduled stops.

   **Collection Maintenance (Deselection/Weeding Policy)**
   Systematic evaluation and deselection of the collection (the process of removing materials from the active collection for withdrawl or transfer) is necessary in order to keep the collection responsive to customers’ needs, to insure the collection’s vitality and usefulness to the community, and to make room for new materials. Studies show that a regularly weeded collection produces higher circumstance statistics.
   - The Library may dispose of any materials by transfer of ownership or discard, as staff deem appropriate.
   - Suggestions for deselection may be made by all staff.
   - Final deselection decisions are made by Selectors with approval of their Supervisor.
   - The Library will transfer all deselected items to Better World Books that meet with their criteria. Those items that do not meet Better World Books’ criteria may be transferred to the continuous book sale or if damaged, items may be discarded.

   **Criteria Used for Deselection**
   - Outdated materials
   - Unnecessary items
   - Books no longer of interest or in demand
   - Unused duplicates
   - Worn or damaged copies
   - The Bookmobile and Branches operate with extremely limited space for collection display. Weeding is critical in keeping the collections to a size that will fit in the available space.

10. **Gift Policy**
    Gifts and Donations: The Wicomico Public Library welcomes gifts and donations in support of the Library and its collections, programs, services and facilities. Monetary gifts and donations of library materials, personal property or real property are accepted subject to policies adopted by the Board of Trustees. Unless donors specify otherwise, these funds are used in support of the library system and its collections, programs, services and facilities. If desired, appropriate donor recognition and notification will be provided.
Gift Policy continued…

Gifts of library materials (books, audio and video tapes, etc.) are accepted with the understanding that they are non-returnable and may be handled or disposed of in the best interests of the Library. Donated materials may be added to the collection if they meet the standards set forth in the Library’s Collection Development Policy. If desired, appropriate donor recognition will be provided.

Gifts of other personal or real property may be accepted by the Library, subject to its needs and in compliance with any applicable policies. If desired, appropriate donor recognition will be provided.

The Library will acknowledge receipts of gifts for tax purposes, but will not assess the monetary value of gifts.

Financial Processes: All expenditures and receipts related to gifts, donations and fundraising are processed through the Wicomico Public Library’s financial accounts.

Draft expansion and revision of “Gifts Policy,” adopted by Wicomico Public Library Board of Trustees, June 13, 2006
Amended and Approved by the Library Board of Trustees October 9, 2007

11. Reconsideration Procedures

Wicomico County Free Library

Procedures for Reconsideration of Library Resources

• A customer’s objection to library materials should be handled at the time of complaint by the professional staff. If a complaint is voiced at the Circulation Desk, a staff member shall refer the patron to the Information Desk. A professional staff member shall discuss the problem, and if appropriate, give the customer a copy of the policy and intellectual freedom manual assembled for public distribution.
• If the customer is not satisfied, refer the customer to the Manager of Information Services or the Assistant Director.
• A “Request for Reconsideration of Library Resources” form will be given to anyone wishing to pursue a complaint. It must be filled out before a request can be considered for formal action. The request must be hand delivered or sent to the Director by certified mail.
• Upon receipt of the completed form, the Director shall gather, or cause to be gathered, copies of critical opinions and/or reviews of the material in question. Using these as a base, the Director shall review the work in question and prepare a written response within five (5) working days from receipt of the request for reconsideration. The response shall be sent by certified mail to the customer and it shall conclude with the following statement: “if you wish to discuss the matter further, please contact the Director (name), or the Assistant Director (name).”
• Copies of the request for reconsideration, with copies of the response, shall be sent to:
  • The Chairperson of the Board of Trustees
  • The Chairperson of the Board’s Manual Committee
  • The Assistant Director
  • The person responsible for the selection of the material
• If the customer is dissatisfied with the Director’s response, he or she may request a hearing before the Materials Committee of the Board of Trustees. This request must be submitted in writing. Upon receipt of the written request for a hearing, the Director shall arrange a time and place of the hearing with the Materials Committee. The Director will inform the customer by certified mail of the time and place of the hearing.
Reconsideration Procedures continued…

- The Materials Committee shall receive written arguments from the customer and may hear oral arguments if the customer wishes to speak. The Director shall be present at this meeting, and the executive session which will follow. The Committee will not respond to the complaint during the hearing, except to question or clarify. It shall then retire into executive session to consider the material. Once a decision has been reached, the Committee shall reply in writing. The reply will be written by the Chairperson or the Chair’s designate. It shall be sent to the customer by certified mail which shall be postmarked within five (5) working days of the hearing. Copies of the reply will be given to the President of the Board, the Assistant Director, and the person responsible for the selection of the material.
- If the customer is not satisfied by the response of the Materials Committee, he or she must request a hearing before the Board of Trustees in writing within fourteen (14) working days of the postmark of the Materials Committee (Item 7).
- The decision of the Board of Trustees is binding, and shall not be revoked except under orders of a court of competent jurisdiction.
- Those persons with authority for selection and de-selection also have the authority to remove the material in question if they decide that it does not meet the standards for inclusion in the collection. Upon removing questioned material they will notify the Director, the Chairperson of the Board of Trustees, and the Chairperson of the Materials Committee, the Assistant Director, and the person responsible for the selection of the material.
- **FAILURE TO APPEAR AT A HEARING:** Hearings are arranged at the request of one person but involve the arrangement of work and personal schedules by many others. Therefore, the petitioner must arrange to be at the hearing at the time of designated. Unwillingness to make himself or herself available at the offered time, or failure to appear at the hearing shall be considered withdrawal of the complaint.

December 12, 2000
Wicomico County Free Library  
Request for Reconsideration of Library Resources Form

The Board of Trustees of the Wicomico County Free Library has delegated the responsibility of selection and evaluation of library resources to the Director and under his/her direction to those staff members who are qualified by reason of education and training. The Board has established a reconsideration process to address concerns about these resources. Completion of this form is the first step in this process. You will receive a written response within 5 working day plus mail transit time.

Date:

Name:

Address:

City: State: Zip:

Phone:

Resource on which you are commenting: (please circle format)
Book  Video  Display  Magazine  Library Program  Audio Recording
Newspaper  Electronic Information/Internet Site
Other

Title:

Author/Producer:

Have you examined the entire resource?

What concerns you about the resource?  (use other side or additional pages)

Do you know of other resources which would provide additional information and/or other viewpoints on this topic?

December 12, 2000
12. **Internet Use Policy** *Wicomico Public Library Resources via the Internet*

The Internet is an ungoverned and unregulated source of information that librarians and filtering software cannot control. Library users must recognize their increased responsibility when using this resource. Users of the Internet must continually evaluate the information they retrieve, both the validity as well as the suitability of the information, according to their own standards.

The Wicomico Public Library Board of Trustees does not allow the following:

- Violation of copyright laws or software licensing agreements;
- Activity which is disruptive, offensive, libelous, or slanderous;
- Activity which violates another user’s privacy;
- Access and display of materials that are obscene or constitute child pornography (as defined by federal statutes, 18 U.S. Code, Sections 1460 and 2256, and Maryland Annotated Code, Criminal Law Article, Title 11, Subtitle 2, Obscene Matter)

To be in compliance with the federal law CIPA (Children's Internet Protection Act, 2000) and Maryland Law Article 23, Section 506.1, the Wicomico Public Library Board of Trustees authorized the installation of filtering software which blocks pornography and obscenity on all Internet access computers.

Customers should be aware that filtering software is not a perfect tool. Thus:

- If a customer believes that a specific www site should either be blocked or unblocked, the Request for Reconsideration of Library Resources form should be completed. Please ask a librarian for a copy of the information packet which contains information about the process and the appropriate form.
- Customers displaying or accessing obscenity or child pornography will be told that this behavior violates the library policy and may be instructed to leave the library for the day or longer. Details on these procedures can be found in the library's Procedures for Security Incidents. Please ask Librarian for a copy.

*Approved by Board of Trustees, October 14, 2003*

13. **Policy Revision**

The Collection Development Policy will be revised and updated when needed. Policy revisions will be considered at least once every two years.
APPENDIX

• Glossary

• Deselection Procedures

• Links:*  
  - Copyright statement link retrieved on 9/29/10  
  - Freedom to Read statement link retrieved on 9/29/10  
  - Intellectual Freedom statement link retrieved on 9/29/10  
  - Library Bill of Rights link retrieved on 9/29/10

*ALA Policy Statements are available at www.ala.org
GLOSSARY

CD
CD stands for “compact disc” and is an optical disc used to store digital data. Our CDs are music CDs in many genres. *

COLLECTION
The Library’s collection is the books and audio visual formats used for reference or for loan to the community.

DESELECTION
Deselection is the process of removing materials from the active collection for withdrawal or transfer. Deselection is selection in reverse. Materials are weeded in a systematic manner using commonly used library standard criteria as set forth in the Deselection Policy.

DVD
“DVD, also known as Digital Video Disc or Digital Versatile Disc, is an optical disc storage media format, and was invented and developed by Philips, Sony, TOSHIBA, and Time Warner in 1995. Its main uses are video and data storage. DVDs are of the same dimensions as compact discs (CDs), but store more than six times as much data.”*

ELECTRONIC DATABASES
An electronic database contains many pieces of information in one place. Eastern Shore Regional Library and Sailor (Maryland’s public libraries’ provider of Internet and electronic database resources) purchases all the electronic databases that we feature on our website. The electronic databases are categorized into function or interest areas. For example: Databases for children, for information of a medical nature, historical nature or practical nature.

FORMATS
Wicomico Public Library provides many formats available to the community. For example: books, CDs, DVDs, audio books, periodicals, newspapers, online resources and paper bound books.

INTERLIBRARY LOAN
Wicomico Public Library is a member of the Lower Shore Library Consortium as well as a reciprocal borrower in the state of Maryland. If an item is not housed in the Library, the Library can request it, if available, from the Consortium or the State.

MARINA
“Wicomico Public Library card holders have access to materials in libraries throughout the state by using Marina. Marina is a statewide interlibrary loan system. Customers with a Maryland Public Library borrower's card can request materials not owned by their local public library system from another Maryland Public Library System using this service. “ (Copied from the Library’s website)
GLOSSARY continued…

**POPULAR**
**“Popular”** is defined as “of the people” or “suitable to the majority,” therefore, Selectors of the Wicomico Public Library’s collection choose items based on:
- Circulation Statistics showing customer demand
- Customer Feedback
- Professional Judgment
- Material Turnover Rates
- Material Reviews
- Analysis of the Current Collection

**RESOURCES**
A resource is a source of information or expertise. Our resources are contained in our books, media and databases.

**TURNOVER RATES**
Turnover rate is a ratio of current holdings to the number of times the items are checked out. Turnover rates are used to determine what action staff will take in a particular portion of the collection. For example: If the turnover rate is high, the Library may need to purchase more books to meet the demand. If the turnover rate is low, the Library may need to deselect unused items from the collection to gain space for new items.

* Definition copied or adapted from Wikipedia [http://en.wikipedia.org/wiki](http://en.wikipedia.org/wiki)
DESELECTION PROCEDURES

Definition
Deselection is the process of removing materials from the active collection for withdrawal or transfer. Deselection is selection in reverse. Materials are weeded in a systematic manner using the following criteria depending on the item’s classification.

Benefits
Studies show that regularly weeded library collections produce higher circulation statistics. Materials are easier to find and maintain. Continued quality is assured in a properly weeded collection.

Branches and Bookmobile
The bookmobile and branches operate with extremely limited space for collection display. The collections highlight popular current materials, children's and teen popular materials, and items requested by customers. The collection also includes, as space allows, items recommended for school reading. Customers are encouraged to request other materials from the main library collection. Weeding is critical to keeping the collections to a size that will fit in the available space.

Branches use pull lists showing materials with no circulation for one year to identify items for weeding consideration. Staff considers these items based on circulation and on other factors, including condition, number of copies, whether the item is part of a series, the number of titles in that subject area, and evaluation of the ongoing value of the item to the collection and then determine whether it should be kept or weeded. Books transferred to a branch collection from the main library are identified by a dot on the item showing the date of transfer. These may be weeded from the branch after six months to one year with no circulation.

Bookmobile staff weed routinely based on condition and currency (prior year almanacs and travel guides weeded as new ones arrive, for example). Lists showing materials with no circulation for three years are used periodically to help in reviewing the entire collection. As above, these lists identify items for review but are not in themselves a requirement for weeding.

Method and Criteria
Generally materials will be weeded if the condition is damaged beyond simple repair, if the material is outdated (such as medical or geographical information) or inaccurate, and if the book has not been used in the last three years. An effort should be made to market unused books before they are weeded from the collection. Staff will use their best judgment in addition to these guidelines. The CREW method (Continuous, Review, Evaluation, and Deselection) and the MUSTIE method (Misleading, Ugly, Superseded, Trivial, Irrelevant and Elsewhere) will be used to identify candidates for deselection.

Staff will use available Library software to generate pull lists which enable them to locate items. The Library’s software assists staff in identifying materials that meet multiple criteria as listed above. Pull (weeding) lists generated on item usage may be used as one element of the deselection process. However, no item will be weeded from the collection solely because it appears on the list. Staff will use the range of guidelines described in this policy to make deselection decisions. After material is chosen for deselection, technical services or
appointed personnel will sort items for relocation to other branches or to Better World Books. Books that do not fit Better World Books criteria (see attached) will be considered for disposal or for the library’s continuous book sale. Deselected items will be marked “withdrawn”.

Guidelines
In addition to the four criteria mentioned above (condition, outdated/superseded materials, inaccurate, and frequency of use), criteria such as, the number of copies of an item, currency of the material, and appropriate coverage should be used to identify a candidate for deselection. Traditionally the following classifications should be considered as mentioned below.

- **00s – General**: Replace at least one set of encyclopedias every 3 years. Circulate older sets for no more than 3 years. Materials about computers should be updated regularly and 3 year old materials should be weeded.
- **100s – Philosophy and Psychology**: Popular psychology books and self-help books can quickly become outdated. Classic works in this category should be kept and weeded on condition.
- **200s – Religion and Mythology**: There can be a high turnover in books by popular religious leaders. What is the community’s interest? The collection should contain materials on all the major religions. Mythology materials should be replaced when worn.
- **300s – Social Sciences**: Replace almanacs in the reference collection every year. Circulate the older editions up to 3 years old. Remove outdated educational, law and government materials regularly. Balance controversial topics in this collection.
- **400s – Languages**: Replace ESL items on condition and age.
- **500s – Pure Sciences**: Basic, historical works on science should be retained. Continually update science materials.
- **600s – Applied Sciences**: Update medical materials that are out of date. Popular culture thrives on fads, weed when the fad has passed. Keep this collection up to date on what is a “hot topic.” Guides should be kept up to date. Car manuals will be kept and worn items will be replaced.
- **700s - Arts and Recreation**: This section will be weeded on condition, currency and visual appeal. A broad cross section of topics should be collected in this area. Historical material should be kept until it wears out.
- **800s – Literature**: Weed on condition. Replace worn copies of the classics and their criticisms. Match school reading lists with available classics and purchase accordingly.
- **900s – History, Travel and Geography**: History books should be evaluated for demand, factual accuracy and interpretation. A balance of perspectives should be collected. Travel items should be rotated out regularly and multiple copies of heavily used items should be purchased. Geography materials should be checked for accuracy; for example weed when countries change their names.
- **Biographies**: Keep biographies with literary value. Weed on condition and popular appeal.
- **Adult Fiction**: Single copies of past best sellers and works with enduring appeal should be kept. Keep multiple copies of popular fiction until popularity wanes. Try to maintain series.
DESELECTION PROCEDURES continued…

- Young Adult and Children’s Fiction – Watch for outdated topics, oversimplified or abridged classics when the original is appropriate for age and reading level. Maintain series. Replace worn out classics. Young adult fiction should be less than 10 years old. Easy collections should be chosen on the basis of good stories and illustrations. Flimsy binding should be avoided due to the high use and long life of the topics.
- Young Adult and Juvenile Non-fiction – Consider these materials using the criteria for adult non-fiction looking for inaccuracy and oversimplification.
- Audio visual materials – Materials with condition issues usually rise to the top. Weed AV when format is obsolete. Watch for broken cases, missing pieces, poor sound or visual quality.
- Maryland Room Collection – Traditionally this collection is weeded lightly. Local history, materials by local authors or with local settings, memoirs, directories and oral histories should not be weeded. Materials about Maryland and Delmarva industries identified for deselection in the non-fiction collection will be considered for placement in the Maryland Room Collection. The Library will maintain a positive relationship with the local archive, the Nabb Center. See attached for scope of the Maryland Room Collection.
- Vertical File – The main library collects newspaper clippings and materials of local significance for historical purposes. The purpose of the vertical file is to store additional printed information about the Delmarva Peninsula and the state of Maryland which might not be contained or easily accessible in other library sources. The information is comprised of such items as obituaries, articles, ephemera, photographs and maps. A list of the file’s topics appears at the front of the first drawer.

Sources used:

APPENDIX LINKS
Retrieved on 9/29/10

COPYRIGHT STATEMENT
http://www.ala.org/ala/issuesadvocacy/copyright/ALA_print_layout_1_493184_493184.cfm

FREEDOM TO READ STATEMENT
http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftrstatement/ALA_print_layout_1_137577_137577.cfm

INTELLECTUAL FREEDOM STATEMENT
http://www.ala.org/ala/issuesadvocacy/intfreedom/index.cfm

LIBRARY BILL OF RIGHTS
http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/lbor.pdf