

# CLARK COUNTY PUBLIC LIBRARY AUDIOVISUAL COLLECTION DEVELOPMENT POLICY

## GENERAL PRACTICES

### **I. COLLECTION GOAL:**

The Clark County Public Library (CCPL) selects audiovisual (AV) materials in accordance with the mission statement of the library's strategic plan, providing a balanced collection of popular, artistic, and educational materials (see R1).

### **II. RESPONSIBILITY OF SELECTION:**

- A. AV materials are selected by each branch, in conjunction with the AV Reviewer, who is assigned by the Director.
- B. All materials are selected in accordance with the framework set forth in this policy, as approved by the CCPL Board of Trustees.
- C. All library purchases are subject to the Director's discretion.

### **III. LOANING PRACTICES:**

- A. The library endorses the tenets established by the American Library Association in its Library Bill of Rights (see R2), its Freedom to Read statement (see R3), and its Freedom to View statement (see R4).
- B. The library loans materials according to codes entered into patron accounts from signed registration forms; individual items are not restricted to patrons contingent upon ratings or reviews.
- C. It is the parent/guardians' responsibility to approve the nature of library items borrowed and/or used by their minor children; parent/guardians may restrict their minor child's access to video.

### **IV. PATRON INPUT:**

- A. REQUESTS:  
Patrons may request specific titles be added to the AV collection (see R5); such requests are considered according to the appropriate collection protocol provided in this policy.
- B. COMPLAINTS:  
"Request for Reconsideration" forms are available to patrons who object to specific AV materials (see R6).

### **V. INTERLIBRARY LOAN (ILL):**

- A. Due to budget and space restrictions, the library cannot purchase every requested title, nor can it fulfill every item request left unsatisfied following patron loss, damage, or theft. ILL is available to satisfy such requests.
- B. CCPL, in return for ILL services, makes its AV collection accessible to other libraries within the network.

### **VI. FORMATS:**

- A. PHYSICAL FORMATS:
  - 1. The library chooses physical formats and makes restrictions based upon cost, consumer popularity, and suitability for public library use.
  - 2. The library reserves the right to introduce new physical formats as cost and/or demand necessitate. New AV media forms are studied carefully and sufficient time is allowed to properly determine whether they will receive lasting and widespread public acceptance before collections of such new forms of media are added to the library.
- B. DIGITAL FORMATS:
  - 1. The library may offer digital formats through its website via digital consortium.
  - 2. Digital formats are selected by the consortium without regard to the framework set forth in this policy.
  - 3. All other policy and protocol regarding the lending, borrowing, availability, and general use of digital formats are established by the consortium and may not follow the policies of CCPL.

### **VII. REPLACEMENT:**

- A. The library replaces materials as its budget allows; materials may not be replaced upon patron loss, damage, or theft.
- B. With regard to video, the library gives first replacement consideration to *core titles*.

### **VIII. DONATIONS:**

- A. The library welcomes donations of AV materials with the understanding that items are added to the collection only if they meet the criteria set forth in this policy and are needed at the time of donation.
- B. The library accepts monetary donations for AV materials.
- C. The library accepts memorial gifts of AV materials or money.
- D. The library cannot appraise the value of donated materials, though it can acknowledge the receipt of items if the donor so requests.

**IX. WEEDING:**

- A. Maintaining a useful, well-organized collection requires continual weeding. This task is the responsibility of the library and is authorized by the Board of Trustees.
- B. Criteria considered when deciding to retain, replace, or weed, include (but are not limited to):
  - 1. Age and physical condition
  - 2. Availability and cost of new editions
  - 3. Presence of multiple copies
  - 4. Circulation statistics
  - 5. Shelf space
- C. The choice to weed unused items is not a judgment of the items themselves, but a decision made respective to the collection as a whole; the same is true of items not replaced following patron loss, damage, or theft.

**COLLECTION PROTOCOL**

**I. VIDEO COLLECTION:**

A. COLLECTION OBJECTIVE:

The library's video collection consists of feature length motion pictures, documentary films, and educational programming in a wide variety of general subjects for all ages. Videos are given one of three classifications: *popular title*, *children's title*, or *core title*.

B. CRITERIA FOR SELECTION:

- 1. The primary factors influencing video selection:
  - a) Cost incurred sustaining patron demand for the material.
  - b) The practicality of an item's packaging with regard to circulation and storage.
- 2. Reviews are major sources of information about new materials; however, videos are not chosen solely on the strength of their reviews.
- 3. *Popular titles* are chosen from the current national bestselling videos.
- 4. *Children's titles* are made for children up to eight years of age.
- 5. *Core Titles*:
  - a) The library classifies a feature film of exceptional quality and/or importance as a *core title*; feature films are classified as such using the following additional criteria:
    - i. Films generally considered classics of the medium or of their respective genres.
    - ii. Films favorably reviewed by reputable critics and/or institutions.
    - iii. Films of great cultural significance.
  - b) *Popular titles* and *children's titles* may be classified as *core titles*.
- 6. The merit of video recordings will be judged upon the work as a whole, not on individual scenes or images taken out of context. Video selections will not be made on the basis of anticipated patron approval or disapproval, but solely on the merits of the work in relation to the collection as a whole (see R7).

C. FORMAT RESTRICTIONS:

- 1. When titles are released in multiple editions, the library purchases the most basic edition containing the fewest pieces.
- 2. The library favors video presented in its theatrical viewing ratio.

**II. MUSIC COLLECTION:**

A. COLLECTION OBJECTIVE:

The library's music collection contains recordings (e.g., albums, compilations, extended play discs) of all genres and styles.

B. CRITERIA FOR SELECTION:

- 1. The primary factors influencing general music selection:
  - a) Cost incurred sustaining patron demand for the material.
  - b) The practicality of an item's packaging with regard to circulation and storage.

2. Albums are purchased using the following additional criteria:
    - a) Albums popular in their respective genres.
    - b) Albums favorably reviewed by reputable critics and/or institutions.
    - c) Albums of great cultural significance.
  3. The merit of music recordings will be judged upon the work as a whole, not on individual songs, or words within songs, taken out of context. Music selections will not be made on the basis of anticipated patron approval or disapproval, but solely on the merits of the work in relation to the collection as a whole.
- C. **FORMAT RESTRICTIONS:**
1. The library favors titles released domestically.
  2. When titles are released in multiple editions, the library purchases the most basic edition containing the fewest pieces.

### III. **AUDIO BOOK COLLECTION:**

- A. **COLLECTION OBJECTIVE:**  
The library's audio book collection consists of spoken word recordings of fiction and non-fiction for all ages; some titles include accompanying books.
- B. **CRITERIA FOR SELECTION:**  
Audio books are selected in the same manner as printed books and are subject to the same protections.
- C. **FORMAT RESTRICTIONS:**
1. The library favors unabridged recordings of titles.
  2. The library favors *library editions* over *commercial sale editions*.

### IV. **COMPUTER SOFTWARE COLLECTION:**

- A. **COLLECTION OBJECTIVE:**  
The library's software collection consists of educational games and programs for computers.
- B. **CRITERIA FOR SELECTION:**  
The primary factors influencing general software selection:
1. Cost incurred sustaining patron demand for the material.
  2. The practicality of an item's packaging with regard to circulation and storage.
  3. Patron ease of use.
- C. **FORMAT RESTRICTIONS:**  
Software must be Microsoft Windows and/or Apple Mac OS compliant, and must work on the newest of those operating systems available concurrent to the title's production.

### **PREVIOUS POLICIES:**

This policy supersedes all AV policies approved by the CCPL Board of Trustees prior to November 15, 2010.

### **RESOURCES**

- 1) CCPL Mission Statement:  
"The Clark County Public Library provides free and equal access to information through exceptional customer service to meet the intellectual and recreational needs of the community."
- 2) The ALA Library Bill of Rights:  
<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>
- 3) The ALA Freedom to Read statement:  
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftstatement/freedomreadstatement.cfm>
- 4) The ALA Freedom to View statement:  
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/freedomviewstatement.cfm>
- 5) CCPL "AV Materials Request" form:
- 6) CCPL "Request for Reconsideration" form:
- 7) CCPL "Audiovisual Policy and Ratings Guide" brochure:  
<http://www.ccpl.lib.oh.us/sites/default/files/CCPL%20RATINGS%20BROCHURE%20September%2015%202010.pdf>