COLLECTION DEVELOPMENT POLICY

I. The Community
Pettigrew Regional Library is a regional system serving Chowan, Perquimans, Tyrrell and Washington Counties in eastern North Carolina with one branch library in each County. The community is mostly rural and sparsely populated with a diversity of racial and ethnic groups, the majority are lower to middle income families. Each county is unique due to the disparity in their population size and available employment and educational opportunities.

II. Objective
The objective of the collection development policy is to provide the materials relevant to the needs of the patrons of the communities that the Regional Library serves, including but not limited to educational, informational and recreational material.

III. Responsibility for Collection Development
The Regional Board of Trustees considers and adopts a Collection Development Policy which the Library Director administers. The County Librarians are responsible for selecting the materials for their individual libraries which they determine most effectively meet the needs of their community while coordinating their selections in order that their respective collections may complement each other. The Director allocates the materials budget annually and approves all selections.

IV. Materials Selection Process
The County Librarians use a variety of tools to aid the selection of materials including such sources as professional review journals, popular print and broadcast media, bookstores, electronic interest groups, publishers' catalogs, purchase alerts, and patron and staff recommendations.

Criteria for Materials Selection
• Level of funding for materials
• Relevance to the Regional Library's mission (See Mission Statement)
• Informational and recreational needs of users
• Local demand
• Current usefulness or interest
• Community needs surveys and assessments
• Authority and accuracy
• Importance as a record of the times
• Relevance to the existing collection's strengths and weaknesses
• High standards of quality in content and format
• Price and availability
• Format, durability and ease of use
• Suitability of format for subject and user's needs
V. Scope of the Collection
The library provides materials and services that reflect the diverse educational, information, and recreational needs of its users. In so doing, the library provides access to content through print, multimedia and technology. The Library collects materials in a variety of formats, including, when appropriate:

- Print — such as hard covers, paperbacks, magazines, and newspapers
- Non-print – such as audio and video formats, puzzles and games, artwork, and microforms
- Digital resources – such as on-line databases; digital books, recordings, and images; digital historical archives; software programs; and the Internet.

The Librarians will select materials that respond to the needs of students through elementary, junior and senior high schools when deemed necessary to support the schools’ library collection. The collection for children is to be chosen with emphasis on materials that develop reading ability, inform children about the world around them, stimulate the imagination, and entertain.

VI. Collection Maintenance
In order to maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interests of the community, materials will be withdrawn on a systematic and continuing basis. Materials are withdrawn when they are judged to be dated, inaccurate, seldom used, in poor condition, or otherwise not in compliance with the Criteria for Materials Selection.

VII. Controversial Materials: Intellectual Freedom
In the interest of protecting the individual’s right to have access to materials, the Library supports the following documents:

- The First Amendment to the U.S. Constitution.

VIII. Procedure for Handling Challenges
In accordance with ALA guidelines, any questions or complaints about library materials will be handled courteously and calmly recognizing the sincere concern of the complainant. The Regional Board will have a standing committee to deal with issues of and challenges to intellectual freedom. The committee will be comprised of:

- One member from each member library
- The Chairman of the Regional Board
- The Regional Director
- The County Librarian of the library where the challenge originated

When a question or concern about the appropriateness of any material in the library’s collection is directed by a patron to any staff member other than the County Librarian, the issue will be referred to the County Librarian. The County Librarian will then attempt to resolve the complainant’s concern through informal discussion and by referring to the Regional Library’s Collection Development Policy. The County Librarian’s defense shall be based on principles and policy and
not on the particular material in question. If no resolution is reached in the informal discussion, the patron may then choose to formally challenge the material’s appropriateness.

The procedure for formally challenging the appropriateness of library material is as follows:

A. A copy of the Regional Library’s “Request for Reconsideration” form will be provided to the complainant by the County Librarian. The County Librarian shall inform the complainant that in order for any action to be taken on the request the form must be properly completed and signed and then returned to the County Librarian. The County Librarian shall forward any properly completed and signed Request for Consideration forms to the Regional Director.

B. The Regional Director will review any Request for Reconsideration submitted and meet with the complainant within a reasonable period of time in order to explain the Regional Library’s Policy and attempt to resolve the complainant’s concern informally. If the Regional Director is unable to resolve the complainant’s concern the form will be presented to the Chairman of Pettigrew Regional Library’s Intellectual Freedom Committee. The Regional Director will decide if the challenged item should remain in the circulating collection during the remainder of the challenge process.

C. Upon receipt of a Request for Reconsideration, the Intellectual Freedom Committee will set a date to meet within a reasonable period of time to consider the request. The Committee will have access to the material in question, any available reviews of the material, any other pertinent information regarding the reason for its inclusion in the collection, the Collection Development Policy of Pettigrew Regional Library and the First Amendment to the U.S. Constitution as well as the ALA documents which have been adopted as part of this policy. The Committee will consider the patron’s Request for Reconsideration based on the terms of these documents and make a decision as to whether the material in question is in accordance with the Collection Development Policy. The Committee will reply with their decision in writing to the complainant within thirty days of the filing of the Request for Reconsideration.

D. If the challenged material is found to be in accordance with the Collection Development Policy it will be reinstated to its proper place in the collection. If the committee finds that the challenged material in any way violates the policy, it shall be removed from the collection.

E. If after receiving the Committee’s response the complainant continues to feel that the problem has been dealt with inadequately, he/she may appeal to the Regional Board as a whole. If this occurs the Regional Board will contact the ALA and the North Carolina Library Association Intellectual Freedom Committee and determine with their advice the appropriate course of action for resolving the issue.

Throughout this process the complainant will be kept informed and treated with courtesy and respect.

IX. Review of Policy
This policy is subject to review by the Regional Board as time and circumstance requires.

Approved by the Board: May 24, 2010
Reviewed by Librarians: February 15, 2012