

# Williamson County Public Library Collection Development Policy

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## **I. LIBRARY MISSION STATEMENT**

*Create a diverse and accessible atmosphere that provides windows to the past, pathways to the future, and enrichment to the community in the present.*

## **II. COLLECTION DEVELOPMENT GOAL**

*To provide a current, relevant, and focused collection of physical materials and electronic resources, reflecting diversity in both content and form, for the communities served countywide and at each location.*

## **III. COMMUNITY DESCRIPTION AND ANALYSIS**

~~Immediately bordering Metropolitan Nashville-Davidson County to the south, Williamson County hosts a variety of life styles and a rich mix of residents. Farmers, realtors, executives, retirees all contribute to the dynamics of Williamson County life. Enjoying the highest educational level and highest per capita income in the state, Williamson County residents are interested in small town life, historic preservation, land conservation, travel, self-improvement, recreation, and enrichment activities for their children.~~

~~In the County, recent arrival of biotechnical and health-care companies, and development of a comprehensive heritage tourism effort will affect library collections, programs and services.~~

~~Residents are served by the Williamson County Public Library System in six locations: Franklin, the county seat; and branches in Fairview to the northwest; Nolensville to the northeast; Leiper's Fork to the southwest; and Bethesda and College Grove to the southeast.~~

*The population of Williamson County, according to the 2020 federal census, is 247,726. The official service population for the Williamson County Public Library System ("WCPL") is 153,135. Residents are served by the WCPL in six locations: the Main Library in Franklin, the County seat; and branches in Fairview, Nolensville, Leiper's Fork, Bethesda, and College Grove.*

*When examined as a single entity, there appears to be little diversity in the County. 89.2% of the population is white, 5.2 % is Asian, 4.7% is Hispanic and Latino, and 4.1% is Black and African American. 59.9% of the population is between the ages of 18-64. The County as a whole is fairly wealthy and educated, with a median household income of \$109,102 and 61.40% of the population between the ages of 25-64 holding a Bachelor's Degree or higher.*

*However, when individual communities served by the various WCPL branches are examined in finer grain detail, significant diversity emerges. For example, while countywide, only 4.1% of residents are Black and African American, it is important to note that almost the entirety of that segment of our population lives in Franklin, where*

*there is an historically important African American presence. Conversely, while the majority of County residents are highly educated and comparatively wealthy, this does not reflect the significant number of patrons who reside in more rural areas of the County. Many of these residents, whose income falls below the median, utilize the WCPL branch locations.*

*As the demographics of our County continue to change, the WCPL's collections should reflect the interests of the physical communities our branches serve.*

#### **IV. RESPONSIBILITY FOR SELECTION, LEGAL AND DELEGATED**

The ultimate responsibility for materials selection is the *duly appointed* Director's within parameters of the Williamson County Public Library Collection Development Policy. Staff in each department, and *managers* at the branches, ~~has~~ *have* designated responsibility for collections at their respective locations. *The WCPL will work to stay in compliance with State Standards published by the Secretary of State's Department of Libraries and Archives for collections. A copy of the State Standards is appended to this policy.*

#### **V. LIBRARY BILL OF RIGHTS, INTELLECTUAL FREEDOM, AND PROCEDURES FOR COMPLAINTS**

~~(Legal Issues for consideration by Director, Board and Attorney)~~

*The WCPL generally adheres to precedents set by the Constitution of the United States and guidance provided by the Library Bill of Rights of the American Library Association in order to observe the principles of intellectual freedom, which favor liberty of thought and an opposition to censorship. The WCPL supports patrons' access to a wide variety of materials even if the content may be controversial, unorthodox, or unacceptable to others.*

*Library users of all ages can access the WCPL collections. Parents and guardians are responsible for supervising and assisting their children in selecting resources that keep with their values. The WCPL staff can assist in finding materials appropriate for each family.*

##### **a. LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- i. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

- ii. Libraries should provide materials and information presenting a variety of points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- iii. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- iv. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- v. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- vi. ~~Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.~~

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; *January 28, 2019*. Inclusion of 'age' reaffirmed January 23, 1996.

#### b. INTELLECTUAL FREEDOM STATEMENT

~~In the Bill of Rights of the United States Constitution, the founders of our nation proclaimed certain fundamental freedoms to be essential to our form of government. Primary among these is the freedom of expression, specifically the right to publish diverse opinions and the right to unrestricted access to those opinions. As citizens committed to the full and free use of all communications media and as professional persons responsible for making the content of those media accessible to all without prejudice, we, the undersigned, wish to assert the public interest in the preservation of freedom of expression.~~

~~Through continual judicial interpretations of the First Amendment to the United States Constitution, freedom of expression has been guaranteed. Every American who aspires to the success of our experiment in democracy—who has faith in the political and social integrity of free men—must stand firm on those Constitutional guarantees of essential rights. Such Americans can be expected to fulfill the responsibilities implicit in those rights.~~

*The Bill of Rights of the United States Constitution declares certain fundamental freedoms to be essential to our form of government. Primary among these is the freedom of expression, specifically the right to publish diverse opinions and access to those opinions. The WCPL is committed to the full and free use of all communications media and is responsible for making the content of those media accessible to all. The WCPL asserts the public interest in the preservation of freedom of expression.*

*In accordance with judicial interpretations of the First Amendment to the United States Constitution, freedom of expression is guaranteed. Every American who aspires to the success of our experiment in democracy – who has faith in the political and social integrity of a free society – must stand firm on those Constitutional guarantees of essential rights. Such Americans can be expected to fulfill the responsibilities implicit in those rights.*

### c. **FREEDOM TO VIEW**

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to *the* Constitution of the United States. In a free society, there is no place for censorship of any medium of expression.

### D. **DIVERSITY STATEMENT**

*The WCPL ~~system~~ strives to reflect the needs of our community and our national landscape. Library collections have the ability to promote understanding and education among diverse groups, and the Library will continuously work to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which may be considered during all aspects of collection development.*

### ~~DI. PROCEDURES FOR COMPLAINT – Library Materials~~

- ~~i. When an individual has a complaint about library materials, staff should ask him/her to fill out a Reconsideration of Library Material Request form.~~
- ~~ii. The form and the item are then to be routed to Adult Services Manager or to the Branch Manager.~~
- ~~iii. The Adult Services Manager or Branch Manager will bring the material to the attention of the Collection Development Committee Chair, who will arrange for the item to be reconsidered by the Collection Development Committee.~~
- ~~iv. The Director will review the material and the recommendation, and write an official response to the person making the complaint.~~
- ~~v. If the complainant desires further action, it may be referred to the Board of Trustees for further action. The Director and the Library Board may also choose to reconsider the material.~~

~~(NOTE: Procedure for filing Patron Complaints may be found in the Operating Policies Manual.)~~

### E. **CONTESTED LIBRARY MATERIALS**

*Materials available in the WCPL present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The WCPL also selects a wide variety of materials that satisfy the diverse interests of our community. The WCPL provides access to individuals to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The varied collection may be available to all; however, it is not expected that all of the collection will appeal to everyone.*

*Patrons who wish to request the withdrawal or reclassification of materials currently owned by the WCPL are encouraged to discuss their concerns with a manager or the WCPL Director. If the patron is not satisfied with the response to their request, or does not wish to discuss their concerns, they will be provided with information and a form to request formal reconsideration of the resource. Once the form is fully completed it shall be provided to the WCPL Director for consideration in accordance with this policy. The item at issue will not be removed from access during the reconsideration period. The form entitled "Request for Reconsideration of Library Material" is appended to this policy.*

## ~~DII. POLICIES BY CLIENTELE SERVED~~

- ~~A. **Adults**—Recognizing that adults comprise a substantial group of users, the Library will make its first priority to provide for their informational, life long learning and recreational needs.~~
- ~~B. **Teens**—(ages 12-18)—The purpose of the young adult collection are to serve as a transition from juvenile fiction to adult fiction, to interest this age group in reading for pleasure and to encourage them to become life long readers.~~
- ~~C. **Middle Grades** (ages 9—12)—The purpose of this collection is to identify age appropriate materials for preteens who have advanced beyond children's materials but are not ready for the Teen Department. As with other youth served by the Library, our goal is to encourage life long reading enjoyment.~~
- ~~D. **Children** (ages birth—12) The Williamson County Public Library has traditionally assumed a high level of responsibility for programming for preschoolers. The Library will continue to target this age group as well as elementary age children, in the interest of encouraging in the formative years the development of an appreciation of the Library's resources. It is acknowledged that children's interests are as diverse as adults. The Library will make the same effort to provide for this diversity of interests as it does in the adult collection.~~
- ~~E. **Students**—Cooperation with the entire educational community is a basic aspect of public library service. Responsibility for the provision of curriculum-related materials belongs properly to the schools, but the library will provide materials which supplement and enrich the reference, research, and recreational needs of students of all ages.~~
- ~~F. **Special Clientele**~~

1. ~~Visually impaired~~—Large print books and audio books are provided to meet the needs of the community. Selection is based on the same criteria as those used for other materials.
2. ~~Handicapped~~—The Library will refer persons with disabilities to the Tennessee Library for the Blind and Physically Handicapped which provides services for their special needs.
3. ~~English Language Learners~~—The library provides materials to meet the information needs of ESL patrons who live in our communities.

[This section will be included in the Collection Development Procedures Manual.]

**Policy approved by the WCPL Board of Trustees, 10/20/2016**

## **V. POLICIES BY FORMAT OF MATERIALS**

A. ~~Books~~—In an effort to develop a balanced collection which meets both the informational and recreational needs of the community, the Director and staff will consider the available review tools and standards lists as well as recommendations and requests from the Library's public. An effort is made to collect all requested titles on the current New York Times best seller list. The final selection is the responsibility of the Main Library Coordinator or Branch Head.

1. ~~Hardbacks~~—Most books selected for the library, especially those considered to be of a lasting value, are purchased in hardback. Library bindings or the best available bindings will always be preferred. The most current edition of a reference work should be considered. Formats to be avoided when possible include, but are not limited to: pop-up books, battery-operated books, books with toys and child participatory books, such as "lift the flap" books, except for office copies for staff use during programs. Appropriate spiral bound books may be selected for the library.

### **2. Trade/Mass Market Paperbacks**

1. The library maintains a collection of gift paperbacks for adults, young adults, and juveniles comprised primarily of fiction with some bestseller nonfiction. This collection is not processed and is intended for recreational reading.
2. The library purchases full size trade paperbacks and small mass market paperback editions only if hardback editions are not available. Paperback editions of books with limited shelf life or reference copies may be purchased even when hardback editions are available.

3. ~~**Textbooks**~~—The library generally does not purchase textbooks, unless this format best covers the subject.
4. ~~**Large Print Books**~~—The library purchases large print materials using the same criteria as those for the adult collection.
5. ~~**Graphic Novels**~~—The library purchases graphic novels for adults, young adults, and juveniles. Works of the imagination in comic book, graphic novel, fotonovela, cartoon, caricature, or comic strip forms intended to delight are classified as 741.5 and subdivisions.
6. ~~**Book Club Kits**~~—The library provides multiple copies of trade paperbacks and discussion guides for popular reading book choices.
7. ~~**Sound**~~—The library maintains a CD and MP3 collection consisting of fiction and nonfiction titles. Additions to this collection include purchases and gifts.<sup>22</sup>
8. ~~**Non-traditional media formats**~~—The library purchases or leases materials in non-traditional media formats, such as downloadable ebooks, downloadable audio books, magazines and ereader content.
9. ~~**Software**~~ which is included by the publisher with a circulating book is placed in the book. Software is purchased only to be installed on library computers for patron access and not for circulation.

B. ~~**Slides**~~—The Library does not collect.

C. ~~**Films and Filmstrips**~~—The Library does not collect.

D. ~~**DVD and Blue Ray Disks**~~—In an effort to develop a balanced collection which meets both the informational and recreational needs of the community, the Director and staff will consider the available review tools and standards lists as well as recommendations and requests from library patrons when purchasing DVD and Blue Ray disks:

1. The primary emphasis will be on acquiring well-reviewed popular materials and unique items not widely available in the private sector. Selection is based on entertainment and artistic films, with an emphasis on

classic, award-winning and literature based. Any one or more of the following criteria are considered in the selection of films:

1. Positive reviews in standard library review sources
  2. The need for non-fiction and documentaries to present accurate and current information
  3. Requests by patrons
  4. Cost
2. The Library will consider the MPAA guidelines, G, PG, PG-13 & R when purchasing films, <http://www.mpa.org/movieratings>. Unrated films, including foreign films, will be considered to have an R rating. Unrated children's films and unrated broadcast television series shall not be considered to have an R rating.
- E. ~~**Electronic Devices**~~ The library maintains a collection of devices for patrons and staff. Portable audio listening devices are available for in-house circulation at the Main Library. Electronic devices, such as but not limited to, eReaders, tablets, and internet hotspots are available for circulation at all branches.
- F. ~~**Newspapers**~~ The library purchases newspapers to provide current coverage of local and international news, to satisfy reference and recreational needs, and to provide a unique source for local historical information. The library's aim is inclusiveness in the case of local papers. The library maintains a collection of local newspapers in print and on microfilm.
- G. ~~**Printed music**~~ The library does not collect.
- H. ~~**Pictures**~~ The library maintains a non-circulating picture collection. The emphasis is placed on local interest, local history and local artists and is comprised of gifts only.
- I. ~~**Maps**~~ The library has a collection of maps primarily of historical interest. No serious effort is made to collect maps in loose or folder format. Maps received with National Geographic magazines are kept in the vertical file. Maps of local interest may be purchased when published.
- J. ~~**Pamphlets/vertical file**~~ Special Collections department maintains a vertical file with emphasis placed on local area interests.
- K. ~~**Periodicals**~~ Periodicals, **print and digital**, are acquired to provide current information, to supplement the book collection, to supply instructional and recreational reading, and to serve the staff with professional reading. Government

~~documents—The library buys selectively those government publications that are important as reference materials.~~

~~L.—**Manuscripts and rare books**—Manuscripts and rare books about local interests, genealogy, and the Civil War are collected. Microfilm—Local newspapers, as well as state and local records, are purchased from the Tennessee State Library and Archives. Items of historical, genealogical or bibliophilic value and federal records are acquired from other sources as available.~~

~~M.—**Microfilm** Local newspapers, as well as state and local records, are purchased from the Tennessee State Library and Archives. Items of historical, genealogical or bibliophilic value and federal records are acquired from other sources as available. Microfilm may also be purchased to replace other formats for preservation of materials and to provide for ease of access.~~

~~N.—**Recorded Music**—The Library does not collect popular recorded music for public use. Music is collected for programming purposes.~~

**Policy approved by the WCPL Board of Trustees, 10/20/2016**

[This section will be included in the Collection Development Procedures Manual.]

## VI. POLICIES BY SUBJECT OF MATERIAL

### VI. POLICIES BY COLLECTION

- A. Fiction - In selecting fiction for all ages, *in all formats*, the ~~WCPL the library~~ uses no arbitrary standard of literary quality. An attempt is made to satisfy a public varying in education, interest, taste, and reading skills.

~~The library will purchase works of current, popular, and notable authors and best sellers in all genres based on popular demand and local reader interest. Selections are also made from review tools, such as *Library Journal*, *School Library Journal*, *Booklist*, and *Publishers' Weekly*.~~

*The WCPL purchases and receives current, popular, and bestselling fiction, plus works by notable authors in all genres based on popular demand and local reader interest. Selections are made from review tools as well as vendors' curated lists.*

- B. Nonfiction - The following standards may be considered for purchase *and receipt* of nonfiction materials, *for all ages in all formats*: ~~date of publication, cost, physical qualities, relationship to existing collection, scope, organization and accuracy of content, readability, suitability of material to community, reputation of publisher, social significance, timeliness or permanent value, and qualifications of author in subject field.~~

~~000\_Generalities—Bibliographies of certain subjects are purchased when there is a demonstrated need for further resources beyond the library's holdings.~~

~~Works on information technology, such as computer software, peripherals and networks should be updated every three years. They may be retained longer as needed, according to public demand or pertinent information in the materials.~~

~~Materials relating to library science are selected primarily for library related research and for professional development of staff.~~

~~Encyclopedias for general reference use should be updated/replaced on a regular schedule.~~

~~100\_Philosophy—The library provides basic coverage in the areas of philosophy and psychology, parapsychology, and occultism. Public demand is a major consideration in the library's selection.~~

~~200\_Religion—The library has strong, basic coverage in religion. New acquisitions are in the areas of inspirational/devotional, cults and sects, and current religious trends, and basic Bible study guides such as commentaries, concordances and dictionaries.~~

~~The juvenile collection consists primarily of Bible stories, mythology, and beliefs of established religions.~~

~~300\_Social Science—The Library attempts to provide materials of interest to the general reader on statistics, political science, economics, public administration, sociology, and commerce, and, in the Juvenile Department, ecology and environmental science.~~

~~Popular and standard reference materials are purchased on the subject of law. No attempt is made to purchase encyclopedias or case law. Other titles of interest and value to the layman are purchased.~~

~~400\_Language—The Library has coverage in general works on language and linguistics. A wide variety of dictionaries, including English "reverse," in the major European languages are purchased. Acquisitions should be made in the area of foreign language and/or translations of both adult and juvenile materials, and for reference use.~~

~~500\_Pure Science—The Library purchases non-technical materials for the general non-technical reader written on various levels of difficulty on mathematics, astronomy, paleontology, life sciences, botany, and zoology. Emphasis should be placed on current astronomy, basic physics, chemistry, history of mathematics, science projects and experiments.~~

~~An effort should be made to update scientific encyclopedias at three-year intervals.~~

~~600\_Technology\_(Applied Science)—In the applied sciences the Library purchases heavily in some areas and less so in others.~~

~~In the area of health and medicine, the Library purchases to meet strong popular demand with current information. Annual updates are needed for the following: Physicians' Desk Reference, The Pill Book, The Complete Guide to Prescription and Non-Prescription Drugs, and The Mayo Clinic Family Health Book. Books on specific diseases should be acquired.~~

~~An effort is made to purchase current automobile repair manuals.~~

~~The Library maintains a large and varied collection of gardening books, and classic and popular cookbooks.~~

~~Because the business management section is heavily used, the Library maintains an up-to-date collection. Emphasis should be placed on small businesses of various types as representative in the community.~~

~~700\_The Arts—An attempt is made to provide representative coverage of artists, periods, media, and art techniques.~~

~~Emphasis should be placed on popular collectibles, such as glassware, etc.~~

~~"How-to" books in public demand are also collected.~~

~~The Library has always purchased with emphasis in the fields of American antiques and interior design. Because of local interest, an adequate collection on restoration and preservation is maintained.~~

~~Emphasis is placed on the field of country music, both the industry and the entertainers.~~

~~The Library continues to maintain a wide variety of books on sports, including histories, biographies, and techniques.~~

~~800\_Literature (Belles-Lettres)—Essays, poetry, drama, short stories, and selected works of criticism on these forms are included, but exhaustive literary criticism on any author is not maintained. A wide range of literary criticism is available in both electronic and print formats.~~

~~Heavy preference is given to British and American literatures, but representative works of the literature of other countries are collected to some extent, in both the original and translation.~~

~~A major criterion for selecting from the large quantities of drama and poetry published is inclusion in popular indexes, and annual compilations of plays and poetry anthologies.~~

~~900\_Geography and History—The Library collects works on all periods of history.~~

~~Standard current travel guides for parts of the world and of the United States of interest to the community are purchased annually.~~

~~A major effort is made to acquire materials about local places, events, and people. Multiple circulating copies should be purchased.~~

~~Biographies of well-known persons are routinely collected, or as requested.~~

~~A strong emphasis has always been placed on genealogy and local history.~~

[This section will be included in the Collection Development Procedures Manual.]

- *Date of publication*
- *Cost*
- *Physical qualities*
- *Relationship to existing collection*
- *Scope*
- *Organization and accuracy of content that has been vetted in the editing and publishing process*
- *Readability*
- *Relevance to the interest and needs of the community*
- *Reputation and qualification of a publisher*
- *Social significance*
- *Timeliness or permanent value*
- *Qualifications of author in subject field*
- *Current professional library standards and guidelines*

- C. **Reference Materials** - In selecting reference materials, the *WCPL* uses the same standards as previously stated for nonfiction (see VI-B). Emphasis should be placed on maintaining the most current sources available.

Reference collections are maintained *at each branch and* in both the adult and juvenile departments *of the Main Library*. There must necessarily be some duplication of materials in adult and juvenile reference, i.e., encyclopedias and dictionaries. Other than these basic tools, materials in these two departments will not be duplicated.

~~To meet the informational needs of the community, the reference collection includes: current and back issues of periodicals; current and back issues of local newspapers; current and back issues of national newspapers; materials in Dewey divisions; a local history collection; a variety of CD-Rom and on-line databases.~~

~~The Reference collection in the Children's Department consists primarily of sets of general encyclopedias and specialized sets, such as Lands and Peoples and science encyclopedias. In response to classroom assignments and other informational needs, a~~

basic reference collection in a children's department should contain certain standard tools, such as the Guinness Book of World Records, World Almanac, animal encyclopedias, etc. Focus of the Children's Department collection is generally limited to preschool through grade 6.

- D.—Genealogy—The Library will purchase genealogy material available on Williamson County and the contiguous counties of Cheatham, Davidson, Dickson, Hickman, Marshall, Maury and Rutherford; materials for all Middle Tennessee counties and counties of East Tennessee along the migration trails. A variety of general Tennessee materials, such as census records, marriages and wills will be purchased. Genealogy materials on nearby states are purchased with emphasis on North Carolina and Virginia. General United States materials, such as passenger lists, are purchased.

The Library will purchase family histories of historically prominent persons of Williamson County. Gifts of individual family histories and general genealogy books are accepted.

Purchase of standard source books, bibliographies and general guides will be made as needed.

- E.—Local History—Local material will be acquired or selected and will be maintained in the Special Collections Department. Local material will be defined as material about Williamson County. The collection will include local and state history as well as social, civic, governmental, cultural, and economic materials. Effort will be made to purchase materials when published as well as to acquire out of print materials as they become available. Local history material will be acquired even though it does not meet other selection criteria. A vertical file is maintained in the Manuscript room.

#### F.—Williamson Room

Collections located in the Williamson Room, are non-circulating collections with restricted access. The physical processing of these materials is minimal to insure their value in the future. An effort is made to obtain a circulating copy of each work.

- 1.—Local Authors—The Library maintains a collection of literary works written by persons significantly identified with this area either by residence or birth. Works by such authors are included even though the subject matter is other than Williamson County.

The Library will also collect titles the local author published or participated in the production of the title. This would include items the local author published for others or items for which the author may have had editing or production responsibilities before the title was published.

- 2.—Local Setting or Subjects—Works of fiction where the setting of the story occurs in Williamson County, or the character is from Williamson County and refers to Williamson County, will be collected as the titles are identified.

~~Works of non-fiction where events in history occurred in Williamson County will be collected.~~

- ~~3. Civil War Collection – Through donation the Library has acquired a collection of Civil War materials. An effort is made to preserve the materials through proper security, restricted access, and controlled environment~~

~~This collection is composed of contemporary first person accounts of this period in American History. It contains a large number of first editions, published before 1900.~~

*D. Special Collections – The Special Collections librarian at the Main Library will curate a collection of materials of all formats that are important to the history of the entire County, while each branch manager collects materials of interest to their local community. Due to the nature of historical and genealogical research, formats that are not acquired for other areas of the collection are actively collected, such as:*

- *Maps*
- *Manuscripts*
- *Rare books*
- *Microfilm*
- *Scrapbooks*
- *Photographs*
- *Ephemera*

*The scope of the collections includes:*

- *Genealogy*
- *Local History*
- *Local Authors*
- *Civil War Collection*
- *Family Histories*

## VII. WEEDING AND DISCARDING

~~Library materials will be evaluated on an ongoing basis.~~

*The Library weeds on an ongoing basis with the goal of weeding 5% of the collection annually per state standards.*

*Weeding is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. Selection of materials for discarding is based on the CREW method:*

- *Continuous*
- *Review*

- *Evaluation*
- *Weeding*

*This system uses the acronym, MUSTIE, to evaluate an item for withdrawal:*

- *Misleading and/or factually inaccurate*
- *Ugly (worn out beyond mending or rebinding)*
- *Superseded by a new edition or a better source*
- *Trivial (of no discernible literary or scientific merit)*
- *Irrelevant to the needs and interest of your community*
- *Elsewhere (the material may be easily borrowed from another source)*

*Rules for collecting and weeding in Special Collections are unique to it and are based on both current needs and projected future needs of the community.*

## VIII. **RELATIONSHIPS TO OTHER LIBRARIES AND LIBRARY SYSTEMS IN REGARD TO COLLECTION AND DEVELOPMENT**

The *Main Library* ~~Williamson County Public Library (WCPL)~~ is the resource center of materials for the ~~Williamson County Library System~~ *WCPL-system*. This collection is, therefore, both comprehensive and inclusive. Branch holdings are selected with regard to the needs and interests of their respective communities.

Proximity to numerous *academic libraries in the region* ~~the Columbia State Community College Resource Center, to the Public Library of Nashville and Davidson County, and to the numerous academic libraries in Nashville~~ obviates in-depth collecting in such professional fields as business, education, law, and medicine. Interlibrary loan service allows the borrowing of materials from these libraries and some others throughout the United States.

## IX. **LIBRARY GIFT POLICY**

~~The Williamson County Public Library is grateful for the donation of books and other materials. Donations help to enhance the collection beyond the library's budgetary capabilities. Gifts accepted for addition to the Library's collection become the property of the Williamson County Public Library and will be placed where most appropriate. Materials that cannot be utilized are transferred to the Friends of the Williamson County Public Library, a non-profit organization, for its book sales. The proceeds from the sales are used to support the Williamson County Public Library's mission and programs, and to enhance the Library's collections.~~

~~**All book, audiobook and movie donations must be in a bag or box.** Staff may not remove loose items from the backseat or trunk of a vehicle.~~

~~WCPL staff may not appraise the value of donated materials, but we will be happy to supply you with a receipt in acknowledgement of your gift. Staff is not responsible for~~

~~counting donated materials. If you would like a receipt, please provide us with the number of donated items.~~

The library will accept:

- ~~Books in like new or good condition~~
- ~~VHS Videos~~
- ~~DVDs~~
- ~~Audio books~~
- ~~Software~~
- ~~Local history and genealogy titles~~
- ~~Back issues of *Southern Living*, *Architectural Digest*, and all *cooking* magazines~~
- ~~Text books 5 years old or newer~~

The following items cannot be accepted:

- ~~Home recorded audio visual materials~~
- ~~Textbooks more than 5 years old~~
- ~~Encyclopedias more than 5 years old~~
- ~~Books with outdated information~~
- ~~Books with broken spines~~
- ~~Books with loose or torn covers~~
- ~~Books with a damaged cover~~
- ~~Books with excessively marked by pens, pencils, crayons or highlighters~~
- ~~Books with stains from mold, water damage, mildew, grease, food stains~~
- ~~Books covered with pet hair~~
- ~~Books with bug infested odors~~
- ~~Books smell of mold or smoke or other environmental causes~~

~~At the Main Library donations are accepted at the service entrance on the south side of the building Monday through Friday from 9 a.m. – 4:30 p.m. At the Branches donations are accepted Tuesday – Saturday during library hours.~~

Revised July 2012

[This section is being added to the Collection Development Procedures Manual.]

## **IX. APPENDIX**

*Tennessee Standards for Non-Metropolitan Public Libraries, Page 23*  
*Request for Reconsideration of Library Material Form*