



## Collection Development Policy

The North Miami Beach Public Library's collection of materials is a major informational source for the demanding needs of our metropolitan area. The Library must consider a number of factors in its pursuit of new materials for the collection, including but not limited to past patron use of the collection, patron purchasing requests, holds and waitlists on materials, number of copies of high-demand items available, electronic resource availability, and the Library's overall strategic plan for expanding and diversifying its collection. The Library frequently measures patron use of its existing collection via statistical reporting in order to identify areas that require more resources or subjects that may be in high demand.

The Library's current collection consists of ca. 58,000 items. The bulk of the collection, approximately 75%, consists of books in languages including English, French, Haitian Creole, Mandarin Chinese, and Spanish. The rest of the collection consists of media, periodicals, the Library of Things, and electronic resources. All Librarians make an effort to provide relevant materials to all members of our community by ensuring the collection of materials in the above languages for multiple age groups.

In the case of media resources, Librarians prioritize purchasing items in the format that is most widely used and available, as well as making a good-faith effort to ensure that such items remain usable to the community for as long as possible. While rapid technological developments are not always foreseeable, the Library will always attempt to collect items in a usable and modern format, and does not collect items in deprecated, outdated, or difficult-to-access media formats.

The Library collects only a single copy of most materials, out of a desire to provide as great a breadth of resources as possible. Exceptions are made in the case of highly in-demand items; items frequently used for school projects; items with high circulation rates that need to be duplicated or replaced; or items frequently requested through Interlibrary Loan channels. Librarians will not purchase additional copies of items past the first unless they deem it necessary to and supportive of the community to do so.



The Library considers it inherent in its collection development philosophy to prioritize providing materials that support patrons' informational needs without placing more value on one patron's needs or preferences over another's. The Library upholds the individual's right to access information, even when that information's content may be controversial, unorthodox, or unacceptable to others. The Library recognizes that free access to ideas and full freedom of expression are fundamental to the educational process and health of our community. Accordingly, the Library purchases materials that represent a wide variety of viewpoints. The Library subscribes to and complies with the Intellectual Freedom Statements and Policies of the American Library Association.

Requests and recommendations for new library materials from patrons are not shared with third parties as a matter of confidentiality.

### **Adult Services/Reference Department**

The Adult Services/Reference Librarian is responsible for the development of the Fiction and Nonfiction collections in the Library. The Librarian remains abreast of upcoming materials and community trends by remaining alert and in touch with community requests, professional literature, and publisher shortlists, and additionally makes an attempt to purchase materials requested by members of the public wherever possible. In cases where a requested item is not available or attainable, the Librarian may attempt to find resources with a reasonable amount of overlap or similarity instead. The Librarian maintains a weekly ordering schedule in order to ensure that new items are consistently made available to patrons.

Technological and digital materials are considered part of the Library's collection and development policies, and new digital materials, including individual electronic materials or access to databases or subscription services, are also under the Librarian's purview. Any new digital offerings must be approved by the Librarian and/or Director before being forwarded to the accounting department for purchase.

The Adult Services/Reference Librarian purchases the following items for the collection:

- Adult fiction works
- Adult nonfiction works
- Adult reference materials



- Adult biographies
- Large Print works for patrons with limited vision
- Lifelong learning materials (test prep/certification materials)
- Florida Collection local interest materials
- Periodicals (magazine/newspaper subscriptions)
- Audiobooks on CD
- DVD films/documentaries/television for all ages
- Board games, puzzles, and other Library of Things items

## **Children's Department**

The Children's Librarian is responsible for the development of the Children's collections in the library, including all materials intended for children of ages 12 or younger. The Librarian remains active and aware of new materials being published and new education trends, as well as maintaining information about upcoming school assignments and reading programs in our community in order to ensure that we can provide the required materials. The Children's Librarian also attempts to prioritize requests from child patrons for new materials, and maintains a weekly ordering schedule in order to keep new materials flowing regularly.

The Children's Librarian purchases the following items for the collection:

- Children's fiction works
- Children's nonfiction works
- Children's reference materials
- Children's graphic novels
- Board books/early literacy books
- Leveled readers
- Picture books
- Children's periodicals (magazines)
- Children's biographies

## **Young Adult Department**



The Teen Librarian is responsible for the development of the Young Adult collections in the library, including all materials intended for teens aged 13 through 17. The Librarian actively monitors professional publications, attends and participates in youth literacy programs and informational sessions, and remains attentive to teen patron requests in order to ensure timely and relevant additions to the collection. The Librarian maintains a weekly purchasing schedule to ensure that new materials are regularly added.

The Teen Librarian purchases the following items for the collection:

- Teen fiction works
- Teen nonfiction works
- Teen reference materials
- Study guides & college prep materials
- Teen graphic novels
- Teen manga materials
- Teen biographies

## Other Materials

In addition to purchasing the above, the Library also limits its new materials in order to effectively use taxpayer money and avoid unnecessary loss or duplication. The Library does not collect certain fragile, easily-lost, difficult-to-maintain, or frequently-stolen items due to their high rate of turnover and the costs associated with it. The Library also does not collect materials that the Librarians judge are not relevant or useful to the community, which may include niche specialty items or especially expensive or out-of-print materials.

The Library does **not** collect the following items:

- Non-current periodicals (for example, back issues of magazines or old newspapers)
- Textbooks (academic or primary/high school)
- Music CDs, cassettes, or other audio physical media
- Video games
- Outdated media formats (for example, VHS tapes)
- Workbooks/activity books



- Computer software
- Personal archival materials

While the Library maintains a robust Nonfiction & Reference section for patron research and informational needs, space and cost limitations require that only a single encyclopedia or reference set is kept for most subjects. Please refer to online databases and digital offerings for additional reference materials.

### **Weeding and Deaccession**

The Library performs regular evaluation of the collection in order to ensure that space, funds, and Library staff time are dedicated to materials that are in active use by our community and that such materials are simple and easy to access. Due to the finite space available in the Library building, materials must be removed from the collection from time to time in order to create room for new incoming items.

The Library attempts to follow the Public Library Association's guidelines for how many library items per capita are offered to the community, and is careful to avoid removing useful resources unless they are replaced.

The Library considers the following criteria when determining whether or not to remove a book from the collection:

- Physical condition – old/grungy/damaged/faded materials may be removed or replaced
- Lack of interest/relevancy – materials that have not been checked out or used by patrons within the last few years may be removed
- Duplication – duplicate copies of materials may be removed
- Inaccuracy/Outdated material – materials with outdated or incorrect information are removed and replaced with new, updated ones
- Superseded – books may be replaced by new editions of the same
- Availability – materials that are already available via other channels, such as Interlibrary Loan or online ebook databases, may be removed



Librarians may at their discretion keep materials that would be removed under the previous criteria if they are significantly important to the community or difficult to replace, but should make every effort to provide more updated or useful alternatives wherever possible.

It is the responsibility of the Librarian in each department to perform continual evaluation of their portion of the collection and proactively weed, remove, and replace items as needed by patrons. Items removed from the collection are donated to the Friends of the Library for use in their book sale.