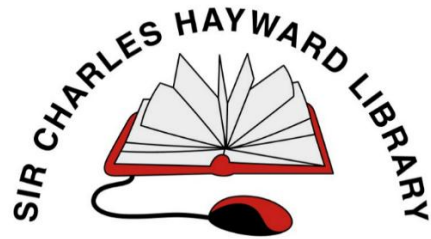


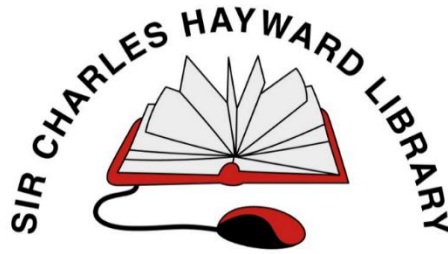
Collection Development Policy

Table of Contents

Mission Statement	1
Core Values	1
Purpose of Collection Development Policy	1
Philosophy and Scope of Collection	1
Library Collections	
Adult Collection	2
Fiction	2
Non-Fiction	2
Audiobooks	2
Bahamian Collection	2
Children's Collection	3
Fiction	3
Non-Fiction	3
Technology Collection	3
DVD Collection	3
Government Documents	3



Magazine Collection	4
Newspaper Collection	4
Reference Collection	4
West Indies Collection	4
Material Selection	4
Criteria	5
Formats	5
Collection Maintenance	5
Deselection (Weeding) of the Collection	5
Removal of Withdrawn Material	6
Replacement Criteria	6
Customer Recommendations	6
Reconsideration of Materials	6
Duplication of Materials	7
Criteria for Donated Items/Materials	7
Monetary Donations	7
Gifts and Donations	7
Policy Review and Revision Statement	7
Appendices	
Appendix A	8
Appendix B	9
Work Cited	10



Mission Statement

The mission of the Sir Charles Hayward Public Library is to preserve the past and transmit the knowledge, history and multicultural riches of Grand Bahama, The Bahamas and global communities using a variety of media and art forms.

Core Values

Educate, Preserve, Innovate, and Empower

Purpose of Collection Development Policy

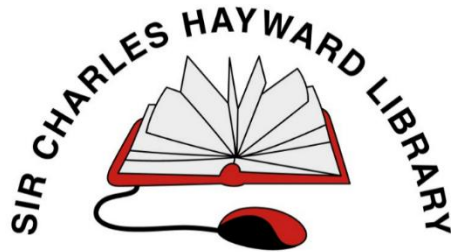
The purpose of this policy is to provide staff with the necessary guidelines to assist them in the development of a library collection that adheres to the mission of the library and informs the public about the principles by which materials are selected for inclusion in the library collections.

Furthermore, the general purpose of a collection development policy is to create a collection of library materials that not only supports the library's mission statement, but also provide guidance, within budgetary and space limitations, for the selection, acquisition, maintenance and evaluation of materials which anticipate and meet the needs and interests of the Grand Bahama community. The Sir Charles Hayward Public Library is in total agreement with the basic policies outlined in the [Library Bill of Rights](#) of the American Library Association (see also Appendix A).

In an effort to remain up-to-date with community changes, The Sir Charles Hayward Public Library (SCHPL) will reevaluate and make the necessary adjustments to its collection to reflect the varying interests and concerns of the community it serves. The collection development policy is sometimes revisited to supply guidance for executing changes within the collection.

Philosophy and Scope of the Collection

In support of its mission statement, the primary responsibility of The Sir Charles Hayward Public Library is to serve the people of the Grand Bahama community by providing a wide selection of materials that will fulfill their informational, educational, cultural and recreational needs. SCHPL selects materials in a variety of formats, which supports its function as a major information source for the demanding needs of a growing community. Additionally, selected materials will ultimately assist individuals, groups, as well as organizations in their efforts to achieve practical solutions to every day issues, which in turn will enhance the quality of life for all those within the community.



Library Collections

Adult Collection

The Sir Charles Hayward Public Library provides materials in a variety of formats and genres to satisfy and stimulate the informational, educational, cultural, and recreational needs of the Adult population of the Grand Bahama community.

Fiction

The Sir Charles Hayward Public Library's fiction collection is comprehensive of a wide selection of works of fiction from all genres including classics, international works of fictions and important novels of the past. The Library attempts to acquire fiction which is representative of the cultural and ethnic community that it serves and to also satisfy the diversity of interests and recreational needs of its users.

Non-Fiction

The library's non-fiction collection is selected to meet the educational, vocational and recreational needs of the expanding Grand Bahama community. The library selects, makes available, and encourages the use of materials which can:

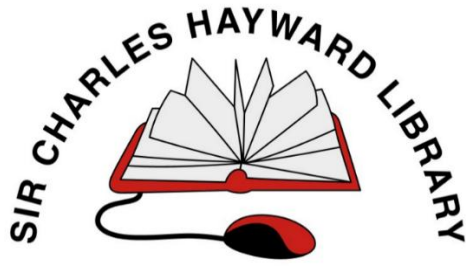
- Cultivates and develops individuals intellectually, spiritually, creatively and physically
- Provide self-help information
- Resolve modern problems
- Facilitate continuing education
- Offer various perspectives on current topics
- Increase awareness and skills relevant to work
- Broaden the understanding of cultural, regional, and world events

Audiobooks

The audiobook collection contains compact discs of fiction books. Wherever feasible, attention is focused on obtaining unabridged works.

Bahamian Collection

The Bahamian Collection of the Sir Charles Hayward Public Library is a collection of materials on the history, literature, art, music, sports, bush medicine, religion, economics and politics of the Bahamian people. The



collection also contain works of Bahamian fiction, non-fiction, biography and folklore. The focused audience during the selection process includes the entire Grand Bahamian community.

Children's Collection

The materials selected for the Children's Library is for the sole purpose to motivate young readers, enhance already existing reading skills, satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of the Grand Bahama community no matter the age. The materials are selected with regard to the stages of emotional and intellectual maturity of children.

Fiction

The goal of the Sir Charles Hayward Public Library is to encourage life-long reading habits in the children, teenagers and Young Adults within the Grand Bahama community; therefore, the fiction collection of the Children's Collection is comprehensive of a wide selection of works of fiction from all genres including graphic novels, comics, and classics. The Library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to fulfill the diversity of interests and recreational needs of its users.

Non-Fiction

The objective of SCHPL is to make available materials that will provide young users with a core of fundamental knowledge. Additionally, the library selects, makes available, and encourages the use of materials which addresses and supports the social growth and academic achievement of each user.

Technology Collection

To fulfill the purpose and goals of the Sir Charles Hayward Public Library, availability and access to electronic resources are necessary, and are considered a component of the library's collection. The Children's Section of the library provides its members access to such devices in the form of tablets and other educational electronic resources for the purpose of learning instruction and recreation.

DVD Collection

The Sir Charles Hayward Public Library collects DVDs to meet the educational and recreational needs of adults and children. The collection consists of popular featured films, classic films, television movies and shows as well as documentaries. The collection also consists of Bahamian instructional and educational films.

Government Documents

To better meet the needs of the community, the library serves as a depository for the island of Grand Bahama and collects local government publications. In order to make information published by the government



accessible to citizens, focus is put on demographics, current legislation, economics, industry, health, safety, and information when choosing new documents to add to the collection.

Magazine Collection

The library's magazine collection is aimed at meeting the recreational and educational reading needs of the community. The magazine collection includes a selection of some basic and popular reading magazines for adults as well as children. Magazines which are highly technical or scholarly are generally not included in the collection.

Newspaper Collection

In addition to magazines, SCHPL includes local as well as nationally published newspapers in its collection. Moreover, the library houses past issues of the above-mentioned newspapers to provide archival information for the community.

Reference Collection

In conjunction with the library's mission statement, the reference collection's primary goal is to meet the informational needs of its users. Reference sources are described by their capacity to offer information or give a detailed explanation of a subject. Reference materials are specially labelled and remain in the library to be readily available to all library users. These sources are accessed for specific information and not for the purpose of being read repeatedly.

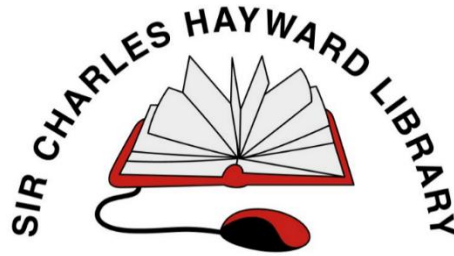
The Reference Collection of the library also houses a Bahamian and West Indies Section. The reference sources within these sections are specific to the demographic regions.

West Indies Collection

The West Indies Collection of the Sir Charles Hayward Public Library is a collection of materials on the history, literature, art, music, sports, economics and politics of the West Indies people. The collection also contain works of West Indies fiction, non-fiction, biography and folklore. The focused audience during the selection process includes the entire Grand Bahamian community including those of West Indies descent.

Material Selection

For a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other library staff. SCHL, like many other public libraries, is limited in budget and physical space and is therefore required to focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions.



Criteria for Material Selection

The material selection process requires the training, knowledge and expertise of the librarian along with the following criteria to select materials for the collection.

All materials, whether purchased for, or donated to the library, are subject to the following criteria:

- Appropriate format for library use
- Physical Space and budgetary limits
- Relevance to the needs and interests of the community
- Current or historical significance of the subject matter
- Significance to the existing collection's strengths and weaknesses
- Publication Date
- Professional or literary reputation of the author and/or producer

*** The library item selected by a patron is an individual matter. Moreover, responsibility for children and teenagers' reading materials lies with their parents or guardians.**

Formats

The Library collects materials in a variety of formats including print, audio, audiovisual, and digital. When selecting the format for an item, durability of the materials used in the construction of the item is considered. Materials which are delicate or require special handling may not always be considered as suitable for our collection.

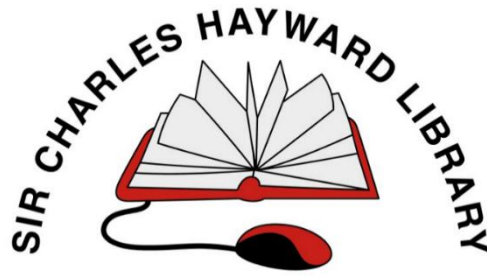
Collection Maintenance

The Sir Charles Hayward Library is constantly developing and evolving. With the addition of new items, the pre-existing ones are evaluated and sometimes discarded from the collection for their ongoing importance. Items that hold value and are essential to the Grand Bahama community are handled with extreme care or is replaced.

Decisions as to whether or not an item is removed from the collection is influenced by the condition of the item, patterns of use and the available space of each location. Periodically the collection is assessed to maintain and preserve its value to the community.

Deselection (Weeding) of the Collection

A library's collection is only as efficient as its collection maintenance practice. A critical aspect of effective collection maintenance is the weeding of material from circulation. The basic principles for deselection are established by the same rules used for the collection of library materials. To ensure that the Library's resources are relevant and easily accessible, continuous assessment is important. The process may call for the periodic removal of items from the collection.



When weeding items from the collection, the following criteria is taken into consideration;

- Damaged or poorly worn (stains, missing or torn pages, book covering falling off/apart, etc.)
- Infrequent use and lack of demand (haven't been borrowed in 10 years or more)
- No longer accurate
- Limited physical space

***The status of 'last copy' has no bearing on whether or not an item is deselected.**

Removal of Withdrawn Material

Materials that no longer fulfill the Library's specified goals will be removed from the system. The right to decide how materials are removed is reserved by the Librarian.

Replacement Criteria

Although SCHPL aims to provide copies of traditional and relevant works, if a deselected item is to be replaced, it may not be replaced immediately. For replacements, the same conditions that apply to the original selection also apply.

The need for replacement is based on:

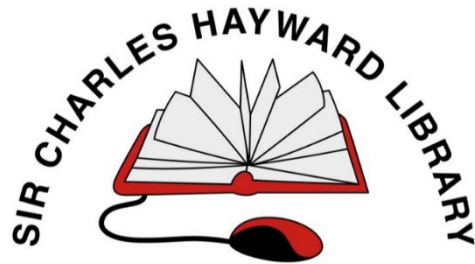
- How many copies does the library have
- Does the library currently have sufficient material of the topic in the collection
- What is the demand for the specific title or subject area
- Content availability

Customer Recommendations

Customers can request items which are not owned by the Library, using the selection criteria.

Reconsideration of Materials

Members of the Sir Charles Hayward Public Library wishing to have a specific item removed or reclassified, (i.e. a proposal to change a YA title to Adult) can submit a completed [Request for Reconsideration of Library Materials Form](#) (see also Appendix B) to the library to initiate a review of the item in question. The form will then be evaluated by the Director of the Library and the Librarian in relation to the mission statement of the library and the selection criteria of this collection development policy. The final decision on whether or not an item will be removed or kept is left solely to the Library Director and Librarian.



Duplication of Material

Duplication of material is deemed necessary based on the following:

- Number of reserves (how many persons are waiting for the item)
- Projection of how many persons will use the item
- Frequent requests
- User demand

Criteria of Donated Items/Materials:

Donated Items or Materials **CONSIDERED** for addition to the collection:

- Books in NEW or LIKE-NEW condition
- DVDs in NEW or LIKE-NEW condition
- Audiobooks on CD (unabridged only) in NEW or LIKE-NEW condition

Donated Items or Materials **NOT ACCEPTED** for the collection:

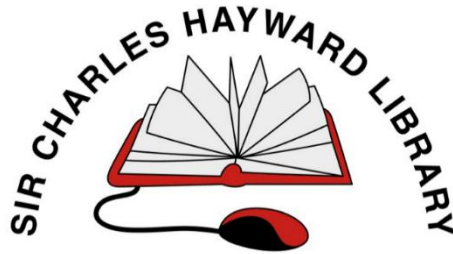
- Books in poor condition (has stains, water damage, smell, writing, etc.)
- Formats not currently being collected by the Library (VHS, audio cassettes, LPs, etc.)
- Textbooks (except current Ministry of Education textbooks)
- Magazines & Newspapers

Monetary Donations

The SCHPL also welcomes monetary donations that supports, strengthens and promotes the further development of library resources services.

Gifts and Donations

The Sir Charles Hayward Public Library accepts gifts of books and other materials. The Library reserves the right to keep, sell, discard, or make other appropriate disposal of any books or materials that are donated as determined by its mission and needs. Donated materials which have been added to the collection will not automatically be replaced if worn-out, damaged, or lost, or if they have become obsolete. Sale of withdrawn or donated items will be carried out in the manner most advantageous to the Library.



Policy Review and Revision Statement

This collection development policy will regularly be reviewed and updated as times and circumstances require.

Appendix A

Library Bill of Rights

- 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 all 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 abridgment 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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

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 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.



Appendix B

Sir Charles Hayward Public Library Request for Reconsideration of Material Form

The Sir Charles Hayward Public Library has established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Sir Charles Hayward Public Library
Mall Drive
Freeport, Grand Bahama, Bahamas

Date _____
Name _____
Address _____
City/Island _____ P.O. Box _____
Phone _____ Email _____

Do you represent self? _____ An organization? _____ Name of Organization _____

1. Resource on which you are commenting:

____ Book ____ Movie ____ Magazine
____ Game ____ Newspaper ____ Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the Librarian consider?



Work Cited

“Library Bill of Rights.” American Library Association. www.ala.org/advocacy/intfreedom/librarybill. Mar 5,2021.

