

# Green Mountain Library Consortium (GMLC) Collection Development Policy

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## A. Introduction

ListenUp! Vermont (LUV) is a project of GMLC that subscribes to a service for downloadable books (both audio and ebooks). The service is currently provided through the vendor Overdrive. The goal of LUV is to develop a collection that is useful to a broad range of patron interests.

## B. Collection Development

### a. *Selector Responsibilities*

Selectors for LUV are volunteers from member libraries selected by the GMLC Board who make a bi-weekly (every two weeks) commitment to select materials to be added to the collection. Selectors are also required to attend an initial training meeting, and subsequent selector meetings as needed. Ideally, there are approximately 3 to 5 active selectors at any one time.

The Selector Coordinator is a volunteer from an GMLC member library who manages the collection budget provided by the GMLC Board.

The GMLC Board serves as liaison with the digital vendors for the LUV service, and has responsibility for staying within the current budget parameters determined by the annual dues collected by the Consortium.

### b. *Selection Guidelines*

The LUV service is funded by its member public libraries. Member libraries have access to the digital collaborative collection and as such, their library card-holders are authorized users. The community served by this collection is diverse and as such, the collection must reflect the needs, interests, and viewpoints of this large community in its entirety, taking into consideration access needs in a digital environment.

Currently, the collection is comprised of ebooks and audiobooks. Materials are selected to support a variety of computer systems and e-reader hardware in multiple prevailing formats in order to serve the differing needs of individual users.

Materials will be selected on the basis of their value in meeting the informational and recreational interests of the people in communities served by GMLC libraries. Factors in selection will include: interest, demand, timeliness, audience, diversity of viewpoint, availability of materials in appropriate formats, information obtained from professional and user reviews, and budget. The LUV Selection Team will be responsive to patron requests for materials, taking into account the breadth of the collection and the materials budget. No material that meets the Consortium's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Not all materials may be suitable for all members of the community. Not all materials may be suitable for all audiences. All selection criteria will be evaluated periodically in an effort to provide the best possible downloadable collection to the community. Selections will be made across a variety of genres and topics, including general fiction, romance, mystery, science fiction/fantasy, and nonfiction on a wide range of subjects.

Selectors will be instructed to select materials in all genre areas each month, as titles are available with a emphasis on popular demand. Each month purchases will include new materials, patron requests and multiple copies of items on hold, using the following percentages as a guideline:

Initial Budget  
20% Youth  
30% Adult Fiction  
10% Nonfiction  
20% Extra copies  
20% Patron requests

Any additional funds:

Extra copies of popular titles, replacement of expired content, additional requests.  
This money will be divided up as needed among selectors.

Budget allocation for audiobooks and ebooks will be approximately 40% audiobooks and 60% ebooks. Audiobooks will be purchased in unabridged format whenever possible. Patron requests will be reviewed monthly and will be added when appropriate for the collection, according to the collection development policy, and if budget and availability allow. The consortium might not purchase all titles by an author, even if requested, if those titles do not meet the criteria for breadth of the collection and the budget. Each year a budget will be allocated for special collections to be purchased. Examples of special collections include but are not limited to travel, testing materials, language, manga, graphic novels, etc. The GMLC may designate a volunteer to purchase multiple copies of popular titles, with the goal of keeping the Consortium holds ratio under 5. This ratio may change as budget and size of consortium membership changes.

### **c. Selection Criteria**

The following criteria are taken into consideration when selectors are choosing materials. An item need not meet all of the criteria to be selected.

- Identified, expressed, or anticipated need in the general community
- Availability of titles from vendors
- Contemporary significance or popular interest
- Attention of critics and reviewers
- Prominence, authority, significance, and/or competence of author or creator
- Timeliness and accuracy of material including new editions of existing materials
- Relation to existing collections, such as titles in a series
- Statement of challenging, original, or alternative point of view
- Production quality

Public demand for an author, title or subject is an important criterion. User satisfaction and demand in similar subject/genre areas will also be given consideration. All requests from patrons for specific authors, titles or subjects will be considered. Member libraries are encouraged to review the request prior to submitting the title in order to provide more context and information to the selectors. GMLC encourages Advantage libraries to fulfill their patrons' requests through the Advantage program.

Title availability is another important consideration. Given the volatile world of digital rights and publishers, it is important to note that although titles may be available for purchase to consumers from various outlets, they may not be available to LUV users. Publishers and copyright holders may not allow public libraries to purchase digital editions of titles and may embargo new titles for a designated time period. In addition, titles may be pulled from the LUV collection at any time by publishers without prior notice.

In addition to content and availability criteria for selection, given the digital nature of this collection, selectors must also take format into consideration. The following criteria will be considered.

- Affordability
- Appropriateness of format
- Illustration rendering in books for youth or in graphic novels
- Narrator's qualifications for audiobooks
- Stability of content
- Titles with simultaneous use rights

As a rule, we do not purchase abridged versions of titles. Exceptions may be made on a case by case basis, if a high demand title is only available in an abridged format or if the title is a patron request.

#### ***d. Selection Tools***

Standard selection tools that may be used to identify items for selection are as follows:

Standard collection lists, recommended lists, award lists, recommended/notable titles, and professional journal reviews.

Professional journals are given preference, along with any other nationally recognized library-oriented journals such as the following:

**Fiction:**

- Kirkus
- Booklist
- School Library Journal
- Library Journal
- New York Times Book Review
- Publisher's Weekly
- Horn Book

**NonFiction:**

The New York Times Combined Print and Ebook Bestseller list and the New York Times Paperback Nonfiction Bestseller list will be used for the primary selection of nonfiction titles.

Non-standard selection tools, such as bestseller list, and online user reviews from Amazon.com, Goodreads.com, and Audible.com may be consulted to determine popular demand.

Given the digital format of all materials in this collection, selectors must consider both content and form. Traditional library review sources, such as those listed above, are more than sufficient for the content of the material, though standard professional reviews for format of materials are, at times, lacking. Since well-written books do not necessarily transfer well to either audiobook or ebook format, selectors will make use of these format reviews as they become more readily available, though at times, selectors must rely on content reviews alone because of the lack of format reviews. Selectors will keep in mind ease of use and accessibility of selections.

**e. Gift Policy**

Given technical and licensing limitations as they stand today, the LUV service is unable to accept gifts for earmarked titles. Donated money earmarked for specific ebooks or audiobooks will be referred to the home branch library to pursue purchase through Overdrive Advantage. GMLC welcomes donations for collection development that are not specifically earmarked.

**f. Weeding**

Although a digital collection does not have the same space constraints of a physical collection, weeding is necessary to upgrade the collection in terms of usefulness and accuracy. Weeding also allows for greater review of the collection, helping to determine gaps and deficiencies, assisting selectors in creating a collection that is more responsive to patron demand and need. The LUV digital collection also has the constraints of metered access by certain publishers, whereby their titles are restricted to a set number of checkouts or a specific time period, after which the item is automatically inaccessible unless another copy is purchased. The selectors will determine if the metered access titles merit repurchase. The single-license titles will be periodically reviewed for continued inclusion.

## **C. Intellectual Freedom**

### **a. Access to Collections**

The GMLC aims to provide a collection with information spanning a broad spectrum of opinions. GMLC directs patrons to the American Library Association's Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>) and Freedom to Read statement (<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>). These principles guide the materials selection policies.

GMLC recognizes that some materials may be controversial or offensive to an individual, but maintains that individuals can apply their values to only themselves. Parents have the responsibility and right to guide the values of their children. An opinion represented in the collection is an expression of the Consortium's commitment to intellectual freedom and not an endorsement of a point of view or opinion.

### **b. Request for Reconsideration Policy**

Patrons who want to communicate their concerns about materials in the LUV digital collection should be directed to a Request for Reconsideration form available on the GMLC website. Completed requests will be directed to the GMLC Board who will issue a written decision to the requestor within ten weeks of the date of the request receipt.

### **c. Review of Policy**

This policy will be periodically revisited by GMLC Board.