

PORTSMOUTH PUBLIC LIBRARY SYSTEM

2.1 POLICY – Collection Management

Last revised June 2022.

Approved by the Library Board July 14, 2022.

Next review June 2027.

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I. MISSION STATEMENT

It is the mission of the Portsmouth Public Library to offer access to a comprehensive collection of materials, in a safe and appealing environment, to encourage social, economic, cultural, and intellectual growth. Through the careful use of resources and a knowledgeable staff, the Library will contribute to the overall quality of life and meet the ever-changing needs of the citizens of Portsmouth. By encouraging an atmosphere of lifelong learning through traditional library services and emerging technologies, the library will continue to be a relevant part of our community.

II. PURPOSE:

The Collection Management Policy is a fundamental policy approved by the Library Board. It details the philosophy and scope of the collection, guidelines to help the collection respond to community needs while protecting diversity, and practices to maintain the collection over time. This information is useful not only to guide Library staff but also to inform the public about important collection topics such as selection and deselection principles. Finally, this policy serves to emphasize the Library's commitment to intellectual freedom and unrestricted access to information.

III. COMMUNITY STATEMENT

Knowledge of our community is a fundamental part of decision-making for the Library's collection. Indeed, the collection reflects the diverse and dynamic community that its main library and three branches serve.

The primary service audience of the Portsmouth Public library consists of residents of Portsmouth, Virginia. The library serves the Hampton Roads region as a secondary audience. In addition, the library serves all residents of the state of Virginia who are also eligible for a library card.

Located in the center of historic Hampton Roads, Portsmouth is a city with a rich heritage. Portsmouth was founded as a seaport in 1752. For a long time the shipping and naval industries dominated the local economy. However, over the last few decades the workforce has diversified to include the following main areas: managerial and professional; sales, office technical and administrative support; and service occupations.

The local library has a rich history dating back to 1914 when the Students Club first opened a library. The African-American community established the Community Library in 1945. The two libraries were merged in 1963. Today, the Portsmouth Public Library is a public institution supported by city, state and federal funds. Local organizations such as the Library Friends, Student Club, and Rotary provide ongoing support to the library.

IV. COLLECTION PHILOSOPHY

The goal of collection management for the Portsmouth Public Library is to support the library mission. Library materials are chosen to serve the cultural, educational and recreational needs, both expressed and perceived, of the whole community. This helps the Library to meet the changing needs of patrons in our community. We aim to provide an attractive, balanced, culturally diverse, current collection including all branches of knowledge and all positions on a topic. This is done in a neutral, unbiased manner, as budgets, availability of materials and space permit.

The Library provides access to materials in different formats: print, audio-visual, and electronic. Where possible, we attempt to obtain the hardcover edition for items in print. In general, the choice of format is guided by some of the following factors: type of information, how patrons can best access it, necessity and availability of equipment and cost, and timeliness.

All Portsmouth Public Library materials are part of one collection, which is physically distributed among the main library and three branch libraries. We endeavor to provide each library with materials especially suited to its size and surrounding neighborhood, while simultaneously invigorating the system collection as a whole. A commitment is made to provide an adequate number of copies for each title purchased so that patrons do not need to wait an unreasonable length of time to get any item.

The Library collection is a changing, organic entity. When items are added, others are reviewed for their ongoing value and sometimes are removed from the collection. A high quality library collection must be kept up-to-date by judicious deselection, which removes outdated and worn-out items, while preserving, and when necessary and possible, replacing, classics and items of lasting value.

Intellectual Freedom

Materials added to the collection include a range of ideas, topics, and lifestyles. The presence of a particular perspective within the collection is a direct result of the Library's policy of intellectual freedom, not an endorsement. In this fashion, the democratic elements of free access to ideas and expression are supported. The Portsmouth Public Library champions the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials rests with his or her parent or guardian. The Library does not knowingly discriminate against authors or producers with regard to affiliations, age, beliefs or race. The Library adheres to the policies and ideas of the American Library Association Library Bill of Rights (and interpretations), Freedom to Read, and the Freedom to View Statements. Links to these documents are also included in the Appendix.

V. COLLECTION MANAGEMENT RESPONSIBILITY

The Library Board has determined that the authority for the selection and deselection of materials resides ultimately with the Library Director. Under the Library Director, Librarians and staff, who are qualified by education and training, are authorized to select materials.

Selectors in the library are assigned specific collection areas for collection development. The public and other Library staff are encouraged to recommend titles, which are evaluated according to the selection criteria in Section VII.

Library managers are responsible for the quality and overall maintenance of their individual collections in collaboration with the Manager of Library Systems and Support Services.

VI. SCOPE OF COLLECTION

The library collects popular materials geared to the cultural, educational and recreational needs of the general public. Patrons with a need for specialized academic, technical, or professional materials are encouraged to utilize the specialized libraries in the area.

In this section, an overview is provided for the type of materials that the Library collects. Broad collection levels are described for each of the Library's four locations. Finally, the depth of selection in specific collection areas are designated.

TYPES OF MATERIALS COLLECTED

- Fiction and nonfiction books for juveniles, teens and adults, including graphic novels, large type and electronic formats
- DVDs
- Books on CD
- Periodicals
- Newspapers
- Music (collection is comprised of CDs acquired primarily by donation)
- Electronic resources

As new formats become available, they will be evaluated for inclusion in the collection.

COLLECTION LEVELS

Collecting levels are determined in response to current use patterns, changing community needs, budgetary constraints, evolving technology, and the library's mission and purpose as a public library.

Level 1: Neighborhood Library

A small neighborhood library is a facility designed to support the needs of the immediate surrounding community. Materials are not put in storage. Instead, materials are deselected continuously.

Fiction and nonfiction collections have a narrower scope than other libraries with emphasis on:

- Current Popular Authors and Titles
- Basic Informational Titles
- Basic Educational Materials
- Basic Recreational Materials
- Patron Requests

Small Neighborhood Libraries:

- Cradock Branch Library
- Manor Branch Library

Level 2: Community Library

A medium-sized community library is a facility designed to support the needs of the immediate surrounding community. Materials are not put in storage. Instead, they are deselected judiciously.

Fiction and nonfiction collections have a larger scope than the neighborhood library with emphasis on:

- Current Popular Authors and Titles
- Basic Informational Materials
- Basic Educational Information
- Basic Recreational Information
- Intermediate Materials for High Demand Topics
- Patron Requests

Medium Community Libraries:

- Churchland Branch Library
- Main Library

SELECTION LEVELS

There are four selection levels utilized for specific areas of the Library collection.

Minimal Level

- Materials of limited demand or availability, selected for local interest
- Basic Level Overview of a subject, adequate to meet general needs, or may be introductory

Popular Level

- Frequently requested subjects which may include best sellers or other items

Extended Level

- Materials with sufficient depth as to allow for independent study by the general public

Comprehensive Level

- Most materials published on a given subject

SUBJECT FIELDS COLLECTED

The selection level (described above) for specific collection areas are enumerated.

	<u>LEVEL</u>
<u>Generalities: 000-099</u> Encyclopedias, Computer Science, Library and Information Science, Journalism, Organizations & Museums	Basic/Popular
<u>Philosophy & Related Disciplines: 100-299</u> Paranormal, Psychology, Logic, Religion	Basic/Popular
<u>Social Sciences: 300-399</u> Sociology & anthropology, General statistics, Political science, Economics, Law, Public Administration, Social Services, Education, Commerce, communication, transportation, <i>Customs, etiquette, folklore (Juvenile is extended level)</i>	Basic/Popular
<u>Language: 400-499</u> Linguistics, Dictionaries and grammar of various languages	Basic
<u>Natural Sciences and Mathematics: 500-599</u> Natural History, Mathematics, Astronomy, Physics, Chemistry & Materials, Earth Sciences, Paleontology & Paleozoology, Life Sciences, Botanical Sciences, Zoological Sciences <i>(Juvenile are extended when possible)</i>	Basic
<u>Technology & Applied Sciences: 600-699</u> Inventions, Medical Sciences & Health, Engineering, Agriculture, Animal Husbandry & Pets, Home Economics, Cooking, Family Living, Management, Manufacturing, Building <i>(Cooking is Extended)</i>	Basic/Popular
<u>The Arts: 700-799</u> Philosophy, Civic/Landscape Architecture, Architecture, Sculpture & Ceramics, Drawing & Decorative Arts, Painting and Paintings, Graphic Arts, Photography & Photographs, Music, Games & Sports, Performing Arts	Basic/Popular
<u>Literature and Rhetoric: 800-899</u> Poetry, Drama, Essays, Speeches, Letters, Satire and Humor, Classic American Literature, Classic Literature from other countries <i>(Classic American Literature is Basic/Popular)</i>	Basic
<u>Geography and History: 900-999</u> Collected biography, genealogy	Basic/Popular/Extended Basic
Geography and travel, United States – general, Other countries, History of ancient world, General history of Asia, General history of Africa, Mexico, Canada, other areas, General history of South America, General history of other areas, General history of the U.S., General history of WWI, General history of Korean War, Other wars	Basic/Popular
United States – southeastern region, General history of Europe, General history of North America, General history of the U.S. Civil War, General	Extended

history of WWII, General history of Vietnam War (*Juvenile is extended levels wherever possible*)

SUBJECT FIELDS COLLECTED

	LEVEL
<u>Biographies</u>	Basic/Popular
<u>Virginia Materials</u>	Extended
<u>Hampton Roads</u>	Comprehensive
<u>Government Documents</u>	Minimal
<u>Foreign Language Materials</u>	
Spanish	Basic/Popular
Other languages (low demand and limited availability of appropriate materials limit purchases)	
<u>Fiction</u>	Basic/Popular
<u>Graphic Novels</u>	Basic/Popular
<u>Youth Collection</u>	
Picture Books	Extended
Beginning Readers	Extended
Baby board books	Popular

SPECIAL COLLECTIONS

GOVERNMENT DOCUMENTS

Description: Includes older reports published by or relevant to the City of Portsmouth. Some examples include the following: City of Portsmouth Comprehensive Annual Financial Report (CAFR), adopted budgets for the City of Portsmouth, housing surveys, economic reports, planning commission reports, census tract records, Hampton Roads Transit, Chesapeake Bay Foundation reports, and EPA reports from the Shipyard. Most of the reports are comb spine bound items or paperback-style reports.

Location: Main library

Accessibility: Noncirculating

HEALTH AND WELLNESS INFORMATION CENTER (HWIC)

Description: Opened in 2014, HWIC is a safe place for everyone to find accurate information about their health concerns. The mission of the information center is to help Portsmouth residents find information regarding their health concerns and connect them to health resources within the community. The vision of the information center is every person is empowered to invest in their health through quality health resources and services. The HWIC collection includes books, DVD's and magazines on popular health topics.

Location: Main library

Accessibility: Circulating

LAW LIBRARY

Description: Includes general legal reference materials with a focus on Virginia law. This collection is a partnership between the Library and the Virginia Court System. Selection is done in cooperation with the Law Library Board.

Location: Main library

Accessibility: Noncirculating

LOCAL AUTHOR

Description: The Local Author collection allows Portsmouth writers and illustrators the opportunity to share their work with the community. A Local Author is defined as a person either who currently resides in Portsmouth or who formerly did. Books by local authors and gift copies of books by local authors are accepted for the collection if they meet our other collection criteria.

Location: predominately at the Main library

Accessibility: Circulating

LOCAL HISTORY

Description: This collection includes materials related to the history of Portsmouth, Norfolk County, The Hampton Roads/Tidewater Region, the State of Virginia and the surrounding and related states. We do not actively collect materials outside of Portsmouth. The emphasis of this collection is primary and secondary research materials in print and microform related to people, places, and events of the area of the historic and present day Portsmouth. The collection contains books, manuscripts, maps, periodicals, photographs, and microfilm. More detailed information can be found in the Appendix.

Location: The Esther Murdaugh Wilson Memorial Room within the Main Library

Accessibility: Noncirculating

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ONLINE COLLECTION

The online collection represents the diverse viewpoints and interests of the entire community the Library serves. The online collection evolves as new formats and products become available. This collection may include research and learning databases, eBooks and other downloadable and streaming media. Over time, each subscription database is reviewed for patron usage versus subscription cost, relevance of content, stability of the company providing content and the criteria established previously for book, periodical, video and audiobook purchases. This criterion is used in both the decision to add and cancel subscription services. New subscription databases are reviewed constantly and added to the online collection when the library budget permits. See the Appendix below for additional information on the library website.

VII. SELECTION

At the broadest level, the library's collection is divided into three sections including:

1. The Adult collection (selected for adults 18 years old and older);
2. The Young Adult Collection (selected for young adults between the ages of 12 and 18); and
3. The Juvenile Collection (selected for children 11 years old and younger).

The following criteria are applicable to items selected for each of the three areas of the collection. An item need not meet all of the criteria to be acceptable, nor will any single criteria be decisive. Other factors may be taken into consideration, and the importance or weight of one particular criterion may vary from one acquisition to another.

CRITERIA

- Critical review in library, professional and popular publications
- Accuracy, timeliness, currency and relevance
- Representation of controversial or diverse points of view
- Literary merit
- Current and projected demand by general public and popular attention
- Quality, binding and format of material
- Initial and ongoing costs
- Availability through contracted vendors and delivery platforms
- Relevance to community needs and interests including local school reading programs
- Relation to other resources in the community
- Support of educational and library programs and initiatives
- Relation to the existing collection
- Availability through interlibrary loan or other libraries in the area

SELF-PUBLISHED TITLES

The Portsmouth Public Library welcomes the growing opportunities that new self-publishing methods offer local writers for expression. We receive requests from both local and out of area authors to add their self-published books. Typically, these works have not received reviews in standard published sources (e.g. Library Journal, Booklist) and may not meet the

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criteria that the Library normally sets for inclusion in its collection. We desire to support local authors while maintaining the standards needed in the permanent collections and have subsequently set specific guidelines for inclusion of self-published materials. Authors wishing to contribute books to the library must meet the criteria listed below:

Selection conditions:

1. Authors must be a current or former Portsmouth resident (or otherwise connected to Portsmouth), or the book must take place in Portsmouth, or otherwise demonstrate a strong local interest.
2. Each book must be approved by the appropriate library staff before being accepted for placement.
3. Books will be accepted as donations from the author or publisher; however, at the discretion of the Management team or selection staff, a book may be considered for purchase if published reviews in standard sources are available or there is strong evidence of appropriateness.
4. Books will not be purchased at patron request unless they have been reviewed in standard sources. Patrons may donate copies of authors' self-published books. These will be evaluated in accord with the Library's gift policy (See Section VIII below) and are not guaranteed inclusion in the collection.
5. Self-published family histories or other similar genealogical materials will be added to the Local History Collection at the discretion of the Main library branch manager or the Director.
6. Self-published titles that are not included in the Local Author or Local History collections are held to the same criteria as any other work the Library evaluates for the collection.
7. Materials that are donated become the property of the Portsmouth Public Library and as such cannot be returned to the donor.

Cataloging/Circulation conditions:

1. A brief listing for the book will be created in the catalog so that borrowers may access them by title or author.
2. Books will be processed with a barcode and PPL ownership markings.
3. Items will be clearly labeled as a local author.
4. Items will rotate out of the collection and may be withdrawn after three years, unless they have circulated regularly.

PATRON RECOMMENDATIONS

Patrons may submit requests for materials to be added to the collection (including magazine or newspaper titles). Please note that not all recommendations are automatically ordered. Each request is evaluated by the Collection Management Committee based on the above selection criteria.

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VIII. GIFTS AND DONATIONS

The Portsmouth Public Library welcomes gifts from individuals or organizations providing either library material or monetary donations to purchase materials.

- Once accepted, all gifts become the sole property of the library and are not returnable.
- Gifts are tax-deductible to the full extent of the law. If requested, donations will be acknowledged with a standardized form for tax purposes.
- Conditional donations are not accepted (e.g. requests for special treatment or tracking of donations).
- The Library decides the use, housing and final disposition of donations.

Library Material Donations

The Library accepts donations of new or gently used books, DVDs, and other materials with the understanding that the library may make whatever use of the material it feels is appropriate. The library cannot accept magazine subscriptions purchased by the donor. Donated materials should be free of damage, mold, mildew, strong odors, and bugs and be in good physical condition. They also should be without outdated information (e.g. medical, law, or textbooks). Encyclopedias are not accepted. The Library reserves the right to refuse donated items due to space limitations and/or condition of the materials. Items are evaluated on the same basis as purchased materials and may be added to the library's collection, donated to the Friends book sale, or retired at the discretion of the library.

Monetary donations

The Library is pleased to accept monetary gifts from individuals and organizations to support its mission.

- Donors may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision.
- In lieu of actual subscriptions, donations of money designated for the periodicals and newspaper collection are gratefully accepted.
- The Library can help pay tribute to the important people in your life through Memorial or honorary donations. Make sure to indicate the type of dedication desired as well as the name to be recognized.

Procedure

1. All monetary contributions can be made by checks.
2. Mail to: Portsmouth Public Library Foundation 601 Court Street Portsmouth, VA 23704.
3. Specify what kind of donation you want to make (e.g. specific purpose of funds, in honor of, in memory of).
4. Call 757-393-8501 x 6517 with questions.

IX. COLLECTION EVALUATION AND MAINTENANCE

Materials added to the Library's collections are managed through an ongoing evaluation process. This helps to verify that collection priorities are being maintained such as minimizing space limitations, being up to date, balanced, and attractive. Through this process, items are identified for

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replacement, retention or de-selection. Professional judgement and expertise are utilized by library staff in making decisions to retain, replace, repair or de-select. Please note that items are not automatically replaced. Decisions are based on need, demand and budget.

The removal of materials from the collection, also called de-selection, is an essential part of collection management. De-selected materials are donated to the Friends book sale or retired at the discretion of the library to include donation to other agencies. Those materials with enduring or permanent significance to the mission and collection goals of the Library will be retained.

The Portsmouth Public Library uses the industry standard CREW (Continuous Review, Evaluation, and Weeding) guidelines for deselection. Along with the same criteria used to select new materials, the general criteria for retaining, replacing, repairing or de-selecting includes:

- Physical condition of the material
- Number of copies in the collection
- Availability in alternative formats
- Availability elsewhere (other libraries and online)
- Current demand, past circulation, and anticipated future use
- Superseded, misleading, inaccurate, or out-of-date content
- Space considerations
- Feasibility, cost of repair
- Historical significance, interest, or value to the community
- Relative usefulness of item

Preservation

Decisions for preservation recognize that not all items need the same level of care, security, and attention. Materials of long-standing value are preserved. Preservation methods used include the following: preservation photocopying, preservation enclosures, digitization, replacement of content through the purchase of another edition, rebinding, repair, and use restrictions.

In addition to the criteria outlined above under Collection Evaluation and Maintenance, staff use the following criteria when evaluating an item for preservation:

- Cost (includes value of the item and preservation expense)
- Intellectual content
- Intrinsic value
- Significance/uniqueness of item to the collection
- Storage/environmental capabilities

X. MATERIAL RECONSIDERATION

Policy Statement

This procedure is for the purpose of considering the opinions of those in the community who are not directly involved in the selection policy. The Portsmouth Public Library staff and Library Board members support intellectual freedom and subscribe to the principles of the American Library Association Library Bill of Rights (and interpretations), Freedom to Read, and the Freedom to View Statements. The library staff applies the established selection criteria in the Collection Management Policy and endeavors to provide books and other materials that reflect the diversity of viewpoints within the community. Questions about the selection process or about a particular item can be answered by a Library Manager.

Regulations

- The Library welcomes suggestions regarding the continued appropriateness of materials in the collection.
- Suggestions will be considered and utilized by the library in the ongoing process of collection management.
- Individuals may take issue with materials which have or have not been purchased by the library.
- Staff are available to discuss concerns and identify alternate materials that may be available.
- Reconsideration Request Forms must be filled out completely and submitted to library staff. For a request for consideration to be considered, the form must be completed in full.
- Patrons making requests for reconsideration must hold a valid library card and live or own property in Portsmouth. They must also have read/listened to/watched the entire work in question.
- The library believes that the parents of a child are the only people who should be allowed to monitor the reading, watching or listening activities of that child. We also believe that it is every parent's duty to monitor his or her child's activity. It is for this reason the library assumes no responsibility for the appropriateness of items checked out by a child or an adult.

Procedures

1. Library staff should listen to any complaints regarding library materials.
2. Staff should offer the Request for Reconsideration form. If the patron wants to submit a formal request it needs to be completely filled out.
3. The form is forwarded to the Library Administrator (Manager of Library Systems and Support Services) for review.
4. The Library Administrator should inform the Library Director that a formal request for reconsideration has been made.
5. An ad hoc committee will be formed by the Library Administrator to review the material and will serve as chair. The committee will meet within ten (10) business days.
6. The committee will review the material and read critical reviews of the material. The committee may consult with other staff or City of Portsmouth personnel. The committee will determine

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whether the material conforms to the Library's Collection Management Policy based on the resource as a whole, and not by passages or sections taken out of context.

7. After review, the committee will submit a recommendation to the Library Director.
8. The Library Director will review the committee's recommendation and notify the patron in writing of the final determination six (6) weeks after a formal request is submitted.

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APPENDIX

1. DEFINITIONS

Collection maintenance- Decisions about the purchase of new materials and particular items that need to be replaced, added, deselected, or reassigned.

Collection management- The activity of planning and supervising the growth and preservation of a library's collections based on an assessment of existing strengths and weaknesses and an estimate of future needs. This include selection, deselection, preservation, storage, budgeting and resource allocation, collection evaluation, resource sharing, and other functions related to improving the collection and facilitating patron access to library materials.

Deselection- The component of selection that involves removing items from the collection

Intellectual Freedom- The right under the First Amendment to the U.S. Constitution of any person to read or express views that may be unpopular or offensive to some people, within certain limitations (libel, slander, etc.)

Material review- An evaluation of a material written by a subject matter expert. Reviews occur in library review journals, professional journals, newspapers, online sources and in other popular media. Review sources include some of the following: Booklist, Book World, Library Journal, New York Times Book Review, Publisher's Weekly, School Library Journal, Science books and Films, Video Librarian, and Voice of Youth Advocates (VOYA).

Selection- The process of deciding which materials should be added to a library collection.

2. LINKS TO REFERENCED DOCUMENTS

- a. LIBRARY BILL OF RIGHTS
"Library Bill of Rights", American Library Association,
<http://www.ala.org/advocacy/intfreedom/librarybill>
- b. INTERPRETATIONS OF THE LIBRARY BILL OF RIGHTS
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>
- c. FREEDOM TO READ
"The Freedom to Read Statement", American Library Association
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- d. FREEDOM TO VIEW
"Freedom to View Statement", American Library Association
<http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>

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3. REQUEST FOR RECONSIDERATION

Request for Reconsideration of Library Material

The Portsmouth Public Library has an established materials selection policy and a procedure for gathering input about particular items. Thank you for sharing your opinion here that details your concern(s). The Library Director will respond within six weeks after the formal request is submitted.

Please tell us a little about yourself:

Name: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Do you have a Portsmouth Public Library Card? _____ Library Card Number: _____

Who do you represent? (Self/Organization) Name of Organization: _____

Please describe the resource:

Book Digital Resource Newspaper Other

Video Audio Recording Magazine Describe: _____

Title: _____

Author/Producer/URL: _____

1. What brought this resource to your attention?

2. Have you examined the resource in its entirety? Yes ___ No ___

3. What concerns you about the resource? Please cite specific passages, scenes and their relationship to the work as a whole. (Use other side or additional pages if necessary)

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

5. What action are you requesting the committee consider?

Signature _____ Date _____

Staff use only
Date Received: _____
Staff initials: _____

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4. Local History Collection

Esther M. Wilson Local History Room
Collection Development Policy

History of the Local History Room

The "Local History" room was founded in 1963 when Mrs. Mary J McMurrin convinced Judge Benjamin Dey White to donate his library for a designated room of non-circulating history collection.

General Selection Guidelines:

The purpose of the local history collection is to provide primary and secondary research materials to individuals conducting genealogical and local history research. The local history room primarily collects material regarding the City of Portsmouth, VA, the Gosport Naval Shipyard (now called the Norfolk Naval Shipyard), and the extinct Norfolk County, VA. Materials collected include but are not limited to books, documents, maps, pamphlets, photographs, postcards, microfilm, microfiche and scrapbooks. The local history room will selectively collect materials relevant to the history of the greater Hampton Roads region, the Commonwealth of Virginia, and texts relevant to the understanding and preservation of public history.

Gifts and Donations:

Gifts and donations of books, documents, maps and photographs will be considered for addition to the local history collection. Only materials regarding the history of the city of Portsmouth, Virginia and the extinct Norfolk County, VA and their citizens will be considered for inclusion. Not all materials donated will be added to the local history collection. Material gifts or donations will become the property of the Portsmouth Public Library upon addition to the local history collection. Condition of the material including mold or insect contamination, torn pages or binding, water damage or other staining and duplication of collection content will be taken into consideration when making the decision to add or reject a gift or donation. Gifts and donations not added to the collection will be donated to the Friends of the Portsmouth Public Library or to a suitable alternate repository. Contaminated material will be properly disposed.

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5. Library Website

The Portsmouth Public Library Website (<https://www.portsmouthpubliclibrary.org>) in addition to providing library information offers links to subject-focused websites recommended by professional staff. In linking other websites to its home pages, the Library follows the selection criteria cited below. Beyond this, the Library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Any link from the Library's website to another website is not an endorsement from the Library. The Library does not warrant that its website, the server that makes it available, or any links from its site to other websites are free of viruses or other harmful components. See selection criteria below:

Linked Website Selection Criteria

Content Criteria:

- Authority
- Qualifications of author/producer
- Authority statement should be obvious
- Accuracy
- Validity of information
- Currency
- Currency of time-sensitive materials
- Frequency of updating
- Scope
- Breadth of coverage
- Depth of coverage
- Treatment
- Bias or perspective should be obvious
- Usefulness/appropriateness for PPL audience

Access Criteria:

- Access
- No charge for access, at least to most services
- No requirements if registration necessary
- Design
- Compatible with popular browsers
- Easy to use
- Interactivity
- Internal links
- Links to additional sites of useful material
- Reliability
- Stability of site and contents

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