Collection Development Policy

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Note

While the Putnam County Library System and the basic information about it is real, all data and names have been fabricated for this assignment.

Putnam County Library System

Collection Development Policy

<u>Lead Staff</u>

Firstname Lastname, Director of Libraries

Firstname Lastname, Chairman, Board of County Commissioners

Firstname Lastname, President, Putnam County Library Board

<u>Supporting Staff</u>

Firstname Lastname, Librarian, Cataloging and Processing

Firstname Lastname, Librarian, Youth and Family

Firstname Lastname, Librarian, Special Projects

Mischa Johns, Librarian, Special Collections

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History

The first official library in Palatka was through the Palatka Library Association in 1894. It passed through the hands of several organizations including the forerunner to the Woman's Club, the Woman's Fortnightly Club, before being taken over by the city itself as part of an amendment to the city charter. Operating out of a reading room in City Hall, the city was later gifted a library by James Ross Mellon who spent over half a century in Palatka during the winter seasons. Dedicated to his wife, Mary Larimer, the Larimer Library was erected after the city dissolved nearly $5,000 that the Woman's Fortnightly Club had raised towards a stand-alone library, taking the money into the city's general fund. Mellon himself spent much time at the library, as he enjoyed watching the children of the town gathering there.

The library served Palatka until 1991 when a new 15,000 square foot facility was built outside of the city limits to house the main collection. Over the years other branches have been built up in response to citizen needs; in Bostwick on the former site of a 1922 wooden schoolhouse, in Crescent City in a building dedicated by the Friends of Crescent City Library, in Interlachen across from the High School, and in Melrose in a building founded by Melrose Library Association, Inc. at the junction of several rural comminutes.

Since its inception our libraries have been built to cater to the needs of the community, and this collection policy is a testament to our mission to provide to our community in any way we can to help improve their access to knowledge and quality of life.

Our Service Mission

The mission of the Putnam County Public Library is to provide access to the online world, help create young readers, stimulate people's imagination, provide safe and comfortable real and virtual places to visit, and help citizens stay informed.

Our Vision Statement

We are dedicated to helping patrons of all ages pursue their educational, informational, recreational, and cultural interests in a way that is meaningful to them on their journey to becoming thinkers, creators, and 'do'-ers in our community.

Who We Serve

Spanning both sides of the St. Johns River, we serve a population of over 74,000 residents spread across over 800 square miles. We have five branches to serve our population.

FLORIDA: PUTNAM COUNTY

FOUNDED: JANUARY 18, 1849   POPULATION: 74,163
SEAT: PALATKA   AREA: 827 SQ MI
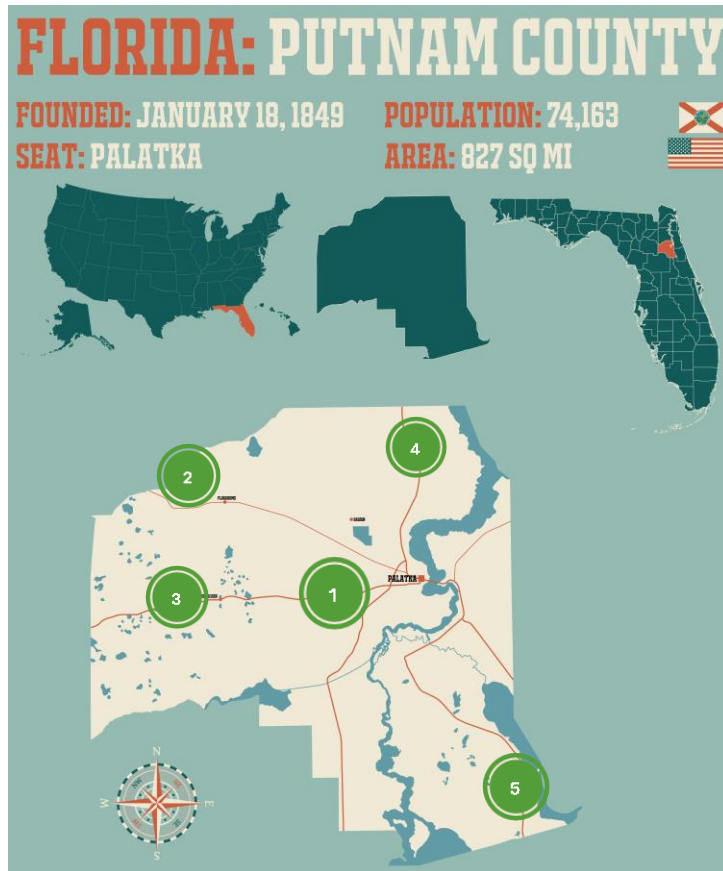
Branches

1. Palatka Headquarters
   601 College Road

2. Melrose Public Library
   312 Wynnwood Avenue

3. Interlachen Public Library
   133 North SR 315

4. Bostwick Community Library
   125 Tillman Street

5. Crescent City Public Library
   610 North Summit Street

Much of Putnam County's population is rural, and according to data from the Census and the State Department of Education more than 20% of our population lives below the poverty line, speaks English as a second language, and/or has a reading comprehension below the 4th grade level. Because of this, we recognize that we are the first and often only point of resource when it comes to education, information, social assistance, internet and computer access, and adult learning services.

We have over 36,000 cardholders of whom half have been active in the past five years and a quarter of which have been active in the past year. Those who visit a Putnam County Library facility come from all walks of life. Our patrons are from every age group, though the majority are in the 6-11 year old and 65+ age range. Over half of our visitors come to use our computer and internet facilities, and over half of our public computer users are job seekers or applying for public assistance. Each year an average of 75,000 visitors use our facilities.

In addition to our native population, The Putnam County Library System has reached out to neighboring counties to ensure that our citizens have a broader access to services than what we may be able to provide by engaging in reciprocal lending agreements. Currently we have a reciprocal lending agreement with Marion County, Levy County, St. Johns County, Alachua County, Flagler County, Clay County, and Duval County. These counties allow Putnam County residents to obtain a library card and access services as though they were a resident of that county, and in return we allow the same for their citizens. These agreements have been honored for 27 years as of this year.

How we serve

The Putnam County Library System has developed a Collection Development Policy to ensure that we are serving our community as completely and as fairly as possible. Every five years an assessment is taken of this policy to gauge the value we are providing to the citizens we serve. We assess this through our visitors, program participants, the kinds and frequency of our collection usage, and feedback from our community and library support groups. The results of this assessment are gathered in our Community Needs Assessment Report which is available online at our website at www.funinputnam.com or a hard copy may be obtained by visiting any Putnam County Library branch.

The assessment is reviewed by our Director of Libraries, and a team consisting of the Director, the Chairman of the Board of County Commissioners, the Youth and Family Librarian, the Special Collections Librarian, the Cataloging and Processing Library, the Special Projects Librarian, and the President of the Putnam County Library Board comes together to draft any amendments to this Development Policy. The policy goes before the Board of County Commissioners at one of the public commission meetings in September each year before any changes are finalized and made effective.

Budgeting and Funding

The Putnam County Library is funded mainly by the Putnam County Board of County Commissioners. The 2024-2025 budget currently allots $540,000 toward the county library system, with $34,000 of that going towards collection development. In addition to this budget, the Putnam-Alachua-Levy (PAL) Public Library Cooperative was formed in 2008 to secure additional state funding for the three library system. Each year Putnam County is allocated one third of the total grant for the year. For the 2024-2025 year this funding totals $146,000, of which $35,000 is allocated towards collection development. Additionally the library applies for the State Aid to Libraries grant. For the 2024-2205 year this funding totals $153,000, of which $16,000 is allocated towards collection development. In total the library receives an annual funding of $839,000, of which $85,000 is for our collection.

Collection Development Evaluation Criteria

The Putnam County Library System assesses accessions to the collection based on the following criteria:

- Circulation trends
- Direct community feedback
- Condition of materials (for donated items)
- Recent nature of publication (no older than 2 years, unless part of a series that is already part of the collection and regularly circulates)
- Relevance to current cultural, political, or educational needs or trends

The Putnam County Library System will not restrict purchase of or access to materials based on their content or whether it is found to be objectionable. Patrons are encouraged to check out only what they enjoy, and to not consume materials that they find objectionable. If materials are found to be objectionable enough that they could merit removal from the system, please speak to a library clerk or visit online at www.funinputnam.com for the appropriate form for reconsideration of materials. For more information, see "Intellectual Freedom" below.

Items Considered for Collection Development

The Putnam County Library currently accessions the following materials for circulation in all branches:
- Picture and board books, biography, fiction and non-fiction
- Juvenile chapter books, biography, fiction and non-fiction
- Young Adult books, biography, fiction and non-fiction
- Adult books, biography, fiction, and non-fiction
- Books on CD for Juveniles, Young Adults, and Adults
- MP3 "Playaway" books for Juveniles, Young Adults, and Adults

The Putnam County Library currently accessions the following materials for non-circulation/reference use in all branches:
- Dictionaries and Encyclopedias
- Magazines
- Local newspapers, a state newspaper, and a national newspaper

The Putnam County Library System does not purchase the following materials, but may accept limited numbers of donated copies on a case by case basis:
- Religious texts
- Magazines we do not currently subscribe to
- Books on highly specific/specialized subjects or textbooks

Language Policy

Materials in all categories will also be purchased in Spanish language as available. No less than 15% of our total collection will be available in Spanish, with the greatest part of the collections housed in Crescent City and Interlachen branches to reflect the needs of the community.

Collection Consideration Tools

When selecting new materials for the collection, reviews, recommendations, and information found on the following organization's web sites may be consulted.

- New York Times Bestseller List
- Goodreads.com
- Amazon.com
- Booklist
- Books In Print

Donation Policy

Patrons may donate books to our collection, with the understanding that

- These items may or may not be accessioned into the collection.
- Items not made part of the collection may be given away on the 'Free Books' shelf or used in library book sales for fundraising.
- Materials that are donated to the library will be assessed the same way as materials that are purchased.
- Materials that cannot be added to the collection and are not suitable for sale or giveaway (ie, dirty or damaged materials) may be disposed of in any way the library sees fit.
- Materials will not be accepted with restrictions or stipulations. For example, length of time to be kept, section it must be put in, or branch it must be sent to.
- Materials given to the library system are given freely without expectation of payment, tax assessment, or reimbursement.
- The library can occasionally accept subscribed items such as magazines but personal information such as addresses must be removed prior to donation.
  - The library cannot accept subscriptions directly
- The library does not accept items other than what can be circulated or used for reference. Books, magazines, newspapers, and audiobooks are acceptable donations to the library system. Items such as valuable antique books, encyclopedia sets, puzzles, and paintings cannot be accepted.

Special Collections

The Putnam County Library System has three main special collections:

- The Genealogy Collection – Books related to genealogy research, especially that of north Florida and Putnam County
- The Florida Collection – Books written by Florida authors, about Florida, or set specifically in Florida
- The Local Authors Collection – Books by authors in or from Putnam County, or books that are set in Putnam County

Books in these special collections do not follow regular collection requirements. These books may be of any age, or in any readable condition. These books are not subject to weeding unless they become damaged to the point of being rendered unusable.

Intellectual Freedom

The Putnam County Library System values intellectual freedom and recognizes that the responsibility of ensuring that information from all walks of life and points of view are available to all who are interested in learning from them lay on the shoulders of our collection's commitment to inclusion and diversity. Because of this, our library system adheres to the Library Bill of Rights, the Freedom to View Statement, the Freedom to Read Statement, and all Intellectual Freedom principles of the American Library Association.

The Putnam County Library System is a place for everyone to learn, grow, and explore their interests, passions, and needs through books, creativity, and programming. Because our library is a place for everyone, we will ensure that our collection reflects the needs of our patrons by presenting multiple points of view from all walks of life. Our collection does not reflect any point of view that we endorse; instead, it represents the full breadth of our population in the best way we can assess, without exclusion based on race, religion, sexuality, gender identity, or other mark of controversy.

The selection of our materials is made by the processes listed in this Collection Development Policy without reflection of the political, cultural, religious, or other view of the staff. Items are not automatically excluded from or collection for the purpose of any agenda other than fulfilling the needs of the community based on the assessments.

Patrons may request that items in our collection be considered for removal by filling out a form. These forms can be found on our web site or in any Putnam County Library. A form must be filled out for every item that is to be considered, and a committee will be formed to review and consider the request. Full reconsideration results for any item will take between 4-6 weeks to process. We do not notify individuals of the results of these requests.

Reconsideration of Library Materials Form

Date: _____

Personal Information

Name: _____

Address: _____

Phone Number: _____

Email: _____

Are you representing an organization? If so, please specify:

_____

Material Information

Title:

Author/Creator:

Publisher/Producer:

Type of Material:

( ) Book   ( ) Magazine

( ) eBook   ( ) DVD

( ) Other (please specify): _____

Call Number/Location: _____

Reconsideration Request Details

1. Have you read/viewed/listened to the entire work?

( ) Yes   ( ) No

2. What brought this material to your attention?

_____

_____

_____

_____

3. What concerns do you have about the material? Please be specific and provide page numbers, scene descriptions, etc., if applicable.

_____

_____

_____

_____

4. Please provide a direct quote from the material that you find to represent what is objectionable content found in it.

_____

_____

_____

_____

5. What do you believe might be the result of exposure to this material?

_____

_____

_____

_____

6. What action are you requesting the library to consider?

( ) Re-evaluate the material's classification

( ) Restrict access to the material

( ) Remove the material from the collection

( ) Other (please specify):

_____

_____

_____

_____

7. Can you suggest an alternative material that provides similar information or entertainment?

_____

_____

_____

_____

Additional Comments

Please provide any additional comments or suggestions regarding the material or your reconsideration request.

_____

_____

_____

_____

Signature: _____

Date: _____

For Library Use Only

Date Received: _____

Received By: _____

Date of Action: _____

Action Taken: _____

_____

_____

_____

Signature of Library Director or Designee:

_____

Collection Maintenance

We recognize that many books are enjoyed by many people, but not every item is an essential part of our collection. As we are not a repository of books but rather a carefully-curated collection that needs to say culturally relevant to the needs of our population, the collection may be assessed for 'weeding,' a process that removes materials from our collection that are unsuitable due to age, relevance, or physical condition. Some reasons for a book to be weeded may be:

- Circulation frequency – books without circulation for more than 5 years are considered candidates for weeding unless they are part of a larger series/collection
- Duplicate copies
- Donated copies that are in better condition than what is on the shelf
- Accession of a newer, updated, or more authoritative book on the same subject
- Physical condition
- Volume of material on the same subject –Non-fiction with vast amounts of materials on the same subject

Some books are only weeded by physical condition but are otherwise kept even if they have low circulation. These include but are not limited to:

- Classics
- Juvenile
- Easy Reader/Board Books
- Special Collections
- Paperbacks
- Books on CD and MP3
- Graphic Novels

Replacement

Books weeded from the system are not generally replaced with the same book. Rare and on a case-by-case basis some material may be replaced. Reasons for this may include:

- Newer books that have been damaged
- Popular books or books that are part of a series that have been damaged
- Items from special collections that have gone missing from the collection

Analysis of Collections

Our collection has been assessed based on the usage statics of their circulation and the feedback from our community, patrons, and library board.

Abbreviations

(CC) Current Collection: The state of our collection as it stands

(AC) Acquisition Commitment - This reflects the current level of acquisition activity.

(UL) Utilization Level – How often this collection is circulated

- U – This category is unutilized or underutilized and may need weeding and/or updating to regain relevance
- A – This category is adequately utilized for its collection size
- N – This category needs more materials to keep up with its use
- W – This category is popular but weak; more materials are needed

Level Explanations

0 – Not part of our collection

1 – Basic collection on a minimal level; more material could be useful

2 – This collection is sturdy and varied and should be grown slightly

3 – This collection is at an optimal level and should maintain its size

4 – This collection is bulky, and more material is there than can be used

Category	Subject	CL	AC	UL	Comments
Fiction					
Adult		2	3	A	Adult fiction remains the most popular checkout, and constant acquisitions are a must
Young Adult		1	2	W	This collection has stagnated. Most of the titles are more than 5 years old, with the exception of FAME books. New, popular titles need to be added to maintain relevance.
Juvenile		2	2	U	This collection has stagnated. Most of the titles are more than 2 years old. New and more diverse titles need to be added.

Easy Reader		3	3	N	This collection is large but needs more new and diverse titles to maintain relevance.
Board Books		4	2	U	This collection in all branches is extensive and contains more material than is ever used, many in poor physical condition and in need of weeding.
Graphic Novels		1	3	W	Our graphic novel and manga collection remains week, but also one of or most top requested items. Efforts should be made to expand this category significantly to match demand from patrons.
Adult Non-Fiction					
000s	Computer Science	2	2	A	
100s	Philosophy	3	2	A	
200s	Religion	4	2	U	This section is in need of diversification and updating, and weeding of repetitive materials
300s	Social Science	2	3	N	New materials are needed to promote inclusion and diversity
400s	Language	1	2	N	Patrons often ask for more materials on language learning, especially updated. Much of this section is more than 5 years old
500s	Science and Math	2	3	N	Updated and more relevant tutorial books are needed. There are math books here from the 1950s.
600s	Technology	3	3	A	
700s	Arts	2	2	A	
800s	Literature	3	3	A	
900s	History	4	2	U	This section is more than 75% Civil War history and lacks diversity even within that section.
Biography		3	3	A	
Juvenile and Young Adult Non-Fiction					
000s	Computer Science	1	2	N	New and updated information is needed to maintain relevance
100s	Philosophy	2	2	A	
200s	Religion	2	2	A	
300s	Social Sci	3	3	A	

400s	Language	2	2	A	
500s	Science and Math	2	3	N	New and updated math books are necessary as many checked books do not get returned
600s	Technology	2	3	N	Updated books are needed especially for coding and programming
700s	Arts	3	3	A	
800s	Literature	2	2	A	
900s	History	4	3	U	This section is more than 75% Civil War and lacks any kind of diversity or contrasting points of view.
Biography		2	2	A	
Special Collections					
Florida		3	3	A	
Local Author		3	3	A	
Genealogy		3	4	U	The genealogy collection has been made bulky with liberal collection practices that took in anything. Much of this collection is from outside of Putnam County or even Florida, going as far as California and New England.
Other Collections					
Audio CDs		4	3	U	There are more books on CD than can be used, and constant maintenance is needed to fix the crumbling and stained cases from audiobooks that are decades old and unused.
Audio MP3s		2	3	W	Due to their price there are fewer Playaways, but these are becoming more popular as less people have access to CD players.
Magazines		3	3	A	
Newspaper		3	3	A	
Spanish		2	3	N	Spanish collections in all branches are showing age and need updating and weeding.
DVDs		1	3	W	As much of our population is rural and many have limited access to high-speed internet, DVDs are the main means of entertainment for much of the population.

Collection Use by Type

Books

By far the biggest bulk of our item circulation is in adult fiction hardbacks. However, we could see the numbers in young adults increase if we devote more funding and research into acquiring more up-to-date and relevant titles. While our McNaughton collection subscription provides a constant influx of new adult fiction and nonfiction for the shelf, our young adult fiction and nonfiction is acquired solely through visits to local bookstores to take items that are new on the shelf. Despite that, not much research has been done into what is new and popular series for young adults. Focusing on this could mean strengthening our young adult section so that it becomes a driving force in getting our younger readers into the library and strengthening our numbers when it comes to our young adult collections. When it comes to easy readers and board books, these collections are actually getting a little bulky. Many of our easy readers are in need of weeding due to poor physical condition, while our board books are one of the most widely donated items and because of that the collection is growing unwieldy when compared to the number of patrons actually utilizing this section.

Audiobooks

In all of our libraries, we have a very devoted set of patrons that enjoy our books on CD's. While we are happy to cater to them, they are a much smaller section of our population than the rest of our library system. In the last year, only 4% of our patron base checked out 83% of our books on CD that were circulated. The patrons that checked out Playaways - books on MP3 - were far more varied but checked out fewer items overall, reflecting the fact that the MP3 books are a much smaller section. Judicious weeding of books on CD could allow for more space for MP3 books, and shifting some of our funding to the Playaways may see their circulation grow since much of our population is losing access to CD players.

DVDs

DVD's remain an extremely important part of our collection. Much of our population is extremely rural, and have limited access to high speed Internet services. They come to our library for Internet services, but also to pick up DVDs, especially since the closure of Redbox DVD rentals in our area. For them, our DVD collection for rent is there are only access to new and updated movies. Looking at circulation numbers and patron request, it's clear that we need to greatly expand this section of our library to meet the needs of our population.

Subscription Materials

We have found that fewer and fewer patrons are interested in the magazines that we have, but no suggestions have been made for magazines that they would like to see on the shelves. This is leading us to believe that magazines are falling out of popularity and maybe something that we can consider dropping from our subscription rota. There is still a call for children and teens for our DC and marvel comic book subscriptions that sea adequate use inside the library. As many of our libraries are close to the border of other counties, they carry a newspaper for the adjacent county as well as our own. For example, Palatka gets the Palatka Daily News, while Crescent city gets both the Palatka Daily News and the Crescent City Courier journal. All libraries have a subscription to the Florida Times Union, as well as the Wall Street Journal for national news. So far these have all been popular subscriptions, and all newspapers seem to get read frequently. Patrons have not made any suggestions for newspapers that they would like to see added to the collection.

Spanish Language Materials

Putnam County has a large Spanish speaking population, and by many estimates up to 20% of our population speaks Spanish in the home. The majority of this population is concentrated in Interlachen and Crescent city, and while all libraries have a selection of Spanish language books, those two branches in particular have the bulk of our collection. At this time around 13% of our collection is available in Spanish language, with the minimum set at 15% we believe that our goal of 20% would be more accurate to reflect the needs of our patrons. Much of our Spanish collections are also in need of weeding, as many of the publications are older. More recent and popular titles are vital to ensuring that this collection meets our communities needs and fulfills the requirement of providing a variety of relevant topics and interests to those we serve.

Non-Circulating Reference Materials

while our non circulating reference materials collection is relatively small - less than 5% at every branch, and 9% at headquarters - this section is severely underutilized and stagnant. Many of the items in the collection were placed there for protection, and seemed to reflect a desire to not allow items to circulate that may be taken and not returned. Because of this, much of the collection is filled with books that would be better served either weeded from the collection or shifted to our nonfiction section. There has been no record of any book at any branch from our non-circulating reference selection being used other than the dictionaries that sit out on top of the shelves.

Collection Development Plan of Action

The world has changed greatly since our last evaluation in 2019 and there is concern that our collection is not meeting those changes head on. Many of our policies and procedures have been updated since then, but our collection development policy has remained mostly the same for the past 20 years. In an effort to keep relevant and meet the needs of our population, some drastic changes should be implemented as we go forward with future collections acquisitions.

Recent assessments have shown that while the majority of the books that are checked out our adult fiction, the amount of patrons checking out books in other sections are widely varied. That is, more people are visiting the library and checking out fewer books, representing the majority of visitors. In the past year 57% of our checkouts were from adult fiction, representing only 24% of our patrons that checked out books, while the remaining 43% of books were checked out by 76% of our patrons. If our goal is to get higher circulation numbers, then more adult fiction is needed. Yet nowhere in our mission statement does it say that 'lots of checkouts' is our goal. If our goal is to engage and provide for our community then we need to look into providing a wider variety of materials for all of those that utilize our services. To that end, we pledge to:

- Increase the variety of graphic novels and manga in the collection to meet the interests of our teen patrons who have frequently requested them. According to research we have posed to neighboring library systems, these volumes should be purchased in full sets with an entire set situated in one library branch. We may choose to circulate entire sets annually to increase their utilization.
- Assess the non-fiction history sections on Civil War, for weeding and updating. Critical analysis of the collection will need to be done to ensure that the collection reflects a diverse view of the history and that all voices reflect educated authors presenting a well-researched assessment with historical accuracy. Items should also be assessed for quality of content, as many large-volume sets were found to be 'collectible' sets purchased through magazines and donated to the library that have low quality of content.
- Reduce the Easy Reader collection by 20%, assessing them for weeding by physical condition and duplicate volumes. The collection will then be increased by 30% with books published within the last two years that reflect diversity and inclusion of content that aligns with our values and commitment to representing the community we serve.
- Assess the non-fiction technology, computer, and mathematics sections for books that are out of date with the needs of today's learner. Many of our books reflect coding and computing practices that are over ten years old and do not meet the needs for today's student or adult learner.

Strategy

Weeding

As a full weeding has not been done for over ten years, we are anticipating losing up to 40% of our collection. Because of this, we will break up this process over a two-year period. Using the rubric defined above for weeding practices, Putnam County Library System clerks will weed the collection based solely on the common rules for weeding. Tabs will be kept to determine how much of the collection has been weeded, so that the same amount of books can be purchased to update and replace the collection that has been lost.

Budgeting

The book purchasing budget will be broken down according to the number of books weeded. For example, if 15% of the books are adult fiction, then 15% of the budget will go towards adult fiction replenishment. This process will take up to 60% of our book purchasing budget, leaving 40% of the budget for regular purchasing processes (for example, McNaughton subscriptions).

Replenishment Planning and Purchasing

The purchasing team will consist of the branch manager from each of the four branch libraries, the Youth and Family Librarian, and the Special Collections librarian, with the final purchasing decision made by the Director of Libraries. The team will work together to meet the replenishment goals while keeping within the prescribed budget, utilizing online tools such as those listed above in Collection Consideration Tools to choose books with special attention to:

- Author quality, recognition, and diversity: to ensure that the books that are acquired reflect diverse voices from all walks of life that are recognized for quality. Authors may be established favorites or up-and-coming new authors, but books should all be of quality. Whether the books chosen are from the New York Times Bestsellers List or a self-published short run, they should reflect professionalism in editing and printing production.
- Relevant and Current: to ensure that materials selected reflect the most current information or trends. Whether they are fiction or non-fiction, graphic novels or paperbacks, the books should be no older than two years and reflect current trends in literature and topics to ensure their relevance.
- Price and print quality: to ensure that books can be purchased in quantity. While books can come in many sizes and shapes with a range of prices, some prices are not suitable for libraries as purchasing multiple copies of them would be cost-

prohibitive. Books will be priced under $35 unless they have been approved by the Director of Libraries for a special need (for example, a photography book on a relevant subject). All books should be purchased with library binding if available. All books should be hardback if available.

Section Additions and Special Attention

Special attention will be given to the areas that we have received the most input for from the community, whether that be from surveys, patron comments, or conversations with our Library Board and Friends groups. Specifically:

- At least one more public computer available at each library
- Fax services available at each library
- Testing feasibility for notary services at each library
- Expansion of STEM/STEAM/STREAM materials at each library in the Juvenile sections especially
- Expansion of LGBTQIA+ materials at each library in the Young Adult sections especially

Development Project Evaluation

This project is designed to take up to two years to complete. During that time, careful records will be kept on patron comments and requests, and circulation changes or needs. It is our hope that by the time the next assessment comes around in 2029, our Analysis of Collections and Community Needs Assessment will show that our numbers have aligned to show that we are better meeting our community's needs.

The largest indicator that we are looking for is seeing that the entire collection is used evenly by the entire community, rather than a single section being utilized by a select few. This can be monitored easily as we regularly keep track of visitors and circulation for state aid assessments, so with the data already there it will be simply a matter of keeping the specific data compiled to assess whether or not more of our collection is being utilized more evenly.

Signatures of Designated Representatives

The following representatives have reviewed this Collection Development Policy and set to become effective on October 1, 2024.

Firstname Lastname, Director of Libraries   Date

Firstname Lastname, Chairman, Board of County Commissioners   Date

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Firstname Lastname, President, Putnam County Library Board   Date