

LGBTQ Center of Durham's Library Collection Development Policy [*UPDATED* DRAFT]

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Mission Statement

The LGBTQ Center of Durham Library is committed to improving the quality of life for LGBTQ+ people in and around Durham through:

- library resources, programming, and networks of support
- acting as a hub for Durham's LGBTQ+ community
- sharing and affirming all LGBTQ+ lived experiences in our library collection
- lending resources freely to all members of the community
- educating our neighbors to enhance understanding of and sensitivity to LGBTQ+ issues
- prioritizing historically and emerging marginalized peoples in leadership roles
- listening to the voices and assessing needs of the community to determine programming and collection development priorities
- creating and maintaining a culture of transparency and accessibility throughout all operations and relationships of the library and broader organization

Collection Purpose/Philosophy

Main points to address:

- accessibility
- representation
- connection to community - through listening, being flexible, and responding to needs
- collection development - provide a more focused and less broad selection
- size - small enough to be useable/browsable/accessible while hitting core titles in areas that are not stocked by local libraries
- redundancy - avoid overlap with other libraries/collections
- From ALA's Library Bill of Rights: "Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves."

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Scope of Collection

We want to focus our collection on the representation of the diverse, rich experiences and history of the Durham community. Therefore, the following areas are collected most heavily:

- Gay/lesbian fiction and popular novels (particularly gay mysteries and lesbian romances)
- Philosophy
- Collections (short stories, poetry, essays)
- Biographies and autobiographies
- Psychology/sociology
- Gay theory
- Medicine
- Art
- STI/HIV information
- Entertainment DVDs
- LGBTQ+ periodicals and zines
- Queer-identified authors
- Subjects deemed important to users (particularly items explicitly requested)

Moving forward, we hope to also collect more materials in these areas:

- Spanish-language materials (especially young adult and children's materials)
- Identity/focus on people of color (POC)
- Transexuality
- Intersexuality
- Asexuality
- Bisexuality/Pansexuality
- Polyamory/Non-monogamous relationships
- Gender studies
- Parenting
- Young adult and children's materials (picture books, easy readers, young adult series, etc.)
- Social work
- Legal issues/aid (particularly items which contain information that retains relevance over time and does not quickly go out-of-date)
- Community interests
- Organizing and activism
- Other genres of LGBTQ+ fiction (sci-fi, fantasy, etc.)

Privacy/Confidentiality

Your personal information will never be used except for the express purposes of checking books out to you at the LGBTQ Center of Durham. Your ID number will be stored with minimal personal information (name given, contact information, and any optional fields such as gender pronouns filled out by user) in our password-secure online collection management software, accessed only when necessary by Center staff.

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Purchasing

All purchasing decisions are made by the Library Committee. Purchasing is projected to be assessed quarterly once the Library is fully operational, *budget allowing*. Those compiling purchasing lists focus particularly on the subjects listed in the section, "Scope of Collection." User suggestions made through this [suggest a purchase form](#) will be considered first. Other suggestions will be considered if submitted to library@lgbtcenterofdurham.org before purchasing decisions are made each predetermined period.

Evaluation criteria for considering materials for purchase:

- Demand/need from local community
- Current or long-term significance to community and area
- Potential overlap with other local, free-lending libraries (particularly public libraries)
- Accuracy, timeliness, and respectfulness towards LGBTQ people and concerns
- Price, format, condition, and ease of use
- Relationship to existing collection (especially for series/serials)
- Language of material
- Credibility or established nature of author/series

Gifts/Donations

The LGBTQ Center of Durham Library greatly welcomes monetary donations and donations of materials that fit within the scope of the collection. Our Library is currently composed entirely of donations, and we hope that the generosity of our community members will continue to support and grow our collection. When monetary donations are received, purchases are made in accordance with the purchasing guidelines listed above.

The Library will consider all donations of materials, including works by local authors, as additions to its collections. The Library reserves the right to use any donation as it sees fit. Upon receipt, all donations become the property of the Library. The Library does not return, nor does it track the status of, donations. The Library may choose to not add materials to the collection that do not meet its evaluation criteria, as listed in the "Purchasing" section.

Missing/Lost Books

There are many reasons for missing items including mis-shelving, theft, and materials being reviewed (but not checked out) by Library volunteers and staff. Appropriately assigned staff members will change the status of an item to "Missing" when it is determined that the item cannot be located on the shelves.

The intent of the Collection Development policy on lost materials is four-fold: one, to ensure that records in the online catalog accurately reflect the status of individual items; two, to provide ample time to search for missing items; three, to completely delete records of missing and lost items from the online catalog in a timely fashion; and four, potentially allow for the replacement of items considered vital to the collection. Not all items marked "Missing" will be replaced in the collection. Items will be assessed for replacement by Library staff on a case-by-case basis.

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Duplicates

The Library does not typically seek to acquire duplicate copies of materials due to cost and limited space for materials. The acquisition of duplicate materials may occur in accordance with the following guidelines:

1. Multiple demands and heavy, continuous use of individual titles as a evidence by circulation statistics
2. Duplicate gifts are judged by these same guideline because of the cost associated with staff cataloging time and current space limitations

Any additional copies of materials deemed extraneous or unnecessary for the collection -- determined through annual (or quarterly, once the Library is running smoothly) circulation assessments or given to the Center as gifts -- will be sold in a library booksale used to fund material purchases and other Library-related budget items.

Foreign Languages & Translations

We will keep donated foreign language materials, then assess circulation to determine future relevance to the collection.

Multimedia/Serials/Other

We currently lend DVDs and CDs to users with assigned library ID numbers, and we hope to soon offer audiobooks as a membership perk for our audio-loving users! Please see "Policies for Use" document for more information on lending periods and renewals for multimedia materials.

Deselection/Storage

Materials will be removed from the collection if they are deemed too worn, obsolete, or unused. It is the responsibility of the Library Committee to assess the need for replacing materials that are damaged, destroyed, or lost. Items are not automatically replaced. Decisions are based on need, space considerations, demand, and budget.

Some books are still in storage and have not yet been moved to the main shelves of the Library. These items will be cataloged as soon as possible to be represented in the online catalog. Moving forward, depending on space restrictions and volunteer availability, we may create an "off-site" storage space located in the attic of the Center which will allow storage and checkout of lesser-used materials. Materials determined to be low-use but vital to the collection during circulation assessments will be considered for this off-site storage option. Users will be able to request items stored in this additional space and have said items pulled for them within 3-5 days.

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Membership Levels

This section, involving donation-based membership perks, is currently still in development.

However, some ideas we have floated include:

- Audiobooks and staff-compiled recommendations for the ultimate vacation or road trip!
- Monthly newsletter with information about the Library, new books added to the collection, and recommendations based on reader preference (users select favorite genre(s) at sign-up)

Events/Programming

We hope to establish mutually beneficial connections with our local community to offer library programming and events. We would like to focus our efforts on bookstores and libraries, but businesses and individuals who are allies and supporters of the LGBTQ+ community are encouraged to reach out to library@lgbtqcenterofdurham.org to establish a partnership with the LGBTQ Center of Durham!

Programs and events we are envisioning:

- Author readings/events
- Children's storytime (English and Spanish)