**Ohioana Library Association**

**Collection Development Policy**

**Revised January 2024 and September 2024 by Courtney Brown & Helen Bolte**

**Ratified at October 2024 Board Meeting**

**Introduction**

The mission of the Ohioana Library Association is to collect, preserve, and celebrate Ohio literature. This Collection Development Policy addresses the collection and preservation aspects of that mission.

Ohioana develops its collection in the following ways:

* By purchasing recent qualifying titles.
* By requesting donations of recent qualifying titles from publishers.
* By receiving books from publishers, authors, and others as part of the Ohioana Book Festival application process, as part of the Ohio Book Award nomination process, or simply for addition to the collection and possible review in the *Ohioana Quarterly*.
* By using the Memorial Book Fund to purchase select books. (Note that this fund is small and does not contribute significantly to collection growth.)

**Acquisition Policy**

The following guidelines must be met in order for an item to be accepted into Ohioana’s collection.

**1. Ohio Connection:** Items accepted into Ohioana’s collection must be:

* By an Ohioan
	+ “Ohioan” is defined as someone who was born in Ohio, lived in Ohio for at least 3 years, (The years do not need to be consecutive), or currently has a permanent residence in Ohio.
	+ “By” includes authors, illustrators, editors, photographers, translators, compilers, and so on, provided they contributed to the work.
	+ Works having multiple contributors will be accepted if at least one contributor meets the “Ohioan” criteria **and** if that person contributed to the work.
* About Ohio or Ohioans
	+ Works about Ohio will be collected, even if Ohio is not the sole subject, provided they include Ohio content.

**2. Content:** Items accepted into Ohioana’s collection will include works of fiction, nonfiction, or poetry for all ages created for a general audience.

* Items that are unlikely to meet the “general audience” requirement include textbooks, general and specialized reference works, “how to” books about highly technical or specialized subjects, and so on.

**3. Formats Collected:** Acquisition efforts will focus primarily on books and other works on paper.

* Books in all formats (hardcover, paperback, and advance reading copies) will be collected.
	+ Due to limited space, Ohioana will generally collect only one copy of a given title, unless subsequent copies include special characteristics (e.g. author signature) or significant new content (e.g. preface, critical analysis, new/revised edition).
	+ Scarce or out-of-print books and works by Ohioana Award winners may be actively sought as funds allow to fill holes in Ohioana’s collection.
* Self-published works will be added on a case-by-case basis, with emphasis/priority given to the following:
	+ Self-published works by an author who also has at least one work traditionally published (so the library’s collection can include the entire body of the author’s work).
	+ Self-published local histories and genealogical works.
	+ Self-published works that fill gaps in the collection or satisfy defined needs.
	+ Existing collection items will be maintained.
		- Self-published titles will only be considered if they meet the following criteria:
			* The title is bound (no print-on-demand)
			* A professional has edited the work
			* Press materials and author photos are available
			* A functional author website exists
			* The consideration for self-published titles that meet the above criteria will be the same as traditionally published books. We will not accept self-published titles that exist only in e-book format.
* Serials will focus on Ohio literary journals and arts/humanities publications.
* Biographical files will be maintained and expanded as relevant materials (press releases, author bios, and so on) are received.
* Archival and miscellaneous print materials (correspondence, ephemera, pamphlets, photographs, scrapbooks, posters, manuscripts, and so on) may be accepted if closely tied to Ohioana’s mission and if space permits.
* Existing collections of sheet music and county atlases will be maintained, but new items will not be sought in these areas, and donors will be encouraged to seek other placement.

**4. Formats Not Collected:** Due to storage and/or preservation requirements, the following formats will not be actively sought or collected by the library:

* Audiovisual materials
	+ Existing collection items will be maintained.
* Electronic media (including CDs/DVDs and e-books)
	+ Existing collection items will be maintained.
* Fine art objects
	+ Existing collection items will be deaccessioned and divested in accordance with existing donor agreements.
* Foreign language materials
	+ Existing collection items will be maintained.

**Collection Maintenance**

Ohioana does not weed or downsize any materials from the library collection. Ohioana Library Association is intended as an archive to preserve written materials by Ohio Authors or About Ohio Subjects (See Acquisition Policy above), in perpetuity. To that end, once materials are added to Ohioana’s collection, they are not removed or altered in any way.

**Intellectual Freedom Policy**

The Ohioana Library Association supports intellectual freedom and endorses the Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill> . Ohioana Library will select and offer a representative collection of materials on varied subjects of interest to all Ohioans, including materials that address controversial matters. Ohioana makes a conscious effort to supply information that provides balanced coverage of diverse opinions. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers. Materials are chosen based on their content as a whole and are not excluded because of the origin, background, or views of those contributing to their creation.

The Ohioana Library Association, as one of its unique reasons for existence, provides the means to study the several sides of an issue by obtaining materials containing opposing views on controversial topics, including those of an unorthodox and/or unpopular nature. This standard does not necessarily imply numerical balance. An item will not be added to or barred from the collection solely because of

• An author’s race, religion, nationality, sexual orientation, or political or social views;

• A work’s depictions or descriptions of violence or sexual activity;

• A work’s controversial content; or

• An author’s or work’s endorsement or disapproval by an individual or community group.

Ohioana does not mark, label or identify materials to show approval or disapproval of contents. Any labeling or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned. The library will not remove or shield materials in the collection due to the controversial content or images.

The Ohioana Library Association Board of Trustees considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Constitution of the State of Ohio. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with that patron.