

# RICHMOND PUBLIC LIBRARY

## BOARD OF TRUSTEES

June 27, 2018

West End Branch Library

West End Branch Library  
5420 Patterson Ave  
Richmond, VA 23226

11:45 a.m.



## Richmond Public Library Board

101 E. Franklin Street  
Richmond, VA 23219  
(804) 646-4256 / fax: (804) 646-7685



### Library Board Trustee Meeting

Wednesday, June 27, 2018

11:45 a.m.

### LIBRARY

### A G E N D A

<b>Call to order:</b>	11:45	Ms. Zwirner
<b>Consent Agenda:</b>		Ms. Zwirner
<ul style="list-style-type: none"><li>• Approval of Agenda</li><li>• Approval of Minutes</li><li>• Approval of Pending Gifts</li><li>• Approval of Statistical Report</li></ul>		
<b>Public Comment Period:</b>		
<b>Reports:</b>	12:00	
<ul style="list-style-type: none"><li>• Library Friends</li><li>• Library Foundation</li></ul>		Mr. Dishon Ms. Hansen
<b>Administration Reports:</b>		Mr. Firestine
<b>Board Committee Reports:</b>	12:10	
<ul style="list-style-type: none"><li>• Chairman</li><li>• Finance Committee</li><li>• Facilities Committee</li><li>• Governance Committee</li></ul>		Ms. Zwirner Mr. Olanrewaju Mr. Butterfield Mr. Lydiard
<b>Unfinished Business:</b>	12:30	
<b>New Business</b>	12:40	
<ol style="list-style-type: none"><li>1. Notary Policy update</li><li>2. Interlibrary Policy update</li></ol>		
<b>Adjourn</b>	1:00	Ms. Zwirner
<b>Next Meeting:</b>		
July 25, 2018		
East End Branch Library at 11:45 a.m.		

**Library Board Meeting Minutes - DRAFT**  
**May 23, 2018**

**PRESENT:** Gail Zwirner, Barbara Burton, Danita Green, David Lydiard, Daisy Weaver, William Yates, and City Attorney Laura Drewry

**LIBRARY STAFF:** Scott Firestine, Clay Dishon, Karin Hansen, Cheryl Clarke, Tara Franzetti, Gianna Pack, Shatabra Powell

**ABSENT:** Kevin Butterfield, Tanya Francis, Larry Olanrewaju, Friends of RPL President Ruth DeBoer

Meeting of the Library Board of Trustees (LBOT) was called to order by Chair Gail Zwirner, at 11:51 a.m. at the Westover Hills Branch Library, located at 1408 Westover Hills Boulevard, Richmond, Virginia.

<b>Consent Agenda</b>	Approve the April 25, 2018 meeting minutes, the current agenda, Statistical Report, and the pending gifts report as submitted. <i>Motion: David Lydiard, Second by William Yates – Approved Unanimously.</i>
<b>Public Comment Period</b>	None were present.
<b>REPORTS</b>	
<b>Friends of the Library</b>	<p><b>Mr. Dishon:</b></p> <ul style="list-style-type: none"> <li>• Election of officers for the Friends of the Library took place at the May 2, 2018, meeting. New officers: <ul style="list-style-type: none"> <li>○ Ruth DeBoer, President</li> <li>○ Lisa Brennan, Vice President</li> <li>○ Bryan Townes, Secretary</li> <li>○ Mary Cosby, Treasurer</li> </ul> </li> <li>• Next Executive Board Meeting – June 6, 2018 at 5:30 p.m. at the Main Library</li> <li>• Annual Meeting – Sunday, September 23 at 3:00 p.m. (Sunday).</li> <li>• New President Ruth DeBoer is making membership a priority by updating the member data base using the same software as the Foundation’s and by having a newsletter published.</li> <li>• Discussed amendments to By-Laws: <ul style="list-style-type: none"> <li>○ Reducing the members by 2 seats.</li> <li>○ Moving to a fiscal year instead of ending in March. This will allow the Friends of the Library to line up with the rest of the City’s Boards.</li> </ul> </li> <li>• Chair Zwirner asked for an updated Board and contact listing to be provided at the next meeting.</li> </ul>
<b>Library Foundation</b>	<p><b>Ms. Hansen:</b></p> <ul style="list-style-type: none"> <li>• The full Library Foundation Board meets June 13, 2018. LBOT members are invited to attend the Foundations’ meeting. Ms. Hansen will send out invitations to the LBOT. The meeting starts at 4:00 p.m. with a reception following at 5:00 p.m.</li> <li>• Once the Foundation’s elections have been completed, Ms. Hansen will forward an updated listing to Ms. Pack for distribution to the LBOT.</li> <li>• June 9 – Night Out at the Ball Park with Ripple throwing out the first pitch. Ms. Hansen reminded the Board to let her know if anyone would like to attend the game and how many tickets they would need.</li> </ul>

**Administration**

**Director's Report:**

**Staff Updates:**

- Andre Somerville, Library Assistant III, North Avenue resigned June 1, 2018.
- There were 14 New Hire positions posted. Twelve positions closed on May 20 and two positions will closed on May 27. Targeting June for interviewing and hiring.

**Envisionware E-Payment Update:** Staff has been receiving positive feedback about the self-checkout and accepting electronic payments. Next step is to be able to pay online at [www.richmondpublic.org](http://www.richmondpublic.org).

**SIRSI RFP Update:** Four vendors responded to the RFP on April 10, 2018. The committee comprised of Joe Barbie, Rathpriya Duraipandian, Clay Dishon, and OMB reviewed the proposals and narrowed down to three applicants that will do an oral presentation of their product. Selected staff will be involved. Presentations will take place the end of May, early June.

**Summer Reading Program:** The Summer Reading Program will start June 16 through August 4, 2018, using a BINGO card format. Patrons will complete the BINGO card and earn prizes.

During the monthly IEE staff training, Jennifer Deuell and Elizabeth Morris explain the program in full detail to staff at each Branch location. Vice Chair Danita Green will meet with Ms. Deuell and Ms. Morris to pursue other opportunities using the summer reading program format with a culture arts community center. Youth Services is doing more programs outside the Library. Working in partnership with RPS and RPL to promote the many programs available.

**Branch Library Bandwidth Increase:** Internet bandwidth was increased from 10 Mbps to 100 Mbps. We were able to get a better contract with Verizon to increase the speed of the service and lower the monthly cost using the E-Rate process.

**Naloxone Training:** Naloxone training will be held May 26 at the Hull Street Branch. The Richmond Health Department is very interested in setting up more training at the other Branches. City employees fall under the Good Samaritan Law when assisting.

**Auto-Personalization Computing Project with University of Maryland:** RPL will assist the University of Maryland to develop technology that assists people with disabilities or impairments to better interface with technology. This is a research project through the Trace Institute.

**Mayor's Youth Academy:** The Mayors Youth Academy Summer Work Experience will begin on July 9 and end on August 17. There will be 13 students throughout the Richmond Public Library system.

**Comcast:** Opportunity to provide resources to the community by having an education/TV Channel housed at the Library. Comcast wants to give the Library all the equipment at no charge and to take over the educational channel by the end of 2018. There was concern about an agreement and censorship. Board requested more information from Mr. Firestine before moving forward.

## BOARD COMMITTEE REPORTS

<b>Chair</b>	<b>Ms. Zwirner:</b> Expressed her gratitude for a positive budget outcome.
<b>Finance</b>	<b>Mr. Firestine:</b> <ul style="list-style-type: none"><li>• Amendments to add Sunday hours to Main and the North side (TBD) passed in the Budget.<ul style="list-style-type: none"><li>○ North Avenue has strong attendance, while Ginter Park rates high on door count and foot traffic. Working on the best strategy to see which Northside location will have Sunday hours. Target to start Sunday hours is set for September 2018; factoring in new hires and part-time positions.</li><li>○ Main Library has not had Sunday hours since 1989.</li></ul></li><li>• CIP Budget – Passed with focused repairs:<ul style="list-style-type: none"><li>○ New HVAC – Special Collections</li><li>○ New Roofs – Broad Rock, Ginter Park, and Hull Street</li></ul></li></ul>
<b>Facilities</b>	<b>Mr. Firestine:</b> Facilities Committee did not have a meeting in April or May due to the Budget process. The Committee will meet in the second week in June to move forward on the RFP discussing a draft of the RFP for architectural designs of the Main Library.  Would like to invite Don Summers to the next Facilities Committee meeting before he retires.
<b>Governance</b>	<b>David Lydiard:</b> <ul style="list-style-type: none"><li>• Training on the <a href="#">Virginia Freedom of Information Act</a> (VFOIA). Board Members are to attend. Training is on June 13 at 10:00AM in the Main Library. A reminder will be sent out to all Board Members.</li><li>• Mr. Kevin Butterfield’s reappointment term is: July 1, 2018 thru June 30, 2022.</li><li>• After researching, the only time a term can be extended is if the seat is vacant and there are no appointments to fill.</li><li>• Mr. Lydiard expressed his gratitude to Cheryl Clarke for an exceptional job expediting the parking lights project at all Branches and having the trees treated at the Ginter Park Branch.</li></ul>

### UNFINISHED BUSINESS

None

### NEW BUSINESS

A presentation of video footage of patrons expressing what they like about the Richmond Public Library during National Library Week was shown at the end of the meeting.

*There being no further business, the meeting was adjourned at 12:46 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. The next meeting will be held on Wednesday, June 27, 2018, at 11:45 a.m. at the West End Branch Library, Richmond, Virginia.*

Approved: \_\_\_\_\_

Ms. Gail Zwirner, Chair

## Director's Report

May 2018

### Director Activities May 19 – June 23, 2018:

May 28 All Library locations closed in observance of Memorial Day  
May 29 RVAH20 Stormwater stakeholder meeting  
Richmond 300 Technical Team meeting  
May 30 Review RVA Reads program  
May 31 RFP ILS vendor presentation Innovative Interfaces  
June 4 RFP ILS vendor presentation TLC/CARL, SIRSI  
June 5 Mayor's Community office hours, Bon Secours Training Center  
June 6 RPLF Executive Committee Meeting  
June 8 CALD meeting Central Rappahannock Library  
June 9 Ripple at the Squirrels baseball game to throw out a first pitch  
June 12 Facilities Committee Meeting  
June 13 RPLF Board Meeting and end of fiscal year celebration  
June 15 Changing Lives Through Literature meeting with RPD community police Captain Dan Minton  
June 18 Comcast Education channel studio visit with Nathan Daughy  
June 21 BMER breakfast at 6 PIC in Highland Park  
June 22 Flooding in Special Collection  
June 23 Indie Urban Fiction festival at Main Library

**Staff Update:** Hiring process for vacant positions is ongoing.

**Envisionware E-payment update:** Self-check, print management payment kiosks and electronic payment at staff point of sale is installed and operating. Patrons are able to pay electronically through debit/credit cards. Visa, Master Card, and Discover are accepted. Amex is not accepted. By the end of June patrons will be able to pay fines and fees through the [www.rvalibrary.org](http://www.rvalibrary.org) website. A secure payment page will be complete that will process the payment and reconcile the payment against the library's records.

**SIRSI RFP update:** Sirsi, Innovative Interfaces, TLC/CARL were the integrated library system vendors that were selected to do an onsite visit and demonstration for the RFP. Staff from every location and working in many different areas of the library attended these meetings to review, evaluate, and give feedback. A survey of those in attendance will be used in assessing the presentation and help score the vendors.

**Main Library Basement Flood:** Friday June 22, at approximately 3:00 a.m., the restrooms in the old library basement area backed up and flooded the Special Collections area to the entrance of the Auditorium. There was puddled water on the hard surfaces and saturated carpet in half of the Special Collections Room. The Director, Deputy Director, Housekeeping staff, and Library IT moved furniture in the Special Collections area and worked rapidly to get the water up as quickly as possible. It was critical to dry the Special Collections room as soon as possible because humidity must be controlled around rare and precious books.

**RVA Reads 100 Days:** Richmond is a City that Reads! RVA Reads 100 Days is a Richmond Public Library initiative inspired by the PBS series, The Great American Read. On any given day for 100 days somewhere in the City, a Richmonder will read or discuss one of the 100 books on The Great American Read list. And you could be one of those readers. Visit <http://rvalibrary.org/100days/>



**CIRCULATION (CONTINUED)**

Location	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % chnge
<b>North Ave</b>	FY15	4808	4760	4679	5068	4317	4778	4794	3893	4138	4227	3533	4100	53095	
	FY16	5048	4863	4990	5133	4410	4830	4300	4239	4267	3927	3708	4024	53739	
	FY17	4235	4448	3768	3564	3308	3260	2972	2943	3186	2714	3017	2985	40400	
	FY18	3112	3455	3238	3802	3011	2562	3094	3328	3093	2580	2271	0	33546	-33%
<b>West End</b>	FY15	12983	12021	10787	10722	9738	10136	10609	9832	10771	9628	10213	12557	129997	
	FY16	13330	12920	11542	11076	9860	9475	9940	10262	10600	10194	10044	6429	125672	
	FY17	983	1070	785	752	628	604	647	568	745	502	591	613	8488	
	FY18	826	3012	7426	8165	7940	6974	7981	7390	8641	8882	9802	0	77039	94%
<b>Westover Hills</b>	FY15	10947	10036	9510	9847	8448	7940	8459	7676	8447	7889	7273	8758	105230	
	FY16	9531	9735	11638	8747	7425	4424	7991	7874	9497	8201	8610	9047	102720	
	FY17	9530	9400	8231	8065	7407	7223	7564	7848	8405	6798	8059	8058	96588	
	FY18	8685	8571	7262	7133	6933	6324	6895	6548	6576	6660	6186	0	77773	-30%
<b>Econtent</b>	FY15	3187	3264	2977	2917	2832	3042	3263	2972	3342	3106	3615	3805	38322	
	FY16	3902	4065	3902	3767	3840	3701	4311	3969	3916	3735	3978	3787	46873	
	FY17	4107	3770	3470	3611	3568	3899	3962	3701	4370	4102	3906	4494	46960	
	FY18	4676	4689	4042	4125	3923	3874	4566	4224	4835	4935	5409	0	49298	28%
<b>RPL Total</b>	FY15	77174	72763	67381	68277	61442	62680	65192	57723	64471	59296	61153	68280	785832	
	FY16	71287	68789	64986	63138	56818	53376	56479	58177	60527	56862	56814	59679	726932	
	FY17	61902	61579	52848	53440	49591	46583	49303	48092	53155	47666	49845	52838	626842	
	FY18	55346	58125	54327	55571	51639	44627	51887	49975	53200	51156	50691	0	576544	2%

<b>NEW PATRON CARDS</b>													
<b>FY2018</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>Total</b>
Belmont	175	164	186	105	91	90	141	107	92	93	95	0	<b>1339</b>
Broad Rock	155	163	154	169	123	115	148	176	132	165	134	0	<b>1634</b>
East End	127	129	118	90	89	64	99	110	95	99	104	0	<b>1124</b>
Ginter Park	118	151	121	111	109	84	108	111	76	99	119	0	<b>1207</b>
Hull Street	120	116	96	119	93	76	127	115	102	98	79	0	<b>1141</b>
Main	303	407	480	277	213	199	264	260	223	263	236	0	<b>3125</b>
North Ave	97	109	116	121	88	84	85	100	80	98	121	0	<b>1099</b>
West End	0	76	159	125	102	87	126	97	96	94	73	0	<b>1035</b>
Westover Hills	156	173	143	112	110	72	118	122	100	129	106	0	<b>1341</b>
<b>Total</b>	<b>1251</b>	<b>1488</b>	<b>1573</b>	<b>1229</b>	<b>1018</b>	<b>871</b>	<b>1216</b>	<b>1198</b>	<b>996</b>	<b>1138</b>	<b>1067</b>	<b>0</b>	<b>13045</b>
<b>Total 2017</b>	1482	1507	1371	1219	1170	935	1189	1063	1299	1013	1135	1381	14764

<b>PROGRAMS FY2018</b>	<b>Jul-17</b>	<b>Aug-17</b>	<b>Sep-17</b>	<b>Oct-17</b>	<b>Nov-17</b>	<b>Dec-17</b>	<b>Jan-18</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>TOTAL</b>
<b>Belmont</b>													
Adult Pgrms	13	18	16	18	18	13	13	15	19	20	15		178
Adult Attend	67	110	56	62	78	39	55	60	73	107	265		972
Young Adult Pgrms	1	1	0	2	0	0	0	0	1	0	1		6
Young Adult Attend	0	7	0	0	0	0	0	0	1	0	9		17
Juv Pgrms	25	24	18	40	32	19	13	15	17	16	8		227
Juv Attend	529	504	423	785	578	337	319	381	383	295	115		4,649
<b>Total Attend</b>	<b>596</b>	<b>621</b>	<b>479</b>	<b>847</b>	<b>656</b>	<b>376</b>	<b>374</b>	<b>441</b>	<b>457</b>	<b>402</b>	<b>389</b>	<b>0</b>	<b>5,638</b>
<b>Total Pgrms</b>	<b>39</b>	<b>43</b>	<b>34</b>	<b>60</b>	<b>50</b>	<b>32</b>	<b>26</b>	<b>30</b>	<b>37</b>	<b>36</b>	<b>24</b>	<b>0</b>	<b>411</b>
<b>Broad Rock</b>													
Adult Pgrms	12	11	21	27	28	19	20	28	25	31	25		247
Adult Attend	109	144	93	216	129	76	101	136	84	81	92		1,261
Young Adult Pgrms	1	1	0	0	1	0	3	0	1	0	1		8
Young Adult Attend	25	45	0	0	0	0	6	0	1	0	2		79
Juv Pgrms	23	18	18	20	17	14	8	24	17	18	32		209
Juv Attend	289	94	57	86	80	40	102	106	383	194	218		1,649
<b>Total Attend</b>	<b>423</b>	<b>283</b>	<b>150</b>	<b>302</b>	<b>209</b>	<b>116</b>	<b>209</b>	<b>242</b>	<b>468</b>	<b>275</b>	<b>312</b>	<b>0</b>	<b>2,989</b>
<b>Total Pgrms</b>	<b>36</b>	<b>30</b>	<b>39</b>	<b>47</b>	<b>46</b>	<b>33</b>	<b>31</b>	<b>52</b>	<b>43</b>	<b>49</b>	<b>58</b>	<b>0</b>	<b>464</b>
<b>East End</b>													
Adult Pgrms	10	12	11	9	14	14	11	40	39	33	29		222
Adult Attend	116	113	169	149	164	130	154	321	233	131	193		1,873
Young Adult Pgrms	1	0	3	1	1	3	0	0	0	1	0		10
Young Adult Attend	12	0	75	17	3	28	0	0	0	6	0		141
Juv Pgrms	6	5	3	5	4	8	8	7	12	12	10		80
Juv Attend	170	343	525	263	63	133	102	79	118	79	85		1,960
<b>Total Attend</b>	<b>298</b>	<b>456</b>	<b>769</b>	<b>429</b>	<b>230</b>	<b>291</b>	<b>256</b>	<b>400</b>	<b>351</b>	<b>216</b>	<b>278</b>	<b>0</b>	<b>3,974</b>
<b>Total Pgrms</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>15</b>	<b>19</b>	<b>25</b>	<b>19</b>	<b>47</b>	<b>51</b>	<b>46</b>	<b>39</b>	<b>0</b>	<b>312</b>

<b>PROGRAMS FY2018</b>	<b>Jul-17</b>	<b>Aug-17</b>	<b>Sep-17</b>	<b>Oct-17</b>	<b>Nov-17</b>	<b>Dec-17</b>	<b>Jan-18</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>TOTAL</b>
<b>Ginter Park</b>													
Adult Pgrms	11	7	14	11	12	9	14	19	25	25	24		171
Adult Attend	98	31	177	102	130	107	161	176	155	247	175		1,559
Young Adult Pgrms	0	0	0	1	0	0	0	0	1	2	2		6
Young Adult Attend	0	0	0	45	0	0	0	0	6	38	33		122
Juv Pgrms	24	27	15	16	12	14	11	12	15	18	15		179
Juv Attend	758	950	583	662	381	511	416	382	520	806	913		6,882
<b>Total Attend</b>	<b>856</b>	<b>981</b>	<b>760</b>	<b>809</b>	<b>511</b>	<b>618</b>	<b>577</b>	<b>558</b>	<b>681</b>	<b>1,091</b>	<b>1,121</b>	<b>0</b>	<b>8,563</b>
<b>Total Pgrms</b>	<b>35</b>	<b>34</b>	<b>29</b>	<b>28</b>	<b>24</b>	<b>23</b>	<b>25</b>	<b>31</b>	<b>41</b>	<b>45</b>	<b>41</b>	<b>0</b>	<b>356</b>
<b>Hull Street</b>													
Adult Pgrms	9	7	3	11	6	7	10	10	9	14	10		96
Adult Attend	101	35	46	100	60	93	110	95	115	135	127		1,017
Young Adult Pgrms	7	2	4	7	6	4	2	2	4	6	4		48
Young Adult Attend	103	18	30	34	47	28	30	22	14	57	23		406
Juv Pgrms	24	20	7	13	10	6	11	12	13	12	12		140
Juv Attend	544	387	79	747	157	154	146	177	171	160	155		2,877
<b>Total Attend</b>	<b>748</b>	<b>440</b>	<b>155</b>	<b>881</b>	<b>264</b>	<b>275</b>	<b>286</b>	<b>294</b>	<b>300</b>	<b>352</b>	<b>305</b>	<b>0</b>	<b>4,300</b>
<b>Total Pgrms</b>	<b>40</b>	<b>29</b>	<b>14</b>	<b>31</b>	<b>22</b>	<b>17</b>	<b>23</b>	<b>24</b>	<b>26</b>	<b>32</b>	<b>26</b>	<b>0</b>	<b>284</b>
<b>Main</b>													
Adult Pgrms	63	64	67	69	53	42	0	0	0	0	0		358
Adult Attend	1,552	1,772	1,924	2,171	908	659	0	0	0	0	0		8,986
Young Adult Pgrms	1	1	1	0	0	0	0	1	0	2	0		6
Young Adult Attend	16	15	25	0	0	0	0	43	0	17	0		116
Juv Pgrms	27	20	12	0	17	18	0	0	0	28	32		154
Juv Attend	649	548	497	0	413	403	0	0	0	596	638		3,744
<b>Total Attend</b>	<b>2,217</b>	<b>2,335</b>	<b>2,446</b>	<b>2,171</b>	<b>1,321</b>	<b>1,062</b>	<b>0</b>	<b>43</b>	<b>0</b>	<b>613</b>	<b>638</b>	<b>0</b>	<b>12,846</b>
<b>Total Pgrms</b>	<b>91</b>	<b>85</b>	<b>80</b>	<b>69</b>	<b>70</b>	<b>60</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>30</b>	<b>32</b>	<b>0</b>	<b>518</b>

<b>PROGRAMS FY2018</b>	<b>Jul-17</b>	<b>Aug-17</b>	<b>Sep-17</b>	<b>Oct-17</b>	<b>Nov-17</b>	<b>Dec-17</b>	<b>Jan-18</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>TOTAL</b>
<b>North Avenue</b>													
Adult Pgrms	26	25	19	33	21	14	17	31	45	31	34		296
Adult Attend	449	734	106	386	114	60	108	137	182	101	163		2,540
Young Adult Pgrms	9	0	4	8	7	4	5	8	5	6	7		63
Young Adult Attend	85	0	35	74	54	30	104	60	56	49	36		583
Juv Pgrms	14	19	13	16	24	14	24	24	33	47	38		266
Juv Attend	244	679	97	682	150	80	117	176	422	792	623		4,062
<b>Total Attend</b>	<b>778</b>	<b>1,413</b>	<b>238</b>	<b>1,142</b>	<b>318</b>	<b>170</b>	<b>329</b>	<b>373</b>	<b>660</b>	<b>942</b>	<b>822</b>	<b>0</b>	<b>7,185</b>
<b>Total Pgrms</b>	<b>49</b>	<b>44</b>	<b>36</b>	<b>57</b>	<b>52</b>	<b>32</b>	<b>46</b>	<b>63</b>	<b>83</b>	<b>84</b>	<b>79</b>	<b>0</b>	<b>625</b>
<b>West End</b>													
Adult Pgrms	0	200	3	10	2	3	5	10	12	9	12		266
Adult Attend	0	0	21	92	148	23	8	65	83	80	104		624
Young Adult Pgrms	0	0	0	0	0	0	5	0	1	0	0		6
Young Adult Attend	0	0	0	0	0	0	104	0	5	0	0		109
Juv Pgrms	0	0	11	16	14	11	24	17	25	18	16		152
Juv Attend	0	0	75	662	142	134	117	276	297	257	245		2,205
<b>Total Attend</b>	<b>0</b>	<b>0</b>	<b>96</b>	<b>754</b>	<b>290</b>	<b>157</b>	<b>229</b>	<b>341</b>	<b>385</b>	<b>337</b>	<b>349</b>	<b>0</b>	<b>2,938</b>
<b>Total Pgrms</b>	<b>0</b>	<b>200</b>	<b>14</b>	<b>26</b>	<b>16</b>	<b>14</b>	<b>34</b>	<b>27</b>	<b>38</b>	<b>27</b>	<b>28</b>	<b>0</b>	<b>424</b>
<b>Westover Hills</b>													
Adult Pgrms	2	1	14	14	10	0	1	4	13	9	11		79
Adult Attend	14	125	112	101	72	0	13	26	118	71	73		725
Young Adult Pgrms	0	0	0	0	0	0	0	0	0	0	0		0
Young Adult Attend	0	0	0	0	0	0	0	0	0	1	0		1
Juv Pgrms	10	20	7	9	10	0	2	11	16	14	16		115
Juv Attend	244	276	77	114	85	0	16	207	239	14	245		1,517
<b>Total Attend</b>	<b>258</b>	<b>401</b>	<b>189</b>	<b>215</b>	<b>157</b>	<b>0</b>	<b>29</b>	<b>233</b>	<b>357</b>	<b>210</b>	<b>318</b>	<b>0</b>	<b>2,367</b>
<b>Total Pgrms</b>	<b>12</b>	<b>21</b>	<b>21</b>	<b>23</b>	<b>20</b>	<b>0</b>	<b>3</b>	<b>15</b>	<b>29</b>	<b>23</b>	<b>27</b>	<b>0</b>	<b>194</b>

**TECHNICAL SERVICES - ITEMS BY LOCATION**

	<b>Belmont</b>	<b>Broad Rock</b>	<b>East End</b>	<b>Ginter Park</b>	<b>Hull Street</b>	<b>MAIN</b>	<b>North Avenue</b>	<b>West End</b>	<b>Westover Hills</b>	<b>Monthly Total</b>
<b>Jul-16</b>	172	116	117	140	95	321	95	128	193	<b>1377</b>
<b>Aug-16</b>	127	79	75	91	66	228	80	87	123	<b>956</b>
<b>Sep-16</b>	131	73	64	93	75	199	68	96	137	<b>936</b>
<b>Oct-16</b>	388	276	259	331	281	569	231	243	381	<b>2959</b>
<b>Nov-16</b>	152	125	96	111	102	246	122	101	140	<b>1195</b>
<b>Dec-16</b>	276	242	205	201	196	423	193	184	231	<b>2151</b>
<b>Jan-17</b>	393	315	335	351	339	533	293	266	358	<b>3183</b>
<b>Feb-17</b>	275	226	222	246	256	409	241	193	248	<b>2316</b>
<b>Mar-17</b>	270	315	181	214	202	469	183	177	214	<b>2225</b>
<b>Apr-17</b>	284	190	165	246	187	382	168	190	213	<b>2025</b>
<b>May-17</b>	353	240	217	269	213	487	236	234	310	<b>2559</b>
<b>Jun-17</b>	346	249	229	230	202	386	255	326	322	<b>2545</b>
<b>Branch Total</b>	<b>3167</b>	<b>2446</b>	<b>2165</b>	<b>2523</b>	<b>2214</b>	<b>4652</b>	<b>2165</b>	<b>2225</b>	<b>2870</b>	<b>24427</b>
<b>Average</b>	<b>264</b>	<b>204</b>	<b>180</b>	<b>210</b>	<b>185</b>	<b>388</b>	<b>180</b>	<b>185</b>	<b>239</b>	<b>2036</b>

<b>DOOR COUNT FY2018</b>	<b>Jul-17</b>	<b>Aug-17</b>	<b>Sep-17</b>	<b>Oct-17</b>	<b>Nov-17</b>	<b>Dec-17</b>	<b>Jan-18</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>TOTAL</b>
Belmont	9935	10247	8475	8452	7474	6548	7732	7364	8315	8232	8000	0	90774
Broad Rock	8700	9456	7229	8427	7136	5725	6774	7479	8000	7992	6157	0	83075
East End	7105	8940	7437	7318	5956	5530	6812	6583	6706	6853	7160	0	76400
Ginter Park	5722	6926	5939	5770	5037	4316	4802	5061	4573	5313	6466	0	59925
Hull Street	1985	7346	4789	5585	4737	4345	5110	5602	6790	7281	8977	0	62547
Main	14814	18702	17207	16334	16439	13957	15989	16962	16381	16168	15471	0	178424
North Ave	7182	0	7158	6985	5675	4738	5782	5960	6558	6558	7207	0	63803
West End	0	0	4921	5383	5084	4401	5099	4902	5682	5584	4907	0	45963
Westover Hills	6614	0	6339	6446	5928	0	5650	5438	5777	5900	6241	0	54333
<b>TOTALS FY18</b>	<b>62057</b>	<b>61617</b>	<b>69494</b>	<b>70700</b>	<b>63466</b>	<b>49560</b>	<b>63750</b>	<b>65351</b>	<b>68782</b>	<b>69881</b>	<b>70586</b>	<b>0</b>	<b>715244</b>
<b>TOTALS FY17</b>	72398	78366	68881	69394	61547	52517	49906	64911	71163	64777	69506	68301	791667
<b>TOTALS FY16</b>	90446	89431	77513	71318	68682	69507	65974	73679	77883	73425	71473	74251	903582

<b>COMPUTE USE</b>	<b>Jul-17</b>	<b>Aug-17</b>	<b>Sep-17</b>	<b>Oct-17</b>	<b>Nov-17</b>	<b>Dec-17</b>	<b>Jan-18</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>TOTAL</b>
Belmont Workstation	1601	1620	1461	1467	1230	1127	1319	1263	1297	1430	1427	0	15,242
WIFI	0	841	646	745	520	0	673	668	707	619	528	0	5,947
Broad Rock Workstation	2239	2658	2277	2342	1919	1532	2200	2308	2000	2155	2219	0	23,849
WIFI	0	678	689	895	672	0	643	564	635	589	709	0	6,074
East End Workstation	1801	2196	1762	1633	1362	1252	1690	1508	1466	1557	1225	0	17,452
WIFI	0	731	696	684	545	0	503	494	419	443	444	0	4,959
Ginter Park Workstation	1574	1847	1635	1582	1538	1219	1363	1521	1379	1522	1389	0	16,569
WIFI	0	810	681	729	562	0	625	683	681	728	860	0	6,359
Hull Street Workstation	1939	2320	1581	1850	1776	1498	1690	1954	1285	934	1880	0	18,707
WIFI	0	651	478	599	498	0	429	507	437	609	658	0	4,866
Main Workstation	3391	3844	3205	3288	3028	0	3393	3447	3231	3452	3038	0	33,317
Childrens	361	331		0	0	0	0	0	0	248	246	0	1,186
WIFI	0	3198	2634	2687	2194	0	3177	3311	3018	2893	3335	0	26,447
North Ave Workstation	1405	0	1511	1607	1323	1118	1408	1443	1338	1427	1399	0	13,979
WIFI	0	0	397	412	377	0	569	535	411	557	519	0	3,777
West End Workstation	0	0	625	775	540	672	579	741	667	825	819	0	6,243
WIFI	0	0	320	396	374	0	357	308	339	343	460	0	2,897
Westover Hills Workstation	1504	0	1666	1693	1474	1648	1468	1539	1382	1200	1436	0	15,010
WIFI	0	0	666	775	483	0	589	654	634	603	0	0	4,404
<b>TOTALS FY18</b>	<b>15815</b>	<b>21725</b>	<b>22930</b>	<b>24159</b>	<b>20415</b>	<b>10066</b>	<b>22,675</b>	<b>23448</b>	<b>21326</b>	<b>22134</b>	<b>22591</b>	<b>0</b>	<b>227,284</b>
<b>TOTALS FY17</b>	18053	20329	18204	17496	15525	12916	6,925	15994	17966	21582	23985	20701	209,676
<b>TOTALS FY16</b>	20998	21415	19969	20558	16857	17255	16,298	18633	19400	18476	17691	18343	225,893

Richmond Public Library  
 FY18 Operating Budget  
 as of  
 May 31, 2018

ACCOUNT	DESCRIPTION	Budget	Actual	% Spent	Balance
			Expended 31-May-18		Available 31-May-18
60000	SALARIES - FULL TIME	\$ 2,912,256	\$ 2,434,716	83.6%	\$ 477,540
61000	SALARIES - PART TIME	\$ 117,483	\$ 216,812	184.5%	\$ (99,329)
62000	SALARIES - TEMPORARY	\$ -	\$ 22,585	0.0%	\$ (22,585)
63000	FICA	\$ 192,960	\$ 163,601	84.8%	\$ 29,359
63001	RET CON RSRs	\$ 614,508	\$ 538,270	87.6%	\$ 76,238
63002	MEDCARE FICA	\$ 45,113	\$ 38,262	84.8%	\$ 6,851
63003	GROUP LIFE	\$ 26,294	\$ 14,661	55.8%	\$ 11,633
63006	H/C ACT TEMP	\$ 493,826	\$ 461,993	93.6%	\$ 31,833
63008	STATE UNEMPLOYMENT	\$ -	\$ -	0.0%	\$ -
63011	HEALTH SAVINGS	\$ -	\$ 7,750	0.0%	\$ (7,750)
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ 66,587	\$ 64,773	97.3%	\$ 1,814
	<b>Personnel Expenses</b>	<b>\$ 4,469,027</b>	<b>\$ 3,963,423</b>	<b>88.7%</b>	<b>\$ 505,604</b>
71141	BOOKS	\$ 424,741	\$ 448,491	105.6%	\$ (23,750)
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 6,953	\$ 7,613	109.5%	\$ (660)
72122	MAGS & NEWSPAPER	\$ 36,659	\$ 29,687	81.0%	\$ 6,972
	<b>Collection Development</b>	<b>\$ 468,353</b>	<b>\$ 485,791</b>	<b>103.7%</b>	<b>\$ (17,438)</b>
70131	PUBLIC INFORMATION	\$ 1,995	\$ 2,149	107.7%	\$ (154)
70161	DATA PROCESSING - OCLC	\$ 17,483	\$ -	0.0%	\$ 17,483
70161	PLANNING MGMT SERVICES	\$ 614,690	\$ 278,414	45.3%	\$ 336,276
70218	VEHICLE REPAIR	\$ 2,181	\$ 3,572	163.8%	\$ (1,391)
70311	PRINTED SUPPLIES	\$ 965	\$ -	0.0%	\$ 965
70412	TRANSPORTATION	\$ -	\$ -	0.0%	\$ -
70413	MILEAGE ALLOWANCE	\$ 2,413	\$ 639	26.5%	\$ 1,774
70551	SECURITY	\$ 296,495	\$ 302,942	102.2%	\$ (6,447)
70552	CONTRACT AND TEMP PERSONNEL	\$ 25,000	\$ 43,504	174.0%	\$ (18,504)
71012	OFFICE STATIONARY SUPPLIES	\$ 9,206	\$ 29,252	317.7%	\$ (20,046)
71143	LIBRARY OPERATING SUPPLIES	\$ 17,951	\$ 15,290	85.2%	\$ 2,661
72113	POSTAGE	\$ 4,646	\$ 1,000	21.5%	\$ 3,646
72121	CONFERENCES & CON	\$ 2,075	\$ 2,711	130.6%	\$ (636)
72123	MEMBERSHIP DUES	\$ 1,352	\$ 296	21.9%	\$ 1,056
72124	TRAINING	\$ 1,189	\$ 1,159	97.5%	\$ 30
72131	COMPUTER SUPPLIES	\$ 25,109	\$ 25,108	100.0%	\$ 1
72153	EQUIPMENT	\$ 12,193	\$ 11,523	94.5%	\$ 670
73104	BANK FEES	\$ -	\$ -	0.0%	\$ -
76119	PAGERS	\$ -	\$ 50	0.0%	\$ (50)
77103	FUEL-D/O VEHICLE	\$ 2,555	\$ 1,576	61.7%	\$ 979
77104	VEHICLE MONTHLY STANDING	\$ 676	\$ 452	66.9%	\$ 224
77501	DIT CHARGES	\$ -	\$ 1,686	0.0%	\$ (1,686)
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 8,793	\$ 5,902	67.1%	\$ 2,891
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
	<b>Other Expenses</b>	<b>\$ 1,046,967</b>	<b>\$ 727,225</b>	<b>69.5%</b>	<b>\$ 319,742</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$ 5,984,347</b>	<b>\$ 5,176,439</b>	<b>86.5%</b>	<b>\$ 807,908</b>



Richmond Public Library  
 Foundation, Friends, Groups and Individual Donations  
 FY 2017-2018

Consent Agenda: Pending Library Board Approval - Wednesday, June 27, 2018

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
15-May-18	Kathy Benham	\$ 100.00	Art Committee	\$ 100.00		
7-Jun-18	Friends of RPL	\$ 6,875.00	?			\$ 6,875.00
7-Jun-18	Friends of RPL	\$ 120.00	Graphics	\$ 120.00		
	<b>Monthly Total</b>	<b>\$ 7,095.00</b>				
	<b>YTD Total</b>	<b>\$ 30,470.00</b>	<b>Year To Date Total</b>	<b>\$ 4,600.00</b>	<b>\$ -</b>	<b>\$ 25,870.00</b>



POLICY

SECTION: 5.12

SUBJECT: Notary Public Service

**REDLINE**

The Richmond Public Library offers free notary public service. This service covers basic notary services as a courtesy to our patrons with the following guidelines:

- A maximum of 3 documents per person per day may be notarized.
- All parties signing documents must be present and provide current photo identification.
- All documents must be signed in the presence of the Notary.
- It is the customer's responsibility to provide witnesses when necessary. Witnesses are required to provide current photo identification.
- ~~The library does not provide witnesses and witnesses may not be solicited from staff.~~
- ~~Notary Service cease 1 hour before scheduled closing time.~~

It is recommend, but not necessary to call ahead to verify the availability of our notaries.

By law, Virginia notaries are not authorized to certify true copies of birth, death and/or marriage certificates.

A Virginia notary has the authority and sole discretion to refuse notarizing particular documents.

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Approved: July 2013



POLICY

SECTION: 5.12

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**PROPOSED FINAL**

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A Virginia notary has the authority and sole discretion to refuse notarizing particular documents.

Approved: July 2018



POLICY

SECTION: 4.11

SUBJECT: INTERLIBRARY LOAN

**REDLINE**

The Purpose of Interlibrary Loan is to obtain for Richmond Public Library, RPL, patrons materials not owned by the RPL system.

RPL also shares its resources with other libraries requesting materials on Interlibrary Loan.

**A. Materials Loaned By Richmond Public Library to Other Libraries**

- RPL will loan items to other Virginia libraries.
- The loan period is 28 days.
- RPL generally loans circulating items.
- RPL may refuse a request due to the value of the requested item.
- Copies of any material in the collection will be provided without charge, as long as the request is within reason.
- RPL does not loan audio materials, DVDs, microfilm, materials from the Martha Orr Davenport Special Collections Room and titles published within the year.
- Items will generally be renewed once, with the exception of items currently wanted by RPL patrons.
- Overdue fines shall not be applied to material loaned to other libraries.
- Charges will be imposed for lost or damaged items.

**B. Materials Borrowed by Richmond Public Library for RPL Borrowers**

RPL follows the guidelines established in the American Library Association's Interlibrary Loan Code for the United States, available at

<http://www.ala.org/ala/mgrps/divs/rusa/resources/guidelines/interlibrary.cfm>

**Eligibility and Limits on Interlibrary Loan Borrowing**

Because Interlibrary Loan involves items owned by institutions other than RPL, and because of the labor the service requires, certain restrictions and limits apply to Interlibrary Loan borrowing:

- Interlibrary Loan service is available to RPL cardholders as long as they are in good standing with the Library, with no fines over \$5.00, no delinquent items, and no more than two claims-returned items; and has a permanent, verifiable address and phone.
- Any patron may have only two active requests at any one time. Active requests include both items currently on loan and items currently being searched for.

- Requests are taken at any library location ~~only in person at the General Collections desk at the Main Library~~, and at the Circulation desk at each branch library.
- We cannot estimate a lending library's response time to fill a request. Delivery of Interlibrary Loan material may take 2 to 4 weeks, or even longer.
- Patrons who repeatedly ignore Interlibrary Loan rules will not be eligible for ILL borrowing. Some examples of rule violations:
  - Removing the book strap.
  - ~~Returning in library book drops.~~
  - Returning items damaged.
  - Habitual late returns.
  - Non-returns.

#### Materials Which May be Requested

Books, fiche, film, dissertations, theses, photocopies, and musical scores not currently owned by RPL are available through Interlibrary Loan. This includes items with no record in the RPL catalog, or for which records show no holdings, missing, claimed returned, or withdrawn.

- Loaned microfilm will be used in the Main Library.

#### Materials Which May Not be Requested

- Materials published or released within the past six months to one year.
- Audiovisual materials, including videotapes, audiotapes, DVDs and CDs, downloadable audio books, e-books ~~or Playaways~~.
- Lending libraries will also generally restrict loans of textbooks, genealogy material and reference books, old, rare or valuable material.

#### Cost

- Most items can be obtained without charge. While RPL staff will attempt to obtain items without charge, institutions can charge fees for lending. These fees can vary and the patron will be responsible for these charges, in excess of \$15.00.
- Patrons must indicate a maximum amount they will be willing to pay for an item. If no amount is named, a zero amount will be assumed.
- Once charges have been incurred on a patron's behalf, the patron is responsible for charges up to the amount he or she has agreed to, even if the item is not picked up.
- The lending library's invoice for any fees may arrive with the material or later. If later, you will be notified when the invoice arrives.
  - Payment should be made by check or by money order to the lending library.

#### Picking Up and Checking Out

- Interlibrary Loan items are available for pick up and return at every RPL location. ~~ONLY at the Circulation Desk at the Main Library.~~
- Interlibrary Loan materials will be checked out on your RPL library card.
- ~~Borrowers will be required to sign a receipt verifying date of pick-up.~~
- Borrowers are still responsible for any previously authorized fees even if the Interlibrary Loan material is not picked up.

**Due Dates, Renewal of Items, and Restrictions on Use**

- Due dates and renewal options are determined by the lending institution.
- A lender may recall an item at any time.
- Some libraries do not allow renewals.
- Requests for renewals must be made 5 days prior to the due date of the Interlibrary Loan materials.
- Requests for renewals must be made at the ~~Circulation desk at the Main Library~~. Renewals may not be made online.
- Some libraries require that items be used only within the library.
- The due date and lending restrictions are indicated on the book strap attached to the Interlibrary Loan item.

**Returning Interlibrary Loan Materials**

- Interlibrary Loan materials may ~~must be returned to any library location, the Circulation Desk at the Main Library.~~
- ~~Do not return Interlibrary Loan materials at a branch or in a library drop box.~~
- The materials will be discharged from the patron's RPL borrower record.
- Staff will sign and date a returned receipt.

**Overdue Fines and Replacement Costs**

- Interlibrary Loan materials will be checked out on your RPL library card.
- ~~Richmond Public Library~~ RPL charges overdue fines for Interlibrary Loan materials returned late. Fines are 10 cents per day, per item. The maximum overdue fine is \$5.00.
- Replacement costs for damaged or lost items are determined by the lending institution, and may amount to many times the actual value of the item.

**Notification of Patrons**

- RPL staff will notify Interlibrary Loan patrons by email or phone of the arrival of items, approval or disapproval of renewal requests, overdues and recalls, unfilled requests, and fees or charges.

**Reviewed: January 2012**



## POLICY

SECTION: 4.11

SUBJECT: INTERLIBRARY LOAN

## PROPOSED FINAL

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**Eligibility and Limits on Interlibrary Loan Borrowing**

Because Interlibrary Loan involves items owned by institutions other than RPL, and because of the labor the service requires, certain restrictions and limits apply to Interlibrary Loan borrowing:

- Interlibrary Loan service is available to RPL cardholders as long as they are in good standing with the Library, with no fines over \$10.00, no delinquent items, and no more than two claims-returned items; and have a permanent, verifiable address and phone.
- Any patron may have only two active requests at any one time. Active requests include both items currently on loan and items currently being searched for.

- Requests are taken through an online request or in person at any branch library location.
- We cannot estimate a lending library's response time to fill a request. Delivery of Interlibrary Loan material may take 2 to 4 weeks, or longer.
- Patrons who repeatedly ignore Interlibrary Loan rules will not be eligible for ILL borrowing. Some examples of rule violations:
  - Removing the book strap.
  - Returning items damaged.
  - Habitual late returns.
  - Non-returns.

#### **Materials Which May be Requested**

Books, DVDs, fiche, film, dissertations, theses, photocopies, and musical scores not currently owned by RPL are available through Interlibrary Loan. This includes items with no record in the RPL catalog, or for which records show no holdings, missing, claimed returned, or withdrawn.

- Loaned microfilm will be used in the Main Library.

#### **Materials Which May Not be Requested**

- Materials published or released within the past six months to one year.
- Downloadable audiobooks or eBooks.
- Lending libraries will also generally restrict loans of textbooks, genealogy material and reference books, old, rare or valuable material.

#### **Cost**

- Most items can be obtained without charge. While RPL staff will attempt to obtain items without charge, institutions can charge fees for lending. These fees can vary and the patron will be responsible for these charges, in excess of \$15.00.
- Patrons must indicate a maximum amount they will be willing to pay for an item. If no amount is named, a zero amount will be assumed.
- Once charges have been incurred on a patron's behalf, the patron is responsible for charges up to the amount he or she has agreed to, even if the item is not picked up.
- The lending library's invoice for any fees may arrive with the material or later. If later, you will be notified when the invoice arrives.
  - Payment should be made by check or by money order to the lending library.

#### **Picking Up and Checking Out**

- Interlibrary Loan items are available for pick up and return at every RPL location.
- Interlibrary Loan materials will be checked out on your RPL library card.
- Borrowers are still responsible for any previously authorized fees even if the Interlibrary Loan material is not picked up.

#### **Due Dates, Renewal of Items, and Restrictions on Use**

- Due dates and renewal options are determined by the lending institution.
- A lender may recall an item at any time.
- Some libraries do not allow renewals.

- Requests for renewals must be made 5 days prior to the due date of the Interlibrary Loan materials.
- Requests for renewals must be submitted to [ILLRPL@gmail.com](mailto:ILLRPL@gmail.com) or by calling Circulation Desk at the Main Library.
- Some libraries require that items be used only within the library.
- The due date and lending restrictions are indicated on the book strap attached to the Interlibrary Loan item.

**Returning Interlibrary Loan Materials**

- Interlibrary Loan materials may be returned to any Richmond Public Library location during normal operating hours.
- Do not return Interlibrary Loan materials in a library drop box.
- The materials will be discharged from the patron's RPL borrower record once the items is returned.
- Staff will sign and date a returned receipt.

**Overdue Fines and Replacement Costs**

- Interlibrary Loan materials will be checked out on your RPL library card.
- RPL charges overdue fines for Interlibrary Loan materials returned late. Fines are 10 cents per day, per item. The maximum overdue fine is \$5.00.
- Replacement costs for damaged or lost items are determined by the lending institution, and may amount to many times the actual value of the item.

**Notification of Patrons**

- RPL staff will notify Interlibrary Loan patrons by email or phone of the arrival of items, approval or disapproval of renewal requests, overdues and recalls, unfilled requests, and fees or charges.

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**Reviewed: January 2012**  
**Revised: June 2018**

SECTION: 12.1

SUBJECT: Collection Development

## REDLINE COPY

**I. Selection****Goals of Materials Selection:**

The goal of materials selection at Richmond Public Library is to support the library's mission to "Inform – Enrich – Empower" by providing a range of materials in a variety of print and non-print formats to meet the informational, cultural, educational, and recreational needs and interests of the Richmond community.

The Library strives to create attractive, current, and balanced collections representing all fields of knowledge and all sides of issues in a neutral, unbiased manner, as budgets, availability of materials, and space permit.

**Intellectual Freedom:**

The representation of a particular viewpoint in the collection is an expression of the Library's policy of intellectual freedom, not an endorsement of that particular point of view. The Library encourages free expression and free access to ideas – essential elements in a democratic society – and does not knowingly discriminate in its material selection regarding age, race, beliefs, or affiliations of the author or producer. The Library subscribes to the principles outlined in the American Library Association's *Library Bill of Rights* and *Freedom to Read* documents.

Responsibility for the reading of minors rests with their parents and legal guardians. Selection of adult materials will not be limited by the possibility that books may inadvertently be used by minors.

**Responsibility for Materials Selection:**

Librarians in the Collection Development department have primary responsibility for selecting new materials for all library locations within Richmond Public Library; collection Development staff work closely with Branch Managers and Reference librarians ~~staff~~ to ensure that materials are selected that meet the needs of each neighborhood library. Branch Managers are responsible for the overall maintenance of their individual collections. The Library Director is ultimately responsible for the selection of all books and other library materials. The authority for book selection is delegated to him/her by the Library Board, which determines the policies of the Library.

**General Criteria for Materials Selection:**

- Relevance to community needs and interests
- Current and projected demand
- Relationship to existing subject coverage in the collections
- Clarity, readability, and ease of use
- Timeliness or permanence of material
- Accuracy and authenticity
- Literary merit and inclusion in standard bibliographies and indices
- Current and historical significance
- Authority and reputation of the author, publisher, and/or producer
- Local (Richmond-area) authorship or production
- Local demand/Patron requests
- Cost
- Regional availability and accessibility
- Space and maintenance requirements
- Technical requirements (for audiovisual and digital materials)
- Network and remote access capabilities (for online resources)

### Selection Tools:

Librarians depend on reviews issued in established review publications. In general, the Collection Development department requires at least one satisfactory review in order to purchase an item. Selection tools also include notable lists, award lists, classroom reading lists, and bestseller lists.

#### Examples of Selection Tools:

##### Adult books:

- *Library Journal*
- *Booklist*
- *Kirkus Reviews*
- *Publisher's Weekly*
- *New York Times* bestseller lists
- *New York Times* Notable Books
- *Essence* bestseller list
- National Book Award
- *Richmond Times Dispatch* book reviews

##### Children's and YA books:

- *School Library Journal*
- *Horn Book Magazine*
- *Bulletin of the Center for Children's Books*
- *Voice of Youth Advocates* (VOYA)

- *Booklist*
- *Publisher's Weekly*
- Newbery, Caldecott, and Coretta Scott King Award
- Michael A. Printz Award

##### AV and electronic materials:

- *Library Journal*
- *School Library Journal*
- *Booklist*
- *Video Librarian*
- *Gramophone*
- American Film Institute lists
- Academy Awards
- Audie Awards
- Grammy Awards

## II. Materials Budget

In collaboration with the Library Director, the Collection Development Manager establishes the materials budget for all branches. In allocating funds to each location, a general formula is used that factors in each location's circulation, door count, reference transactions, and program **ming and community interests**, attendance statistics. The Collection Development Manager works with each branch manager to allocate funds to each area of the branch's collection (adult or YA, for example) based on branch specific circulation information, as well as system and branch priorities.

### III. Collection Development Philosophies

The philosophy statements below apply to all libraries, including the Main Library. While the philosophy for collection development is the same for all libraries within the Richmond Public Library, we recognize that the Main Library will provide more extensive collections than those held at the branch libraries.

#### Main Library collection:

While the philosophy for collection development is the same for all libraries within the Richmond Public Library, we recognize that the Main Library provides more extensive collections than those held at the branch libraries. The Main Library collection will provide more depth in subject areas, and a wider historical perspective in subject areas and the work of individual writers.

All special collections held within the Richmond Public Library will be held at the Main Library. Weeding at the Main Library will follow the same schedule as that of the branch libraries. Criteria for weeding will be adjusted based on the depth of collections that may be appropriate for the Main Library.

#### Adult collection philosophy:

- Richmond Public Library serves adult interests for information and recreation through both print and non-print collections.
- The size of our library buildings limits our ability to shelve broad subject collections at each branch, or to shelve extensive titles by individual authors.
- Our budget limits our ability to purchase multiple copies of titles throughout the library system, and our budget limitations cause concern when we purchase titles that do not circulate.
- While adults throughout the Richmond community have similar interests, adults served by each library will have particular interests that require a focus or deeper level of development that may not be necessary at all libraries.
- As consumers, adults will look for materials that are current, in good condition, and easily accessible. If people come to RPL and see dated and dilapidated collections, their image of the library itself will be of a library that is dated and dilapidated, and not useful for them or worthy of their time.
- There is no one rule to apply to determine whether an item is "dated" or not. For example, a handbook from 2007 on investing in real estate will be dated in today's economy, but a book on home decorating from 2007 could still be interesting; a cookbook from 2000 may be fine, unless it's a cookbook for a diet plan that has been shown to be flawed.
- RPL strives to support the lifelong learning goals of our patrons. While we will strive to provide materials on a broad ranges of topics. We will not purchase college or other school textbooks due to high cost and limited currency.

Therefore:

- RPL will strive to maintain adult collections at the Main and branch libraries that are interesting and useful within the constraints of our budget.
- RPL will evaluate materials for purchase as well as our existing collections with the basic criteria that holdings must be accurate, look good, and generate interest among our users. Older titles, duplicates, and extensive runs by particular authors will not be kept in branch library collections unless they are regularly circulating (multiple times within a year).
- As librarians, we will evaluate new adult materials for addition to the library collections using current reviewing sources, media sources, and requests from the general public. Donations and gifts will be evaluated according to the library's established gift policy.
- We will evaluate our existing collections based on generally accepted guidelines for weeding that take age and circulation into account, on staff knowledge of current subject areas and current authors, and on surveys and other tools that gather user feedback.

- RPL will weed/replace subject areas on a regular schedule, using a schedule established and monitored by Collection Development, with Main and branch staff weeding subject areas according to the schedule.
- ~~○ Titles that are dated will be weeded and withdrawn as they are found, even if they are still circulating.~~
- ~~○ Titles that are in poor condition will be weeded and withdrawn as they are found, even if they are still circulating. A replacement copy may be requested by the library if the title is still circulating in the collection.~~

#### Young Adult (YA) Collection Philosophy:

- YA's have distinctive interests and needs (e.g., particular school assignments, age-level and development issues)
- Many subjects of interest to YA's are also of interest to all age-level users
- Our budget limits our ability to purchase multiple copies of titles to place in different collections at each library (ex. purchase 1 for YA, 1 for adult), and our budget limitations cause concern when we purchase titles that do not circulate

Therefore:

- RPL will continue to allocate funds toward the purchase of materials of particular interest to YA's, with a focus on high-interest, high-demand materials
- RPL will label these materials as YA, but branches may choose to interfile them with the general adult collection if they think this will improve circulation and access
- RPL will support YA "areas" in each branch that will include shelving space for materials of particular interest to YA's and also space to provide changing displays that highlight materials of interest to YA's that are available in the general collection

#### Children's Collection Philosophy:

- Children and their parents have varied needs for library materials.
  - Age and developmental stages of children will require different levels of materials
  - Reading ability will vary, and may not be related to the age of the child
  - Information for parents should be provided to assist them in developing pre-reading and reading skills in their children, as well as information to understand the ages and stages of child development
- Parents are responsible for helping their children choose materials at the library that meet their own family values. The Library will provide materials that reflect the diversity of lifestyles, backgrounds and situations encountered by children in the 21<sup>st</sup> century.
- Materials are needed both to support school assignments and to encourage reading for enjoyment.
- Materials to support school assignments must be current and accurate. Dated and inaccurate materials in subject areas must be withdrawn.
- Materials for parents will be provided through the Family Resource Collections and through the general collections. These will provide information on parenting skills, developmental stages of children, and issues encountered in families.
- Materials for children should include award-winning titles and titles reflecting the range of quality children's literature over the years, and titles of contemporary/popular interest.
- Materials for children should include both print and non-print materials.
- Our budget limits our ability to purchase the widest range of subjects and authors for children; we will provide a representative collection within our budget.

Therefore:

- We will evaluate children's materials for addition to the collection from current reviewing sources, and through collaboration with early childhood specialists and school media specialists.
- RPL children's collections will be current, and will be in good condition.
- Older titles of value will be transferred to the Main Library's children's collection or to the Children's Literature Special Collection, but not kept at branch libraries unless circulation indicates a need.
- RPL will weed/replace subject areas on a regular schedule, using a schedule established and monitored by Collection Development, with library staff weeding areas of the collection according to the established schedule.
- ~~○ Titles that are dated and inaccurate will be weeded and withdrawn as they are found, even if they are still circulating.~~
- ~~○ Titles that are in poor condition will be weeded and withdrawn as they are found, even if they are still circulating. A replacement copy may be requested by the branch if the title is still circulating in the branch collection.~~

#### **Reference Collection Philosophy:**

Reference collections at each RPL location are developed with the purpose of providing library staff with the tools to meet patrons' particular information needs; the focus, particularly at the branch libraries, is on resources that provide current, practical information on common topics, such as homework assistance and consumer health and law resources. The Main Library's reference staff will be able to capitalize on its unique collection of retrospective materials. The Main Library, which has a dedicated Reference desk, may also collect reference materials that represent a broader scope of subject areas as well as a more in-depth treatment of topics. However, the focus for new reference purchases even at the Main Library is on building a working Reference collection of materials that are frequently consulted to meet patrons' current information needs.

#### **Periodicals & Electronic Resources Collection Philosophy:**

- RPL's mission supports basic research on a wide variety of topics of interest to the general public.
- The use of databases and other electronic resources to index and gain access to information – magazine and newspaper articles, consumer health information, encyclopedia articles, etc. – is increasing rapidly.
- However, print newspapers and magazines continue to be an important information source meeting our patrons' cultural, educational, and recreational needs.

Therefore:

- RPL will continue to maintain print subscriptions to a variety of periodicals, including local and significant national newspapers as well as popular magazines. Emphasis will be on creating a current, browsing collection at each library, though back issues of titles with research value may be kept in the Main Library's Periodicals area. Magazines will not be bound, however.
- RPL will ensure access to historical information from local newspapers by purchasing microfilm editions of *The Richmond Times Dispatch* and *Style Weekly*, ~~*The Richmond Free Press*, and *Voice Magazine*.~~
- RPL will facilitate Richmond citizens' access to the electronic databases provided to all Virginia libraries through the Library of Virginia's Find It Virginia package and will promote the use of these resources.
- RPL will also seek to provide additional electronic databases and resources that meet perceived patron needs.

#### **AV Collection Philosophy:**

- RPL recognizes that there is a high demand for audiovisual materials (audiobooks, films, and music) from patrons of all ages who use its collections.
- In addition to popular materials, a wide variety of educational and instructional material is available in AV formats.

- Our budget limits our ability to keep up with demand for popular music CD's and DVD's of popular movies; it also limits our ability to purchase multiple copies of titles for each branch.
- Our budget limitations cause concern when we purchase titles that do not circulate.

Therefore:

- RPL will strive to maintain AV collections at all RPL locations that are interesting and useful within the constraints of our budget.
- RPL will collect AV materials in CD and DVD formats; audiocassettes and videocassettes will no longer be purchased. RPL will also attempt to replace materials that are still needed but currently only owned in audiocassette or videocassette format with a CD or DVD version.
- RPL will strive to create balanced AV collections that include educational, instructional, and popular materials.
  - Popular materials will be purchased after they appear on "best of" lists or similar, indicating more lasting interest. RPL will usually not attempt to purchase popular materials as released.
- RPL will evaluate new AV materials for addition to the collections using current reviewing sources, media sources, and requests from the general public. Priority will be given to materials that receive favorable reviews in established review sources, that are nominated for awards, or that appear on established selection lists.
- Examples of awards and selection lists that will be used to identify AV materials for purchase: American Film Institute lists, Academy Awards, Audie Awards, Grammy Awards, Gramophone Recommended Recordings
- Donations and gifts of AV materials will be evaluated according to the library's established gift policy.
- RPL will weed and replace AV material on a regular basis, using a schedule established and monitored by Collection Development, with library staff weeding assigned subject areas according to the schedule.
- Titles that are dated will be weeded and withdrawn as they are found, even if they are still circulating.
- ~~Titles that are in poor condition will be weeded and withdrawn as they are found, even if they are still circulating. A replacement copy may be requested by the library if the title is still circulating in the branch collection.~~

#### **Downloadable Materials Collection Philosophy:**

- RPL recognizes that there is a high demand for downloadable materials (e-books and e-audiobooks) from patrons of all ages who use its collections.
- Our budget limitations cause concern when we purchase titles that do not circulate

Therefore:

- RPL will strive to maintain a digital collection that is interesting and useful within the constraints of our budget.
- RPL will strive to provide digital materials in a variety of current formats and that will be compatible with the greatest number of electronic devices.
- RPL will evaluate digital materials for addition to the collections using current reviewing sources, media sources, and requests from the general public. Priority will be given to popular materials, materials that receive favorable reviews in established review sources, or that appear on established selection lists.

#### **Family Resource Collections Philosophy:**

- Richmond Public Library is an accessible resource for parents and caregivers of children. Access to information that will contribute to healthy children and stable families will provide a foundation for successful families in our city.

- Richmond Public Library will work in partnership with various schools, organizations and institutions to promote early literacy development, knowledge of the stages of development for children, and positive parenting.

Therefore:

- RPL will provide information at each library for parents and child care providers, building knowledge of stages of child development, appropriate activities for children at various stages of development, information on health and growth, and information on behaviors and parenting skills.
- Staff at each library will promote the use of this information by highlighting this information in the library's programs and in the library's physical layout, drawing attention to the resources to promote their use.
- RPL will support child care providers and build their skills/knowledge through these collections, by providing training opportunities and information programs specifically for child care providers.
- The Main Library will provide the largest Family Resource collection in a separate "Family Resource Center."
- The branch libraries may interfile these Family Resource materials in the regular collection at the branch, or may maintain these materials in separate "Family Resource Center" location within the branch library. These materials will be identified with a FRC sticker, whether interfiled or shelved separately.
- RPL will weed/replace materials in the Family Resource Collections on a regular basis as budget and interest allows.

~~Titles that are in poor condition will be weeded and withdrawn as they are found, even if they are still circulating. A replacement copy may be requested by the branch if the title is still circulating in the branch collection.~~

### Public Law Library

Richmond Public Law Library is free and open to the public. The Public Law Library, formerly housed in the John Marshall Courts Building, is located on the first floor of the Main Library at 101 E. Franklin Street. The Public Law Library function is funded and operated in accordance with Virginia State Code Section 42.1-70.

The library materials are all reference books that cannot be checked out. Photocopies can be made at a cost of 15 cents per page. The materials are available any time that the Main Library is open.

The Law Library collection includes:

- State codes and the Richmond City Code
- The United States Code Annotated (USCA)
- Federal and state administrative regulations
- All state and federal reported opinions
- American Law Reports (ALR), Corpus Juris Secundum (CJS), American Jurisprudence (Am Jur), Restatements, many subject-specific federal treatises and loose-leaf services, several sets of form books, and legal newspapers
- Virginia practice materials, including a large selection of CLE's, Michie's Jurisprudence, Virginia Forms, Model Jury Instructions, Virginia Practice.

## **IV. Materials Maintenance**

### Reevaluation of Material

The Richmond Public Library (RPL) strives to acquire material that best reflects the community's needs and interests. In most instances, reviews are requested prior to purchasing material.

Patrons may request that an item on the shelf be removed for content by completing the "Materials Reconsideration Request Form" and sending the form to the Collection Development Manager. The request must include patron address and telephone number.

#### **Withdrawal and Replacement of Materials:**

To ensure that Richmond Public Library collections provide timely service to the public, outdated and inaccurate materials, materials no longer in demand, and materials in poor physical condition will be removed from the circulating collections. A weeding and replacement schedule will be established for all libraries under the direction of the Collection Development Manager; as outdated materials are weeded, libraries will select new items to replace them. Librarians will

use standard tools such as the Public Library Core Collection and the Children's Core Collection to guide decisions about titles that should or should not be weeded. Richmond Public Library will use *CREW: A Weeding Manual for Modern Libraries* (Texas State Library and Archives Commission, 2012~~08~~) as its primary source for weeding guidelines, in conjunction with other standard professional resources as appropriate.

Withdrawn materials become surplus property and may be sold by the Friends of the Richmond Public Library for fundraising purposes or discarded in another manner at the Library's discretion, in accordance with City of Richmond policies and procedures.

#### **Factors to be considered in removing materials from the collections:**

- Age of item (in accordance with standard library practice, acceptable age depends on item's subject matter and classification)
- Authority (author, publisher)
- Accuracy
- Physical condition (ripped covers, damaged spines, yellowed pages, water damage)
- Circulation and in-house use
- Duplication (multiple copies of titles that are no longer in demand)
- Listing in standard bibliographic sources (*Public Library Core Collection, Children's Core Collection, etc.*)
- Relationship to other materials in a subject area (e.g., older editions of a non-fiction title that are superseded by a newer edition; the presence, or lack, of better material in a subject area)
- Missing components
- Compromised media

#### **Materials that will not be weeded from the collections:**

- Last copies of materials listed in standard bibliographic sources that are still relevant for Richmond's collection
- Last copies of titles of local interest (local author, local subject, local setting)
- Materials appropriate for RPL's Children's or Richmond Authors Special Collections

#### **Replacement of Lost and Missing Items**

Materials that have been lost or missing for at least 6 months will be replaced on a continuing basis, dependent upon budgetary constraints and subject needs.

The Library does not automatically replace items withdrawn because of loss, damage or wear.

## V. Gifts and Donations

Donated materials will only be added to the collection if they meet the same standards outlined in the materials selection policy:

Books must meet the library's selection criteria for books and have a current year publication date or be by an author, part of a series, or on a subject of high interest to the library's community. Books that are duplicates of titles RPL already owns (and that circulate well) may also be added to the collection.

A/V materials (DVD's, audiobooks in CD format, and music CD's) must meet the library's selection criteria for A/V materials and be in their original, unopened packaging.

Donated materials that do not meet these criteria will be placed in the branch libraries or Main library's book sale or recycled. Patrons inquiring about donating material should be given a copy of "Questions You Might Ask Before Giving a Donation to the Library."

### Donating a Gift Book in 'Memory' or 'Honor Of' an Individual:

For those interested in donating a book to the Library in honor of or in memory of an individual, the Richmond Public Library accepts contributions for the purchase of new materials through the Richmond Public Library Foundation's Buy-A-Book fund. A bookplate recognizing the gift will be placed in a book purchased through this program.

Interested donors may contact the Foundation office about donating to this fund. Foundation staff will ask for donor information, as well as the name and address of the honoree. Once a donation is received, Foundation staff will send a letter of acknowledgement of the gift to the honoree or their family.

Contributions may be restricted to a certain branch, and donors may indicate whether they wish their gift to be used to purchase adult or children's books/materials. Decisions about which subjects and titles are selected is solely at the discretion of the Library's Collection Development manager based on current collection needs. However, donors may note specific areas of interest to the honoree, and Library staff will take this into consideration when selecting works.

## VI. Special Collections

RPL maintains Special Collections that focus on Richmond Authors and Children's Literature. More information about these collections and policies is available in the following sections:

- o 12.5 Special Collection Policy & Scope Statement
- o 12.6 Special Collection – Richmond Authors
- o 12.7 Special Collection - Children Scope Statement

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Adopted: June 15, 2005  
Revised: September 2006  
Revised: July 07, 2009



Reviewed: January 2012  
Revised: January 2018

DRAFT

SECTION: 12.1

SUBJECT: Collection Development

## FINAL PROPOSED COPY

**I. Selection****Goals of Materials Selection:**

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- *Richmond Times Dispatch* book reviews

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- American Film Institute lists
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Therefore:

- RPL will strive to maintain adult collections at the Main and branch libraries that are interesting and useful within the constraints of our budget.
- RPL will evaluate materials for purchase as well as our existing collections with the basic criteria that holdings must be accurate, look good, and generate interest among our users. Older titles, duplicates, and extensive runs by particular authors will not be kept in branch library collections unless they are regularly circulating (multiple times within a year).
- As librarians, we will evaluate new adult materials for addition to the library collections using current reviewing sources, media sources, and requests from the general public. Donations and gifts will be evaluated according to the library's established gift policy.
- We will evaluate our existing collections based on generally accepted guidelines for weeding that take age and circulation into account, on staff knowledge of current subject areas and current authors, and on surveys and other tools that gather user feedback.
- RPL will weed/replace subject areas on a regular schedule, using a schedule established and monitored by Collection Development, with Main and branch staff weeding subject areas according to the schedule.

**Young Adult (YA) Collection Philosophy:**

- YA's have distinctive interests and needs (e.g., particular school assignments, age-level and development issues).
- Many subjects of interest to YA's are also of interest to all age-level users.
- Our budget limits our ability to purchase multiple copies of titles to place in different collections at each library (ex. purchase 1 for YA, 1 for adult), and our budget limitations cause concern when we purchase titles that do not circulate.

Therefore:

- RPL will continue to allocate funds toward the purchase of materials of particular interest to YA's, with a focus on high-interest, high-demand materials.
- RPL will label these materials as YA, but branches may choose to interfile them with the general adult collection if they think this will improve circulation and access.
- RPL will support YA "areas" in each branch that will include shelving space for materials of particular interest to YA's and also space to provide changing displays that highlight materials of interest to YA's that are available in the general collection.

**Children's Collection Philosophy:**

- Children and their parents have varied needs for library materials:
  - Age and developmental stages of children will require different levels of materials.
  - Reading ability will vary and may not be related to the age of the child.
  - Information for parents should be provided to assist them in developing pre-reading and reading skills in their children, and information to understand the ages and stages of child development.
- Parents are responsible for helping their children choose materials at the library that meet their own family values. The Library will provide materials that reflect the diversity of lifestyles, backgrounds, and situations encountered by children in the 21st Century.
- Materials are needed both to support school assignments and to encourage reading for enjoyment.
- Materials to support school assignments must be current and accurate. Dated and inaccurate materials in subject areas must be withdrawn.
- Materials for parents will be provided through the Family Resource Collections and through the general collections. These will provide information on parenting skills, developmental stages of children, and issues encountered in families.
- Materials for children should include award-winning titles and titles reflecting the range of quality children's literature over the years, and titles of contemporary/popular interest.
- Materials for children should include both print and non-print materials.
- Our budget limits our ability to purchase the widest range of subjects and authors for children. We will provide a representative collection within our budget.

Therefore:

- We will evaluate children's materials for addition to the collection from current reviewing sources, and through collaboration with early childhood specialists and school media specialists.
- RPL children's collections will be current and will be in good condition.
- Older titles of value will be transferred to the Main Library's children's collection or to the Children's Literature Special Collection, but not kept at branch libraries unless circulation indicates a need.
- RPL will weed/replace subject areas on a regular schedule, using a schedule established and monitored by Collection Development, with library staff weeding areas of the collection according to the established schedule.

**Reference Collection Philosophy:**

Reference collections at each RPL location are developed with the purpose of providing library staff with the tools to meet patrons' particular information needs; the focus, particularly at the branch libraries, is on resources that provide current, practical information on common topics, such as homework assistance and consumer health and law resources. The Main Library's reference staff will be able to capitalize on its unique collection of retrospective materials. The Main Library, which has a dedicated Reference desk, may also collect reference materials that represent a broader scope of subject areas, as well as a more in-depth treatment of topics. However, the focus for new reference purchases even at the Main Library is on building a working Reference collection of materials that are frequently consulted to meet patrons' current information needs.

**Periodicals & Electronic Resources Collection Philosophy:**

- RPL's mission supports basic research on a wide variety of topics of interest to the general public.
- The use of databases and other electronic resources to index and gain access to information – magazine and newspaper articles, consumer health information, encyclopedia articles, etc. – is increasing rapidly.
- However, print newspapers and magazines continue to be an important information source meeting our patrons' cultural, educational, and recreational needs.

Therefore:

- RPL will continue to maintain print subscriptions to a variety of periodicals, including local and significant national newspapers as well as popular magazines. Emphasis will be on creating a current, browsing collection at each library, though back issues of titles with research value may be kept in the Main Library's Periodicals area. Magazines will not be bound.
- RPL will ensure access to historical information from local newspapers by purchasing microfilm editions of *The Richmond Times Dispatch* and *Style Weekly*.
- RPL will facilitate Richmond citizens' access to the electronic databases provided to all Virginia libraries through the Library of Virginia's Find It Virginia package and will promote the use of these resources.
- RPL will also seek to provide additional electronic databases and resources that meet perceived patron needs.

**Audio Visual (AV) Collection Philosophy:**

- RPL recognizes that there is a high demand for audiovisual materials (audiobooks, films, and music) from patrons of all ages who use its collections.
- In addition to popular materials, a wide variety of educational and instructional material is available in AV formats.
- Our budget limits our ability to keep up with demand for popular music CD's and DVD's of popular movies; it also limits our ability to purchase multiple copies of titles for each branch.
- Our budget limitations cause concern when we purchase titles that do not circulate.

Therefore:

- RPL will strive to maintain AV collections at all RPL locations that are interesting and useful within the constraints of our budget.
- RPL will collect AV materials in CD and DVD formats. Audiocassettes and videocassettes will no longer be purchased. RPL will also attempt to replace materials that are still needed, but currently only owned in audiocassette or videocassette format with a CD or DVD version.
- RPL will strive to create balanced AV collections that include educational, instructional, and popular materials.
  - Popular materials will be purchased after they appear on "best of" lists or similar, indicating more lasting interest. RPL will usually not attempt to purchase popular materials as released.

- RPL will evaluate new AV materials for addition to the collections using current reviewing sources, media sources, and requests from the general public. Priority will be given to materials that receive favorable reviews in established review sources, that are nominated for awards, or that appear on established selection lists.
- Examples of awards and selection lists that will be used to identify AV materials for purchase: American Film Institute lists, Academy Awards, Audie Awards, Grammy Awards, Gramophone Recommended Recordings
- Donations and gifts of AV materials will be evaluated according to the library's established gift policy.
- RPL will weed and replace AV material on a regular basis, using a schedule established and monitored by Collection Development, with library staff weeding assigned subject areas according to the schedule.
- Titles that are dated will be weeded and withdrawn as they are found, even if they are still circulating.

#### **Downloadable Materials Collection Philosophy:**

- RPL recognizes that there is a high demand for downloadable materials (e-books and e-audiobooks) from patrons of all ages who use its collections.
- Our budget limitations cause concern when we purchase titles that do not circulate.

Therefore:

- RPL will strive to maintain a digital collection that is interesting and useful within the constraints of our budget.
- RPL will strive to provide digital materials in a variety of current formats and that will be compatible with the greatest number of electronic devices.
- RPL will evaluate digital materials for addition to the collections using current reviewing sources, media sources, and requests from the general public. Priority will be given to popular materials, materials that receive favorable reviews in established review sources, or that appear on established selection lists.

#### **Family Resource Collections Philosophy:**

- Richmond Public Library is an accessible resource for parents and caregivers of children. Access to information that will contribute to healthy children and stable families will provide a foundation for successful families in our City.
- Richmond Public Library will work in partnership with various schools, organizations, and institutions to promote early literacy development, knowledge of the stages of development for children, and positive parenting.

Therefore:

- RPL will provide information at each library for parents and child care providers, building knowledge of stages of child development, appropriate activities for children at various stages of development, information on health and growth, and information on behaviors and parenting skills.
- Staff at each library will promote the use of this information by highlighting this information in the library's programs and in the library's physical layout, drawing attention to the resources to promote usage.
- RPL will support child care providers and build their skills/knowledge through these collections, by providing training opportunities and information programs specifically for child care providers.
- The Main Library will provide the largest Family Resource collection in a separate "Family Resource Center."
- The branch libraries may interfile these Family Resource materials in the regular collection at the branch, or may maintain these materials in separate "Family Resource Center" location within the branch library. These materials will be identified with a FRC sticker, whether interfiled or shelved separately.
- RPL will weed/replace materials in the Family Resource Collections on a regular basis as budget and interest allows.

**Public Law Library:**

Richmond Public Law Library is free and open to the public. The Public Law Library, formerly housed in the John Marshall Courts Building, is located on the first floor of the Main Library at 101 E. Franklin Street. The Public Law Library function is funded and operated in accordance with Virginia State Code Section 42.1-70.

The library materials are all reference books that cannot be checked out. Photocopies can be made at a cost of 15 cents per page. The materials are available any time that the Main Library is open.

The Law Library collection includes:

- State codes and the Richmond City Code
- The United States Code Annotated (USCA)
- Federal and state administrative regulations
- All state and federal reported opinions
- American Law Reports (ALR), Corpus Juris Secundum (CJS), American Jurisprudence (Am Jur), Restatements, many subject-specific federal treatises and loose-leaf services, several sets of form books, and legal newspapers
- Virginia practice materials, including a large selection of Continuing Law Education (CLE), Michie's Jurisprudence, Virginia Forms, Model Jury Instructions, Virginia Practice

#### **IV. Materials Maintenance**

**Reevaluation of Material:**

The Richmond Public Library strives to acquire material that best reflects the community's needs and interests. In most instances, reviews are requested prior to purchasing material.

Patrons may request that an item on the shelf be removed for content by completing the "Materials Reconsideration Request Form" and sending the form to the Collection Development Manager. The request must include patron address and telephone number.

**Withdrawal and Replacement of Materials:**

To ensure that Richmond Public Library collections provide timely service to the public, outdated and inaccurate materials, materials no longer in demand, and materials in poor physical condition will be removed from the circulating collections. A weeding and replacement schedule will be established for all libraries under the direction of the Collection Development Manager; as outdated materials are weeded, libraries will select new items to replace them. Librarians will use standard tools such as the Public Library Core Collection and the Children's Core Collection to guide decisions about titles that should or should not be weeded. Richmond Public Library will use *CREW: A Weeding Manual for Modern Libraries* (Texas State Library and Archives Commission, 2012) as its primary source for weeding guidelines, in conjunction with other standard professional resources as appropriate.

Withdrawn materials become surplus property and may be sold by the Friends of the Richmond Public Library for fundraising purposes or discarded in another manner at the Library's discretion, in accordance with City of Richmond policies and procedures.

**Factors to be considered in removing materials from the collections:**

- Age of item (in accordance with standard library practice, acceptable age depends on item's subject matter and classification)
- Authority (author, publisher)
- Accuracy
- Physical condition (ripped covers, damaged spines, yellowed pages, water damage)
- Circulation and in-house use
- Duplication (multiple copies of titles that are no longer in demand)
- Listing in standard bibliographic sources (*Public Library Core Collection, Children's Core Collection, etc.*)
- Relationship to other materials in a subject area (e.g., older editions of a non-fiction title that are superseded by a newer edition; the presence, or lack, of better material in a subject area)
- Missing components
- Compromised media

**Materials that will not be weeded from the collections:**

- Last copies of materials listed in standard bibliographic sources that are still relevant for Richmond's collection
- Last copies of titles of local interest (local author, local subject, local setting)
- Materials appropriate for RPL's Children's or Richmond Authors Special Collections

**Replacement of Lost and Missing Items:**

Materials that have been lost or missing for at least 6 months will be replaced on a continuing basis, dependent upon budgetary constraints and subject needs.

The Library does not automatically replace items withdrawn because of loss, damage, or wear.

**V. Gifts and Donations**

Donated materials will only be added to the collection if they meet the same standards outlined in the materials selection policy:

- Books must meet the library's selection criteria for books and have a current year publication date or be by an author, part of a series, or on a subject of high interest to the library's community. Books that are duplicates of titles RPL already owns (and that circulate well) may also be added to the collection.
- AV materials (DVD's, audiobooks in CD format, and music CD's) must meet the library's selection criteria for AV materials and be in their original, unopened packaging.

Donated materials that do not meet these criteria will be placed in the branch libraries or Main library's book sale or recycled. Patrons inquiring about donating material should be given a copy of "Questions You Might Ask Before Giving a Donation to the Library."

**Donating a Gift Book in 'Memory' or 'Honor Of' an Individual:**

For those interested in donating a book to the Library in honor of or in memory of an individual, the Richmond Public Library accepts contributions for the purchase of new materials through the Richmond Public Library Foundation's Buy-A-Book fund. A bookplate recognizing the gift will be placed in a book purchased through this program.

Interested donors may contact the Foundation office about donating to this fund. Foundation staff will ask for donor information, as well as the name and address of the honoree. Once a donation is received, Foundation staff will send a letter of acknowledgement of the gift to the honoree or their family.

Contributions may be restricted to a certain branch, and donors may indicate whether they wish their gift to be used to purchase adult or children's books/materials. Decisions about which subjects and titles are selected is solely at the discretion of the Library's Collection Development manager based on current collection needs. However, donors may note specific areas of interest to the honoree, and Library staff will take this into consideration when selecting works.

**VI. Special Collections**

RPL maintains Special Collections that focus on Richmond Authors and Children's Literature. More information about these collections and policies is available in the following sections:

- 12.5 Special Collection Policy & Scope Statement
- 12.6 Special Collection – Richmond Authors
- 12.7 Special Collection – Children Scope Statement

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