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The National Public Library for Games Collection Development Policy

1. Library Mission Statement

The mission of the Library is to provide, for the public's enjoyment, the tools for gameplay in its popular forms, and to encourage creativity, discovery, and collaboration through games.

2. Statement of Purpose/Rationale for the Policy

The purpose of this Collection Development Policy is to support the Library's mission statement. The policy outlines the current scope and collecting methods of the Library, and presents a framework for the development, acquisition, and deaccession of materials by library staff.

3. Library User Community

The Library views as its user community the entire public. Whether visitors are new to games in general, are interested in exploring types of games they are unfamiliar with, are looking to play games they are very familiar with, or are up for the challenge of designing a game themselves, all are welcome.

Admittance to the Library is free and use of its materials within the building does not require proof of identification of any kind. Visitors looking to check out materials are asked to sign up for a free library card.

Guests who have a library card to the municipal public library system within whose county the Library is located are welcome to use that library card to check out circulating material from the Library, but are also invited to sign up for a Library-specific library card.

4. Intellectual Freedom

The Library supports the principles of intellectual freedom as detailed in the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements.

5. Scope of the Library and its collection

As humans have been creating and sharing games with one another for over five thousand years, a comprehensive collection is not the Library's goal. Rather, the Library looks to promote the current and ongoing world of gameplay.

While many public libraries have added circulating games to their collection, the Library serves a space dedicated solely to the play and creation of games. The wide-ranging scope of its collections reflect this, to the best of the Library's ability.

The Library recognizes that there will always be circumstances and factors, be they budgetary or otherwise, that may limit the reach of this collection development policy in achieving its goals and overall mission. These limitations cannot be predicted, nor will the policy attempt to do so, but

during each reassessment of the policy, the library should examine, assess, and seek solutions for any that have arisen or are expected to be forthcoming.

The Library collects materials in the following formats:

- ♠ Board games
- ♠ Card games
 - Trading, collectible, or living card games will not be acquired.
- ♠ Table-top role-playing games
- ♠ Video games
 - Video game consoles are collected, but are not currently circulating. Video games are circulated with the understanding that patrons who check them out have the additional materials needed to play them.
- ♠ Game manuals, handbooks, and rulebooks that are sold separately (i.e., various handbooks for Dungeons & Dragons)
- ♠ E-resources, when referring to games that can only be played on a computer, are not a priority but will be considered, with the understanding that they would not be part of the circulating collection and would be for in-library-use only.
- ♠ E-resources that are digital or digitized versions of game rulebooks, handbooks, and manuals will be considered and pursued, particularly for accessibility purposes.

6. Selection criteria

The Library collects materials in accordance with its mission statement.

- ♠ Materials must be accessible, and not directly harmful, to a wide range of users.
- ♠ Physical condition and durability, and completeness of any accompanying materials, will be a factor.
- ♠ Self-published games will not be given preference, unless a strong case using other selection criteria can be made.
- ♠ Expansions to games will be selected for acquisition based on in-library popularity of original game.
- ♠ While selection will primarily focus on materials written in English, the Library recognizes that translation issues are often related to rulebooks rather than the games themselves. When a material in a different language is pursued, suggested, or donated, every effort to provide an English translation of necessary elements will be made. Materials that have multi-lingual instructions available will be preferred.
- ♠ Game ratings (particularly in regard to video games) will not be part of the selection criteria. The Library refers to the ALA's Free Access to Libraries for Minors statement.
- ♠ The Library purchases/accepts duplicates only in the case of heavy use, or for reasons related to maintenance.

7. Selection tools

The Library uses the SNAKS model to select materials across five core genres of games and to keep a holistic collection approach.

Professional reviews, recommendations from ALA's Game Round Table (games.ala.org), award lists (within the last 5-10 years), and vendor lists will all be consulted. If there is a local game store in the

community, the input of its staff regarding popularity and forthcoming titles will be sought on a semi-regular basis.

The Library automatically accepts all donations from game publishers, designers, and/or distributors. Whether they are entered into the collection is determined on a case by case basis by the collection development team. If they are deaccessioned, the deaccession process will be followed (provided the game donated is not pre-pub).

8. Selection responsibilities

Initial selection suggestions are welcomed from all library staff. Materials for selection are curated and presented by the collection development team, and final selection decisions are the responsibility of the Collection Development Manager.

Acquisition suggestions from library users are welcomed, encouraged, considered, and evaluated seriously.

9. Purchasing Materials

The budget components are subject to change every fiscal cycle. An approximate breakdown for collection development is as follows:

- ♠ 50% games
 - 15% board games
 - 10% card games
 - 10% table-top role-playing games
 - 10% video games
 - 5% computer/digital games
- ♠ 30% game rulebooks, handbooks, and manuals
- ♠ 10% translated and accessible materials
- ♠ 5% replacing material components (dice, etc.)
- ♠ 5% other

Library discounts from retailers, wholesalers, and distributors will be pursued when and where appropriate.

10. Gifts & Donations

NB: Donations from game publishers, designers, and/or distributors are not affected by these guidelines.

The Library welcomes and considers gifts of materials and funds for the collection. The Library reserves the right to refuse any donations.

Donors may submit suggestions for purchase with their monetary gifts, but the Library retains the right of final acquisition decision.

Once accepted, gifts become irreversible and unreturnable property of the Library. Should the Library look to dispose of a gift, the Weeding portion of this policy will be enacted.

If a receipt is needed for tax purposes, the Library will provide one to the donor at the time of donation. A copy of the receipt will be kept by the Library as a record and will act as a deed of gift.

The library's primary purpose is to circulate and have patrons interact with playable games and materials. If games or other adjacent materials are offered as donations that have historical or popular significance, but whose physical condition or that very significance prevents the library's audience from being able to interact with it in any way, such games will not be added to the collection. To the best of their ability, the collection development team will offer suggestions for special collections that may be better suited (such as the Strong Museum of Play, etc.).

11. Maintenance & Weeding

Assessment of maintenance needs and weeding of the collection are primarily carried out by the collection development team. In addition to overseeing the general process, when needed, the Collection Development Manager will act as tie-breaker.

Maintenance of physical materials will be evaluated and completed on an as-needed basis.

12. Deaccession

Primary factors will include circulation and in-library-use statistics, use during programming, unnecessary duplication, physical damage (or corruption for digital files), and adherence to the scope of the collection.

If a material is approved for deaccession, the Library will first offer it to another institution (if it remains in good physical condition). If it is not accepted, the Library will sell, donate, or otherwise gift the material.

13. Reconsideration of materials

Users wishing to submit a request for a reconsideration and/or removal of a material from the Library's collection, may do so at the Library's Inquiry webpage. The request will be reviewed by the Collection Development Manager and their team and will be evaluated in light of the Library's mission statement and selection criteria.

14. Review and Revision of Policy

This collection development policy is a living document. In order to accurately reflect the current and ongoing scope of the Library's collection, as well as to maintain the effectiveness of the collection management workflow within the Library, this policy will be reviewed every two years. The review committee will consist of the Collection Development Manager, the entire collection development team, the Library Director, and one librarian or staff member from every other department. The committee will re-evaluate and implement changes to the policy as they see fit at the end of the review process.

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