13.4 Reference Collection

A. Purpose: New Hanover County Public Library meets the basic research and information needs of the community in all subject fields through a non-circulating collection of print resources and an accessible collection of online resources (see also 13.0 Collection Development).

B. Scope: The Library’s reference collection covers the broad range of knowledge in both print and digital formats.
   1) With the exception of special collections, the library selects and acquires current materials only.
   2) In addition to general and ready reference titles, reference materials include expanded collections dedicated to education, careers, business, grants, literature, and legal reference materials as well as targeted collections supporting New Hanover County strategic priorities.
   3) Reference materials include any federal, state, and local government documents pertaining to the region for review by citizens. Government documents of long-term interest are retained for community access in the Local History Room.
   4) The Main Library serves as a central repository of materials within the library system and, as such, houses a more comprehensive collection of reference material than other locations.
   5) Print resources are purchased in standard formats that meet basic research needs and can be used within a limited period of time.
   6) Digital resources include reference texts, databases, and other types of information resources and are available in the libraries and online for access outside the libraries as licensing, programming, and funding permit.

C. Responsibility for Selection: The Library Director delegates the management of Reference collection development activities to the Reference Supervisor. Secondary selection responsibilities are assigned to additional members of the professional reference staff.

D. Criteria for Selection: See 13.0 Collection Development (D); additional criteria include:
   1) Standard reference works are selected based on community needs.
   2) Materials are provided in the format that best supports the information.
   3) Federal, State, and local government documents pertaining to the region.
   4) Materials that support New Hanover County strategic priorities

E. Selection Tools: See 13.0 Collection Development (E); additional criteria include:
   1) Professional experience of librarians and subject specialists
   2) Industry standards

F. Formats: See 13.0 Collection Development (F)

G. Consortia: See 13.0 Collection Development (G)

H. Interlibrary Loan: See 13.0 Collection Development (H)

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I. Deselection: *See 13.0 Collection Development (I)*