

## Collection Development Policy

This policy sets broad guidelines for the selection of library materials that correspond to the library's mission and identified roles. It is also used to guide its library staff and to inform the public about the principles upon which selections are made.

### 1. Goal of Collection Development

The goal of collection development is to provide residents with materials and resources to satisfy their need to become well informed, to decide important questions, to discipline the emotions, to cultivate the imagination and to enjoy leisure by means of reading and other media services.

### 2. Objectives

*To accomplish the above goals, the library has established the following objectives for material selection:*

- a. To collect materials of both contemporary significance and permanent value. The library will be guided by a sense of responsibility to both current and future patrons in adding materials that will enrich the collection and maintain an overall balance.*
- b. The library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value.*
- c. The library will provide, too, a representative sampling of experimental and ephemeral material, but will not always attempt to develop an exhaustive collection of such material(s) The library considers it neither necessary nor desirable to acquire all materials on a given subject if such materials are duplicative.*

### 3. Definitions

- a. "Selection" refers to the decision to add, retain, or withdraw materials from the library's collection. It does not refer to reader guidance.
- b. The words "book," "library materials," or other synonyms as they occur in the policy have the widest possible meaning. This policy covers all items in the library's collections regardless of format.
- c. "Access" refers to the availability of materials in a variety of formats for users of all ages and abilities.

### 4. Responsibility for Selection

- a. Final responsibility for material selection rests with the library director, who operates within the framework of policies determined by the board of trustees. The director delegates material selection to library staff as appropriate.
- b. The library welcomes suggestions for collection development and will entertain such suggestions within the framework of this policy and budgetary considerations.

### 5. Use of the Library's Collections

- a. The library recognizes that some materials are controversial, and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval but solely on the merits of the work in relation to building the collection and to serving the interests of library patrons.

## Harrison Community Library

- b. Responsibility for the material content choices of minors rests with their parents and legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.

### 6. Criteria for Selection

- a. The library supports intellectual freedom and has adopted as policy: the American Library Association (ALA) Freedom to Read Statement and the ALA Library Bill of Rights (included as addendums to this policy).
- b. The selection of an item does not imply the library's endorsement of the opinions expressed by its creator, nor does the failure to purchase an item imply library disapproval of those opinions.
- c. All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.
- d. Reviews from professionally recognized resources are a primary source for material selection, but not the exclusive source. Other sources will include, but not be limited to, standard bibliographies, book lists by recognized authorities, the advice of competent people in specific subject areas, and the judgment of the library staff and patrons.
- e. The library keeps its collections vital and useful by retaining or replacing essential materials and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand.
- f. *The library acknowledges a particular interest in local and state history. Therefore, it will seek to acquire state and municipal public documents and it will take a broad view of works by and about Michigan authors as well as general works relating to the State of Michigan, whether or not such materials meet the standards of selection in other respects. However, the library is under no obligation to add everything about Michigan (or produced by authors, printers, or publishers with Michigan connections) to its collections if it does not seem to be in the public interest to do so.*

### 7. Gifts

- a. Gifts shall meet the same selection criteria as purchased materials. The library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition of donated material. No conditions may be imposed on any donated item accepted by the Library. The appraisal of the gift for tax purposes is the responsibility of the donor and cannot be provided by the library.
- b. Gifts of books shall be added to the collection at the discretion of the library director, who may delegate this responsibility to library staff. Books not added to the collection shall be made available to the Friends of the Library for sale or disposition as they see fit. Materials not accepted include encyclopedia sets, Reader's Digest Condensed books, magazines or any materials which are in poor condition.
- c. When the library accepts a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. The library staff, in accordance with the needs and selection policies of the library, will make the actual selection of specific titles. The form of memorial or gift identification will be a gift plate.

### 8. Reconsideration Procedure

- a. The patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he/she cannot exercise censorship to restrict access to the materials by others.

## Harrison Community Library

- b. Any patron in the library's service area who objects to the presence or absence of a work may present that objection by completing a "Patron's Request For Reconsideration of Library Materials" form. The library director will review the request and the resulting decision will be communicated to the concerned party by letter. The concerned party may then schedule a meeting with the director to discuss this decision if desired.
- c. If a satisfactory resolution cannot be reached through this process, the reconsideration form submitted by the patron, a copy of the director's letter of decision and a written summary of the meeting will be forwarded to the library board of trustees for consideration and formal action at the next regularly scheduled public meeting.
- d. No item under reconsideration will be removed without a formal directive from the board of trustees. Further, the board of trustees will not consider the request if the reconsideration form has not been completed fully, and if the item in question has not been completely read, listened to, or viewed.
- e. The decision by the board of trustees is final. A permanent file will be kept of all records pertaining to any challenged item.

**Patron's Request for Reconsideration of Library Materials**

The Harrison Community Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Director of the Library and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the director.

**Your Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Do you have a current library card from the Harrison Community Library? Y or N**

**Title of Item:** \_\_\_\_\_

**Author/Composer/Director:** \_\_\_\_\_

**Format** (circle one)

Book   Compact Disc          Video          CD-ROM          Magazine

Audio Recording      Newspaper      Electronic Resource      Library Program

**Did you read, view, or listen to the entire work? (Y or N)** \_\_\_\_\_

**What brought this resource to your attention?**

---

---

---

---

**What concerns you about this resource? (use additional pages if necessary)**

---

---

---

---

---

---

**Are there resources you suggest to provide additional information and/or other viewpoints on the topic of these resources?**

---

---

---