

Collection Development Policy

Modified 5/31/2007 – Revised with name change 1/18/2012

PURPOSE:

The purpose of the Coopersville Area District's Library's Collection Development Policy is (1) to guide and assist the library staff in the maintenance of the collection as reflected in the library's mission and statement, (2) to aid library staff in selecting and acquiring a comprehensive and well-balanced collection of general materials that meet the needs of the community, and (3) to help answer questions posed by the public regarding the presence or absence of certain materials in the collection and (4) to explain the criteria used for materials selection.

Selection of a book, movie, etc. does not necessarily imply the library's approval of the actions or ideas contained in that work. This document is subject to periodic review, update and possible change.

GOALS AND OBJECTIVES:

The specific goals of the library's collection development policy are (1) to maintain a well-balanced and broad collection of materials; (2) to support the democratic process by providing materials for the education and enrichment of the community; (3) and to provide materials for recreational reading and other leisure time activities.

STATEMENT ON INTELLECTUAL FREEDOM, CENSORSHIP AND ACCESS

In addition to the selection procedure and criteria mentioned in this document, the Coopersville Area District Library believes in, supports, and follows the principles of intellectual freedom.

The library assures free access to its holdings. All patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

The library will not be responsible for a child's selection of library materials. **The parents or legal guardian are responsible for their minor child's reading, listening, and viewing of library material, including the Internet.** Only the parent or legal guardian is responsible in enforcing censorship of materials checked out by minors. Selection of material is not restricted by the fact that the child may be able to possess materials her/his parents may find objectionable.

Processing and shelving of materials shall in no way reflect a value judgment of the materials. There will be no labeling of any item or of its catalog records to indicate its point of view or bias. Materials will be shelved in their proper order on open shelves; freely and easily accessible to the public. Due to limited space, specific items such as storage books, holiday books, etc. will be shelved in the basement and available with staff assistance.

SELECTION RESPONSIBILITY, CRITERIA AND PROCEDURE

The material collected at the Coopersville Area District Library encompasses a wide range of subjects to meet the diverse needs of the community. The library does not promulgate particular beliefs or views nor does the selection of any given material necessarily endorse the viewpoint of the author. Materials with an emphasis on controversial issues such as sex, profanity, etc. will not be automatically rejected.

Ultimate responsibility for the selection of materials rests with the Library Director who shall operate within the framework of policies determined by the Library Board. The Library Director is responsible for the selection of all materials and may delegate and utilize the skills, education and experience of library staff in materials selection.

When making selection decisions, the librarians will rely upon a number of tools as well as general criteria. Selectors use reviews and information found in a variety of sources and catalogs, as well as suggestions and requests from library patrons. Reviews of materials published in various professional catalogs such as *Booklist*, *Library Journal*, *Booking Ahead*, and *Growing Minds* will be consulted. In cases where no professional reviews are available, the selectors will rely on professional knowledge and judgment. Selection criteria are listed below.

CRITERIA FOR MATERIAL SELECTION

Selection is based on the merits of a work in relation to the needs, interests, and demands of the community. In evaluation for inclusion in the library's collection, consideration may be given based on the following criteria:

General Criteria

- Accuracy of information
- Authoritativeness
- Integrity of publisher
- Relevancy to other material in the collection
- Popularity of previous works by author
- Depth of coverage in existing collection
- Available space
- Format and ease of use
- Availability of material elsewhere in community
- Anticipated patron demand based on past experience and reviews
- Popular demand - three or more patron requests
- Cost of material

FORMATS SELECTED:

The library collects materials in the following formats:

- **Hardbound versus paperbound books** – For their greater durability, hardbound editions are generally the preferred format. Paperbacks, however, are purchased for topics that change rapidly, when duplicated copies of a specific book are needed and a hardcover is unavailable, if the title requires frequent replacement, or if the paperbound appears to be a better value.
- **Audiovisuals-** Audiovisual materials are purchased to supplement the print collection and to the extent they meet the library's goals and objectives for selecting and purchasing materials.
- **Electronic Resources** – Through the Lakeland Library Cooperative, the library has electronic databases available to the public.
- **Newspapers** – The library collects daily newspapers of local and national interest. Newspapers are kept for a period of three months and then are discarded. All copies of the *Coopersville Observer* are kept indefinitely.
- **Periodicals-** Current magazines are used for source material not found in books and are intended for recreational reading. The library keeps most periodicals for a period of 3 years.
- **Yearbooks-** The library houses a set of local high school yearbooks and will keep indefinitely.
- **Microfilm-** The *Coopersville Observer* and the *Michigan Census* are available in microfilm and will keep indefinitely.
- **Genealogy** - Local history, death records, plat maps, and other genealogy resources are collected.
- **Textbooks not provided:** Providing textbooks and curriculum material is generally the responsibility of the schools. Textbooks should be purchased for the collection when they supply information in areas in which they may be the best, or the only, source of information on the subject.

GIFT BOOKS & MATERIALS

The library welcomes gifts in good condition, including used or new books, videos, audios, etc., and accepts them with the understanding that the materials will be evaluated according to the same standards as items that the library purchases. Materials donated to the Coopersville Area District Library may be used in the collection or sold in the Friends of the Library book sales if the material meets the Friend's guidelines. Donations will be accepted only if there are no restrictions placed on them. Donations to the library are a valid state and federal deduction. However, the library cannot assume responsibility for valuing the gift as pursuant to Internal Revenue Service regulations. Donation/Gift forms are available at the reference desk.

Gift items chosen for use will be integrated into the library collection, available to all library patrons, and otherwise handled as any other material belonging to the library. Withdrawal of gift items will be consistent with guidelines found in the Collection Development Policy.

MEMORIAL BOOKS & MATERIALS

The library also accepts monetary donations towards the purchase of specific titles to honor special occasions such as birthdays, a memory of a loved one, or the honoring of an exemplary citizen. A gift plate will be added to any memorial donation. Withdrawal of memorial items will be consistent with guidelines found in the Collection Development Policy.

CHALLENGED MATERIALS

When a complaint challenging a material is made, the Library Director will make the initial attempt to informally resolve the complaint by explaining the method of selection and purpose(s) of the challenged material in the collection. If the patron is not satisfied, he or she may file a formal request for reconsideration of the materials by completing a Patron's Request for Reconsideration of Library Material form. (See Appendix C for copy.) Challenged materials will ordinarily continue to be used during the reconsideration process.

A Challenged Materials Committee, chaired by the Library Director and consisting of one or more Board members appointed by the President, will review the request. The committee will then do one or all of the following procedures: 1) read, view, or listen to the material in its entirety, 2) and review the material's degree of adherence to the Collection Development Policy. The committee will then a) deny the objection and retain the challenged material; b) sustain the objection and withdraw the challenged material; c) or rule otherwise and specify the action to be taken. The patron will be informed, in writing, of the committee's decision in a timely manner.

REPLACEMENT

Materials needing replacement are evaluated based on the same criteria used in the Collection Development Policy. It is not the library's policy to automatically replace all materials withdrawn because of loss, damage, or wear. Each case is weighed individually.

WITHDRAWING OF MATERIALS

The library continually removes materials based on its condition, accuracy, format, usage, and available space in the library.