

<p style="text-align: center;"><b>Cromaine District Library Policy</b></p>	<p>Policy #: 3010 Page 1 of 5</p>
<p style="text-align: center;"><i>COLLECTION DEVELOPMENT</i></p>	<p style="text-align: center;"><u>Tracking Record</u> Date Approved: 4/15/03</p>

## Purpose

This collection development policy has been created:

- to clearly state the policies of the Library Board,
- to identify responsibility for collection development and provide staff with consistent guidelines for development and maintenance of the collection,
- to provide a process for public input,
- to assist in budget allocation for materials, and
- to defend freedom of information and protect against censorship.

## Policy Framework

### RELATIONSHIP TO THE MISSION AND STRATEGIC PLAN OF THE LIBRARY

The Library's Mission Statement is as follows:

*The Cromaine District Library strives to enrich the community by providing access to quality resources and outstanding services.*

The Service Responses identified in the Strategic Plan, 2002/03 – 2004/05 are:

- **Current topics and Titles:** Helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.
- **Information Literacy:** Helps to address the need for skills related to finding, evaluating, and using information effectively.
- **Lifelong Learning/ General Information:** Helps meet the need for information and answers to questions on a broad array of topics related to work, school and self-directed personal growth and development.
- **Cultural Awareness:** Helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and cultural heritage of others.

## **PURPOSE OF THE COLLECTION**

The Library Board believes that the public library is the principal source for information that is freely available to everyone. Therefore, the Cromaine District Library shall:

- acquire and organize educational, informational and recreational materials to promote the communication of ideas, an informed community and an improved quality of life,
- provide materials through which inquiring minds may discover original and sometimes controversial ideas essential to a society that depends on the free circulation of ideas for its existence, and
- provide a progressive, user-oriented service which anticipates and responds to the educational, cultural, leisure and other information needs of residents of the library district.

## **THE LIBRARY AND THE COMMUNITY**

As a public, tax-supported institution, the Library must serve all sections of a diverse community. Materials are selected on the basis of their interest and information to all people in the community. The Library welcomes suggestions for the purchase of material from library users. These suggestions shall be considered in light of the Library's selection criteria.

## **INTELLECTUAL FREEDOM**

The Cromaine District Library subscribes to the principles of intellectual freedom as stated in the American Library Association's "Library Bill of Rights", "Freedom to Read" and "Freedom to View" statements, and the statements on "Free Access to Libraries for Minors," "Access for Children and Young People to Videotapes and Other Non Print Formats," "and "Access to Electronic Information, Services." (Copies of these documents can be found in the Appendix.) Accordingly,

- the staff of the library provides equal service to all library users. Children and adults are equally free to use the entire library and to borrow all materials in the circulating collection,
- books and other library materials are selected on the basis of literary, educational, information and recreational value,
- the library recognizes that some works may be controversial and that a given item may offend some patrons. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of library users.
- the presence of any book, video or other material in the library does not indicate endorsement of its contents by the Library Board.

## **GIFTS/DONATIONS**

The Cromaine District Library welcomes gifts of books and other materials with the understanding that gifts will be added to the collection only if they meet the library's criteria for selection. Once received, materials are the exclusive property of the Cromaine District Library. If donated items are not added to the collection, the library reserves the right to place them in library book sales or otherwise dispose of them.

The library accepts cash donations for the purchase of materials. The donor may request that these funds be used for the development of specific collections, but the library reserves the right to select materials it deems appropriate.

## **Authority and Responsibility**

### **RESPONSIBILITY FOR SELECTION**

The responsibility for selection lies with the professional staff of the library. While both the general public and staff members may recommend materials for consideration, the ultimate responsibility for selection rests with the Library Director operating within the general policies established by the Library Board.

### **RESPONSIBILITY OF THE LIBRARY USER**

The library realizes that some materials are controversial and that any given item may offend some library users. While the library staff are available to assist individuals and groups to select material, the ultimate responsibility for the choice of materials lies with the user.

### **RESPONSIBILITY FOR CHILDREN'S READING**

The Cromaine District Library provides access to its materials to all library users. Responsibility for children's use of library materials rests with parents and legal guardians. Collection development decisions are not restricted by the possibility that children may obtain materials that their parents consider inappropriate.

### **PUBLIC LIBRARY/SCHOOL LIBRARY ROLES**

The library attempts to provide materials which complement and augment the reference, research, and leisure needs of students of all ages. The library does not duplicate the collections of school libraries. The library acquires textbook and other curriculum related material only if they may be useful to the general reader or are valuable sources of information on a particular subject.

### **CONCERNS ABOUT LIBRARY MATERIALS**

Any individual wishing to express an objections to a specific item in the library collection may do so by completing a "Statement of Concern about Library Materials" form. The "Statement of Concern" will be reviewed by library staff in accordance with the procedure described in Administrative Regulation 3010.

## **Collection Development and Management**

### **COLLECTION MANAGEMENT PLAN**

Staff in the Adult and Youth Departments are responsible for developing a written plan for managing the collection. The plan will provide collecting guidelines, selection sources and weeding guidelines for each section of the collection. The plan will be reviewed every two years and revised as necessary.

The goals of the collection management are:

- To insure that the collection fulfills the information, educational and recreational needs of all segments of the population.
- To strive for a collection that is balanced, comprehensive, and of adequate size, quality, and diversity to meet the needs of its users.
- To increase the involvement and knowledge of the entire staff in collection development and management.
- To utilize collection usage statistics to insure an optimal allocation of the materials budget.

### **SELECTION CRITERIA**

Materials selected will meet high standards in quality, content, expression and format.

Whether purchased or donated, materials shall be considered according to the following criteria:

- Suitability of subject and style for intended users;
- Demand in the community;
- Comments of reviewers, critics and publishers;
- Strengths and weaknesses of the existing collection;
- Timeliness and accuracy of the information;
- Reputation and authority of the author and publisher;
- Contribution to balance of treatment of a controversial subject;
- Contemporary significance or permanent value;
- Suitability and quality of physical form, layout and construction;
- Space requirements;
- Purchase price and other budgetary considerations.

Taking the materials budget into consideration, the Library will attempt to respond to exceptionally high demand with purchase of multiple copies.

### **SELECTION TOOLS**

To find material which meets the selection criteria, the Library makes use of various resources. Standard reviewing tools such as professional journals are the primary source for authoritative information about current material. Selections are also made from publishers' announcements of forthcoming materials. By keeping up-to-date on what is making news, the Library attempts to anticipate demand for certain subjects. Circulation statistics, surveys, and requests from users help to determine the strengths and weaknesses of the collection.

## **WEEDING**

### **Reasons for Weeding**

It is necessary to weed materials systematically to maintain the currency and relevance of the collection. Outdated materials, materials no longer of interest or in demand, unneeded duplicates, and worn or damaged copies should be removed from the collection regularly.

### **Criteria for Weeding**

Not all criteria need to be met nor does the meeting of the criteria automatically mean that an item should be weeded. The following criteria are considered.

- Frequency of circulation
- Timeliness
- Accuracy
- Physical condition
- Availability of other copies

## **EXTERNAL RESOURCES**

### **Interlibrary Loan**

Interlibrary loan is used to supplement service to Cromaine District Library users. Cromaine in conjunction with The Library Network and MiLE (Michigan Library Exchange) provides an interlibrary loan service by which library materials are made available from one library to another on a local, state and national level. By this means, the library attempts to make available materials it does not own or which are not currently available or which fall outside the scope of this collection policy. In return, materials from this library's collection are loaned to other libraries for use by the patrons.

### **Electronic Access**

One of the roles of the Library is to provide useful, current sources of information for individuals, businesses, and organizations. The Library recognizes the increasing importance of electronic media to provide information which may not be found within the building itself. To provide rapid and easy access to electronic resources, the Library will attempt to provide, with budget limitations, the necessary equipment, connections, and personal assistance

Special consideration for electronic information sources:

- ease of use of the product
- availability of the information to multiple users
- equipment needed to provide access to the information.
- technical support and training
- the availability of the physical space needed to house and store the information or equipment.