

MacDonald Public Library Collection Development Policy

Adopted: March 2023

Next scheduled review: March 2025

Purpose

The purpose of the MacDonald Public Library's Collection Development Policy is to set broad guidelines to assemble, preserve, organize, administer, and promote the use of a wide range of media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the mission of the MacDonald Public Library (MPL).

Definitions

"Library materials" means books, magazines, DVDs, CDs, library programs or other synonyms as they may occur in the Policy having the widest possible meaning. This policy applies to all library materials in the collection, including adult, young adult and juvenile. However, this policy and the term "library materials" does not apply to Internet sites available through the Library's computers or internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for concerns related to computer or internet use.

The term "selection" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

Goals of Materials Selection

- A. To meet the individual's need for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.
- B. To help encourage the individual's self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To maintain Michigan and local history collections.

Responsibility for Selection

The responsibility for selection lies with the collaborative effort of the professional staff of the Library. That staff operates within the areas of service to children, young adults, and adults. Both the public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above goals of material selection.

General Principles

- A. Selection of library materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this Policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

Selection is not made based on anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious views of the writer.

- B. Responsibility for the reading material of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise their children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials their children select must accompany those children when they use the collection to impose those restrictions.

- C. Further, library materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- D. It is the responsibility of the Library to provide circulating, reference and research materials for the public based on the services it is expected to perform.

Specific Principles for Selection

The following principles, individually or collectively, will prevail in the selection of all library materials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy
- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author
- Relation of work to existing collection
- Price, format, and ease of use
- Scarcity of information in subject area
- Available shelf space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e., purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives
- Community relevance
- Audience for material

Gifts

Acceptance of gifts or donations shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not comply with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials which are not added to the collection will be decided by the Library.

Maintenance of the Collection

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate, or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

Challenges to Materials

No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Patrons ("Requester") who object to Library Materials will be sent to the Director.
- B. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
- C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Collection Development Policy, including the Request for Reconsideration of Library Materials form ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration form is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director will consult with other library staff to make this decision.
- E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- F. A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within fourteen (14) days after the written decision is made by the Library Director; alternatively, the Requester make their appeal in person at the next regularly scheduled Board meeting. The Library Board will review necessary documentation to decide within sixty (60) days of receipt of the appeal.
- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

Revision of this Policy

This policy shall be reviewed and revised to be consistent with the objectives of the Library. Regular review dates are noted at the top of the policy. Revisions may occur between regularly scheduled review dates at the discretion of the Library Board of Trustees.

Request for Reconsideration of Library Material

Date: Name:

Address:

Phone: Email:

Do you represent self? ___

An organization? ___ Name of organization (if applicable):

Resource on which you are commenting: Book ___ eBook ___ Movie ___ Magazine ___ Audio recording ___ Digital resource ___ Game ___ Newspaper ___ Other ___

Title:

Author/Producer:

What brought this item to your attention?

Have you examined (read/listened/watched) the entire resource? If not, what sections did you review?

What do you believe is the resource's theme?

What concerns do you have about the resource?

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What action are you requesting the library consider?

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