

INDIAN RIVER AREA LIBRARY

Collection Development Policy

1. STATEMENT of PURPOSE

The Collection Development Policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs and interests of the Northern Michigan community, as well as to inform the public about the principles upon which selection judgments are made.

As the community changes, the *Indian River Area Library* (IRAL) reassesses and adapts its collections to reflect new and differing areas of interest and concern. The Collection Development Policy is periodically evaluated and revised as necessary to provide guidance for implementing changes to the collection.

2. DEFINITIONS

- A. “Selection” refers to the decision that must be made either to add, retain, or withdraw material in the collection. It does not refer to reader guidance.
- B. “Withdrawal” refers to permanently removing an item from the collection.
- C. “Library Materials” refers to books, magazines, DVDs, CDs, or other items circulated in our collection. This statement of policy applies to all Library Materials in the collection, including adult, young adult, and juvenile.
 - a. This policy and the term “Library Materials” does not apply to Internet sites available through the Library’s computers or Internet collection. Please see the Computer and Internet Use Policy for any issues related to computer or Internet use.

3. PHILOSOPHY of SELECTION and OBJECTIVES

- 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.
- B. Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason.

- C. The goal of this policy is to provide guidance towards a well-balanced and broad collection of materials for all age groups, diverse types of material based on demand of the citizens, and materials for the education and recreation of the community.
- D. Library staff have a professional responsibility to be inclusive in their collection development decisions, seeking content created by and representative of underrepresented groups.
- E. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books or other materials that may be objectionable to some parents may inadvertently come into the possession of a child. Therefore, a parent who chooses to restrict the materials their children select must accompany those children when they use the collection in order to impose those restrictions.

4. RESPONSIBILITY

The ultimate responsibility for selection and withdrawal rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. All Library staff members and the general public are encouraged to recommend materials for consideration of purchase, which will be taken under consideration by staff and held to the same criteria as all other materials as outlined in Section 5 of this policy.

5. SELECTION CRITERIA

All materials, whether purchased or donated, are considered in terms of the criteria listed below. Collection development staff use their training, knowledge, and expertise along with the following general criteria to select materials for the collection. An item need not meet all of these standards in order to be added to the collection. The total collection will attempt to represent opposing points of view.

A. General Criteria

- Contribution to the diversity and scope of the collection
- Suitability of subject and style for intended audience
- Requests by Library users
- Effectiveness and suitability of format in communicating the content
- Price, availability, and impact on Library materials budget
- Popular appeal
- Available space
- Attention by critics and reviewers
- Contemporary significance
- Relevance to the needs and interests of the public
- Accessibility of material
- Physical Format
- Quality of Production

B. Content Criteria

- Authority

- Objectivity
- Clarity
- Currency
- Representation of diverse points of view
- Reputation or significance of one of the creators of the work
- Published evaluations or reviews
- Accuracy and timeliness
- Consideration of the work as a whole
- Sustained interest
- Relevance and use of the information
- Authenticity of history or social setting

6. GIFTS and DONATIONS

The *Indian River Area Library* may accept gifts of money, books, DVDs, and the like with the understanding that the library may do with them as it sees fit. Gifts of materials may be added to the library collections subject to the same principles and standards of selection as are applied to all materials added to the library's collection. The library will try to comply with the wishes of the donor of a gift, but it reserves the right as conditions change to assign any of its materials wherever the need is greatest.

Monetary donations can be made to:

Indian River Area Library 3546 S. Straits Hwy P.O.Box 160 Indian River Michigan 49749

A. What will be considered for addition to the collection:

- Material in like-new condition
- Books
- DVDs
- Board Games & Puzzles
- Library of Things items for consideration

B. What is not accepted for the collection:

- Material in poor condition (has stains, water damage, smell, writing, etc.)
- Formats not currently being collected by the Library, such as VHS tapes and audio cassettes, etc.
- Textbooks
- Magazines & Newspapers

7. COLLECTION MAINTENANCE

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and

regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete, or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Library Staff members systematically review the collection with the goal of maintaining the quality and vitality of Library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

A. Weeding Evaluation Criteria

Weeding in this context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. Selection of materials for discarding is based on the CREW method.

- Continuous
- Review
- Evaluation
- Weeding

This system uses the acronym, MUSTIE, to help evaluate an item for withdrawal:

- Misleading and/or factually inaccurate
- Ugly (worn out beyond mending or rebinding)
- Superseded by a new edition or a better source
- Trivial (of no discernible literary or scientific merit)
- Irrelevant to the needs and interest of the community
- Elsewhere (the material may be easily borrowed from another source)

8. REQUESTS for RECONSIDERATION

- A. In all instances the Library defends the principles of the Freedom to Read Act and the use of Library materials. No materials are judged on the basis of the author's race, nationality, or political, social, or religious beliefs. Materials are judged as entire works, not on isolated passages, or sections.
- B. Patrons may request reconsideration of an item previously selected by the use of the "Request for Reconsideration" form. Upon receiving the fully completed form, the Library Director will review the request, add the request to the upcoming Board meeting, and notify the patron regarding the outcome of the consideration.

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Request for Reconsideration of Library Materials Form

(This form must be fully completed and returned to the Director for the item to be reconsidered.)

Requested by: _____ Date: _____

Address: _____ Zip: _____

Telephone: _____ Library Card #: _____

Representing: Self _____ or Organization _____ Name of organization: _____

Have you read the Library's Collection Development Policy? Yes _____ No _____

Item to be reconsidered:

Author: _____

Title: _____

How was the item brought to your attention?

Do you know what the literary critics & reviewers think of this item? Yes _____ No _____

Have you read/viewed/listened to the entire item? Yes _____ No _____

What, in your opinion, is the theme of the item?

What is your objection to the item? (Please cite pages)

In what section is the item housed? Adult _____ Teen _____ Juvenile _____

What do you feel might be the result of reading/viewing/listening to the item?

What are your recommendations for the item?

Signature of requester _____

Name of staff member receiving completed form: _____ Date: _____

Thank you for your interest in the Library's collection. Although careful consideration is given all materials before purchase, we are always willing to re-evaluate them. You will be notified of the outcome of this reconsideration.