

## Collection Development Policy

The purpose of the Mount Morris Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

Public libraries are unique institutions charged with being unbiased repositories of recorded expression. The library will attempt to provide our patrons with diverse information and a wide range of ideas and viewpoints. The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Mount Morris Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

The ultimate responsibility for selection of library materials rests with the library director and the collection development personnel who operates within the framework of the policies determined by the Mount Morris Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to make a final decision.

The Library will attempt to represent all approaches to public issues of a controversial nature. The Library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint. If a scarcity of information in a particular subject area exists, material in that area may be selected, even though it does not meet the usually applied standards.

The main points considered in the selection of materials are:

- a. individual merit of each item
- b. popular appeal/demand
- c. suitability of material for the clientele
- d. existing library holdings
- e. budget

The library acquires materials of both permanent and current interest in all subjects, based upon the merits of a work in relation to the needs, interests, and demands of the community. Each item is evaluated in its entirety and not on the basis of a particular section. While a single standard cannot be applied to each work, the following general criteria are to be considered when selecting materials for purchase: authoritativeness of the writer and reputation of the publisher; accuracy of information; impartiality of opinion, or clearly stated bias; timeliness of data; adequate breadth and depth of coverage; appropriateness and relevancy of subject to the library's users; popular demand; historical value; availability of similar material within the community and other area libraries; organization and style appropriate to the material and to the library's users; good quality illustrations; special features, such as bibliography and index; durable binding and paper; and cost.

Works of contemporary fiction, graphic novels, and classic works of enduring value are included in the collection. Fiction is selected according to the following criteria: popular demand; reputation of the author and publisher; appropriateness to the library's users; importance as a document of the times; relationship to the existing collection and to other titles and authors dealing with the same subject; interest and originality of the plot; interest and development of the characters; style of writing; literary merit; inclusion in standard library bibliographies; availability of similar material within the community and other area libraries; the physical qualities of the book; cost; and whether a title is part of an existing series.

Periodicals are publications issued and received on a regular basis in print or electronic format. They form an important part of the Library's research collection and the periodicals collection is intended to complement the book collection. Periodicals are selected according to cost; requests by library users, whether the periodical has local or regional interest; and whether a subject area needs to be expanded to help balance the collection.

It is not the Library's intention to duplicate the spectrum of feature films available in the private sector, but rather to provide a collection of materials that parallels most areas of the general collection.. The library video collection is not intended to supplement curriculum requirements of educational organizations within the community.

The Library's goal is to provide a collection of recorded instructional, educational, and quality literature that parallels most areas of the general collection

Due to finite resources, there are certain materials that the Mount Morris Library does not collect:

A. **Rare books:** Since it is the public library's function to make materials available to all users, the St. Marys Public Library does not collect rare or unusual materials that require special handling.

B. **Genealogy materials:** The Library collects basic materials on genealogical research but does not collect more specialized publications such as family histories, etc. The Livingston County Historical Society has a genealogical research collection and it would not be cost effective to duplicate this collection.

C. **Textbooks:** The Library does not buy textbooks used by the local schools, colleges or universities, as it is the responsibility of the libraries of those institutions.

Books are generally purchased in hardcover editions because of their durability.

Any periodical or newspaper that the Library determines should be retained for historic value may be retained in print format indefinitely.

This collection is comprised of local newspaper and census information on microfilm and unique titles related to local and area history and works by local authors. Materials in this collection do not circulate. See the Materials not Selected section of this policy for more information.

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Mount Morris Library agrees to lend its materials to other libraries through the same interlibrary loan network..

**Gifts and Donations:**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection, which are applied to purchase materials, are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. Gifts of, or for, specific titles will only be included as part of the collection after consultation with the library director. The director and collection development personnel will make book selection if no specific book is requested. The Mount Morris Library encourages and appreciates gifts and donations. All gifts and donations are subject to the same weeding criteria applied to the rest of the collection. In addition, the library cannot be a depository for groups or collections of materials because of financial costs of handling and space restrictions.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

All memorials and donated materials including those specifically deposited in the local history room are considered part of the library collection and will be maintained as outlined in this policy.

**Weeding:**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

**Challenged Materials:**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Citizen's Request for Reconsideration of Library Material" form that is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Mount Morris Library Board of Trustees.