

## **MCPL COLLECTION DEVELOPMENT POLICY**

**Purpose** - The Collection Development Policy of MCPL provides for the allocation of resources and decisions regarding the acquisition and withdrawal of Library materials, as well as planning for the Library's collection needs to be in agreement with the Library's mission statement.

**Primary Role:** Lifelong Learning Center: (To provide materials, programs and services for people of all ages.)

**Secondary Role:** Reference Library (To promote timely, accurate and useful information.)

The MCPL's Board of Trustees has adopted the following goals for Collection Development:

1. To provide full and impartial access to library services and materials for all residents of the library service area regardless of need, age, gender, ethnic origin, religion or political beliefs.
2. To assemble, preserve, and administer a varied collection of books and other related materials
3. To seek to identify and respond to community needs for library materials and services
4. To encourage continuing education by promoting the use of all available library resources
5. To ensure continued cooperation with other libraries
6. To support the "Library Bill of Rights", the "Freedom to Read" and the "Freedom to View" statements as adopted by the American Library Association Council.

Selection of library materials is vested in the Director of the MCPL, who may authorize qualified staff to assist. The MCPL's collection development policy provides guidelines and direction to the Director and staff as they select materials. The Director has full authority to exercise judgment in interpreting this collection development policy. Basic to the MCPL's collection development policy is the citizen's right to intellectual freedom, and free and equal access to information and library materials without restriction. The Board has adopted the ALA "Library Bill of Rights" with its official "interpretations" and the "Freedom to Read Statement", and affirms the support of the MCPL for these basic policies.

**Scope** - The scope of the MCPL collection refers to the formats offered, and the treatment and level of difficulty of the materials in the collection. Materials selected for the MCPL collection are intended to meet the predominant educational, informational, recreational, and cultural needs of the residents of the MCPL's service area. The scope of the collection is intended to offer a choice of format, treatment and level of difficulty so that most needs can be met. Service given to individuals of all ages, within current budget limitations are also taken into consideration. The emphasis will be on acquiring materials of wide-ranging interest to the general public. In September 2009, the MCPL became the initial member of Evergreen Indiana, a statewide library consortium. Member libraries share a combined online catalog, allowing their customers access to hundreds of thousands of library materials owned by other member libraries. Most of these items may be placed on hold and borrowed via an intra-library courier service. In order to better serve the needs of its residents, the MCPL staff will encourage the use of Interlibrary Loan for those items that are not available from another Evergreen Indiana member library and are infrequently requested. The collection is under review and revision continuously by MCPL staff to meet current predominant resident needs.

**Criteria for Selection** - The library staff relies upon several sources for assistance in selecting library materials, including book reviews, publishers' catalogs and flyers, professional journals, printed bibliographies, recommendations of other professionals and library patrons, and personal knowledge and expertise. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, and the advice of competent people in specific subject areas may also be used.

**Evergreen Indiana (EI)** - Being a member of the Evergreen Indiana Library Consortium in no way removes the MCPL's responsibility to purchase library materials for its service area's taxpayers. The MCPL will continue to make purchases suitable for its local users based on the aforementioned factors. Each title is judged as a whole; isolated passages in and of themselves are not used as selection/deselection criteria. As far as possible, the MCPL will provide materials providing various viewpoints about controversial issues that illustrate careful study, give evidence of a sincere desire to be factual, and are written in a fair manner.

EI member libraries have different guidelines in the selection of materials, especially in the area of movies. If a parent of a MCPL minor card holder wishes to allow his/her minor child [under the age of 18] to have access to R-rated movies that may be available at some EI libraries, they may authorize this access in writing during the library card registration process.

**Demand** - Requests and recommendations from patrons are a significant part of the selection process because they indicate public interest, community relevance and timeliness of topic.

**Value** - Each type of material must be considered in terms of its own excellence, as no single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. Materials acquired should meet high standards of quality in content, expression, creativity, imagination, and format. Emphasis is placed on authoritative, factual accuracy, effective expression and significance of subject. Other factors influencing the value of materials selected are the current or historical significance of author or subject; current collection objectives and existing subject coverage.

**Balance** –

1. Audience for Material: Libraries should acquire materials to service the diverse needs of the community, including children, the elderly and the physically challenged.
2. Diversity of Viewpoint: Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the MCPL's ability to serve the people of southern Lawrence County.

**Regional interest** - Materials specifically related to Lawrence County, Indiana, and the Midwest are especially important to the collection.

**Alternate Access** - The library avoids the purchase of materials that will have limited use or are very expensive or out-of-print (unless important local history). These items will be requested through resource sharing networks.

**Textbooks** - Textbooks will not be added.

**Cost** – MCPL staff will strive to purchase materials at the best possible price, considering shipping and handling costs.

**Timeliness** – MCPL staff will strive to have in-demand materials on the shelf promptly.

## **GENERAL POLICIES AND CONSIDERATIONS**

### **Formats**

1. Within the facilities available to the library, budget constraints and other provisions of this policy, materials will not be excluded on the basis of format.
2. In support of our mission, the MCPL provides on-line computing, networking and information resources to patrons and staff. The MCPL provides its users with access to sources of information in an atmosphere that encourages information sharing and access to a rich collection of services. Selection policies which serve to govern the library's purchase of materials are not applicable to material accessed on the Internet. (See Computer Use Policy)

### **Collection Maintenance**

A practical, useful collection will be maintained through a continual process of adding and deleting. Materials are withdrawn based upon their being outdated, no longer in demand, unnecessary duplicates or multiple copies, worn or mutilated. Deleting should be done with the same care, thought, criteria and judgment as selection. The CREW (Continuous Review, Evaluation, and Weeding) method has proven to be a useful weeding guide. The collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out-of-print titles.

### **Duplication and Multiple Copies**

The library will acquire multiple copies of materials when additional copies are necessary to meet demand.

### **Gifts of Materials**

The MCPL is grateful for unconditional gifts. In accepting a gift, the library makes the following stipulations:

1. The MCPL reserves the right to decide whether a gift should be added to its collection. The following types of gift materials will not be added to the collection:
  - a. Publications excluded by the collection development policy
  - b. Out-of-date materials not of historical value
  - c. A duplicate of an item already in the library (unless deemed necessary by the librarian.)
  - d. Material in poor physical condition
2. The MCPL reserves the right to sell, give to other libraries or otherwise dispose of gift materials that are not added to the library collection.
3. When materials are added to the collection, no restrictions on the MCPL's use of gift materials may be made by the donor. The gift materials will become an integral part of the library collection. Gift items may not be reclaimed.
4. Memorial gifts of money are very welcome. If a gift of money is given to the library, the staff will purchase an appropriate book(s). Memorial bookplates are attached to each book. Gifts of memorial books are subject to the same policy as above.
5. Receipts for materials donated to the library will be provided upon request, but placing a value on the material is the responsibility of the donor.
6. Exceptions to this gift policy must be approved by the Director.

### **Collection Review Procedure**

The Board believes that censorship is a purely individual matter and declares that while anyone is free to reject for himself books and/or library materials of which he/she does not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to read, view or hear.

Parents have the responsibility to guide and direct the reading/viewing/listening of their own minor children. The library does not stand in loco parentis (in place of a parent; charged with a parent's right, duties and responsibilities).

However, the Board recognizes the right of individuals to question materials in the MCPL collection. Material being questioned will remain available to patrons until a decision is made. Patrons are encouraged to talk with the Director (or staff person in charge), if they have a complaint. To formally question a book or other item in the MCPL collection, a patron must fill out the "Request for Reconsideration of Library Material" form. This form should be given to the Director. The Director and one other professional member of the staff will then review the matter and send a letter to the patron telling them the matter is under review. The Board will be informed of any such reconsideration requests. The Director will bring the "Request" to the next board meeting for discussion and/or further action. The patron will be notified of the Board action. Persons still wishing to express concerns to the Board about materials in the collection may be heard during a regular meeting at a time designated by the Board for public expression.

### **Policy Evaluation and Revision**

The Collection Development Policy of the MCPL will be reviewed not less frequently than every two years by a staff committee composed of the Director and selected staff members. Revisions will be referred to the Board for final approval.