

COLLECTION DEVELOPMENT POLICY

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I. General Selection Policy

The Library selects materials, programs, and services in accordance with guidelines stated by the American Library Association in its Library Bill Of Rights, Freedom To Read and Freedom To View statements. These statements are attached as appendices to this policy.

- A. Authority for selection of materials is delegated by the Library Board to the Library Director and the Director's designated staff.
- B. Any library materials so selected shall be held to be selected by the Library Board.
- C. The selection of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the residents of the Library's service area. Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. All acquisition, whether purchased or donated, are evaluated by the following standards.
- D. The following general criteria are used:
 - Present and potential relevance to community needs
 - Suitability of subject, style, reading level for intended audience
 - Suitability of format
 - Importance as a document of the times
 - Reputation and/or significance of author, publisher or producer
 - Positive review in one or more appropriate professional journals, inclusion in popular (celebrity) book clubs, and/or coverage in popular media
 - Relationships to existing materials in the collection
 - Within limits of budgets for materials
 - Not available, or with limited accessibility, from other lending sources
 - Insufficient materials available on the same subject
 - Author or illustrator is local (which is not a guarantee of purchase)
 - Author or producer is already represented in the collection and used
 - Literary and artistic merit
 - Accuracy of content
 - Popularity with library patrons
 - Physical condition of item

- E. Selection of programs will follow the guidelines of the American Library Association's Freedom To View Statement. This statement is appended to this policy.

II. Materials Selection Policies by Collection

In addition to the general criteria listed in Section I.D, each of the Library's special collections also employs its particular criteria to select appropriate materials.

A. Reference Collection Purpose

To select and maintain a reference collection that meets the needs of Cass District Library users and does not duplicate reputable online databases.

Selection Process

Library staff members are responsible for the selection of materials and selection factors are based on the needs of the community. The Reference collection comprises electronic resources and print materials, purchased outright or by annual subscription.

Specific Criteria for Electronic Resources

- Initial and annual cost
- Ease of use
- Timeliness of updates
- Licensing restrictions
- Technical support
- Hardware and software requirements

B. Periodicals Collection Purpose

To supplement and complement the materials in the adult and children's collection. These collections are intended to be timelier and more frequently updated. The periodicals collection comprises subscriptions to electronic magazine databases and print issues and varies by branch location.

Specific Criteria

- Timeliness of subject matter
- Enhances subject areas in collection
- Licensing restrictions

C. Local History Library Purpose

To collect, protect, and make available for research materials relating primarily to the history of Cass County. Basic historical and genealogical materials specific to the areas from which Cass County was predominantly settled are also selectively acquired. Donations can be helpful to this collection but they must be accompanied by a completed Deed of Gift form.

Specific Criteria

- Appropriateness of photographs, manuscripts, maps, microforms, oral histories, dated newspaper clippings, scrapbooks, ephemera, books, pamphlets, monographs, serials, individual and organizational records, diaries, church records, photographs, postcards, scrapbooks, and newspapers
- Relationship to Cass County
- No language restrictions

Exclusions

Cass District Library does not accept restricted collections or duplicates of materials in our holdings; undated and unidentified photographs of people; newspapers available on microforms; realia; three dimensional objects; or books by local authors that are outside the scope of this collections policy.

D. Adult Collection Purpose

To provide the community with information on subjects of topical as well as continuing interest; differing points of view on contemporary and controversial issues; historically significant points of view; materials for instruction in areas of interest; and materials for entertainment and recreation.

E. Branch Library Collections Purpose

To develop and maintain collections and programs specifically serving the residents of the geographic area in which the branch is located. Branch library collections include current and general interest materials on a wide variety of subjects for all ages and are representative of the collection of the entire library system.

F. Special Services for Homebound and Disabled Purpose

To provide special materials, print and non-print, specifically pertaining to populations with special needs, such as the elderly and physically disabled. All materials are treated as part of the adult circulating collection. Use of this collection is not intended to be limited to special populations.

Specific Criteria

- Positive images for and of target populations;
- Informative, current and appropriate materials such as travel guides for disabled persons, home care services information, special medical information and guides.

G. Media Collection Purpose

To help meet information needs of residents of the Cass District Library service area by providing access to, and assistance in locating, information and materials in non-print formats DVDs and other emerging technologies.

Specific Criteria

- The criteria listed includes selection consideration for both the adult and children's collections. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive. These criteria do not replace the judgment and expertise of the staff and there may be some instances when selected titles may not fit any of the listed criteria.
- Emphasize instructional, educational, and informational topics
- Cost and space considerations
- Is not commonly available for the general public
- Contributes to a balance and range of information Feature film selection additional criteria considerations:
 - Represents important historical, multicultural, and/or artistic aspects of film making including classic Hollywood films, award-winning films, foreign language films, animated films, and films by independent and local filmmakers.
- Recorded music selection additional criteria considerations:
 - Represents artists and music of enduring value according to standard resources
 - Introduces the major fields and styles of music with an emphasis on classical music recordings
 - Represents music providing cultural awareness
 - Represents music programmed and performed by local individuals and community groups, including local symphonies, philharmonic organizations and festival groups

H. Children's Collection Purpose

To provide materials in various formats to meet the needs of children for recreational, informational, and self-educational use, as well as to supplement formal education curriculums.

Programs are offered to supplement and enhance the use of the collection. This collection is primarily a circulating collection, except for a variety of reference sources including general encyclopedias, and resource materials that support the informational and recreational reading needs of the community.

III. Selection Policy for Programs and Services

Selection of programs follows the guidelines of the American Library Association's Freedom To View statement. The statement is appended to this policy.

IV. Controversial Materials

The Cass District Library subscribes to the principles embodied in the following statements of the American Library Association, copies of which are appended to and made an integral part of this policy: Library Bill Of Rights, Freedom To Read and Freedom To View. The statements are appended to this policy.

V. Gifts

All gifts are subject to evaluation by the general and specific criteria listed in the policy for the relevant collections. Donors are informed that any gifts to the Library may or may not be added to the collection. Any item, which is not added, may be donated to another institution where it might be used, or it may be sold in a library book sale. Monies from such sales are used to benefit Cass District Library services and programs.

VI. Collection Maintenance

As materials become worn, dated, damaged or lost, replacement will be determined by the appropriate staff members, who will determine whether or not:

- A. The item is still available and can be replaced
- B. Another item or format might better serve the same purpose
- C. There remains sufficient need to replace that item
- D. Updated, newer or revised materials better replace a given item
- E. The item has historical value
- F. Another networking agency could better provide that or a comparable item

VII. Requests for Reconsideration of Library Materials

The Cass District Library Board and Staff support intellectual freedom and subscribe to the principles of the American Library Association's Library Bill Of Rights and its statements on Freedom To Read and Freedom To View. The Library staff apply the selection criteria described in this Collection Development Policy and thus endeavor to provide books and other materials that reflect the diversity of viewpoints within the community. Library patrons may nominate books or other materials to be either added to or removed from the collection. When a patron makes a request for reconsideration, this procedure is followed:

- A. A member of the Library staff explains the selection policy to the patron. If the patron wishes, s/he may then submit a written Request for Reconsideration of Library Materials to the Library Director.
- B. The completed form is reviewed by the Library Director, who objectively reviews the item or material in question to ascertain that the selection criteria and principles stated in Section I-VII were applied in the selection process. The Library Director shall make a written response to the requester within 14 days of the date that the reconsideration form was submitted. The Library Director shall also notify the Library Board of each Request for Reconsideration submitted.
- C. If the requester is not satisfied with the decision of the Library Director, s/he may appeal in writing, within seven days, directly to the Library Board, who will conduct a public hearing at the next scheduled Board Meeting in order to reach a final decision by majority vote.

Appendices

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council. Reaffirmed August 19, 2020 by the Cass District Library Board of Trustees.

Freedom to Read Statement

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972; January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee. Reaffirmed on August 19, 2020 by the Cass District Library Board of Trustees.

Freedom to View Statement

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed by the ALA Council January 10, 1990. Reaffirmed August 19, 2020 by the Cass District Library Board of Trustees.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

If you wish to request reconsideration of library materials, please complete the form below and return it to the Library Director, Cass District Library, 319 M 62 N, Cassopolis MI 49031. Your request will be forwarded to the Library Board Trustees and it will become a matter of public record, including your name and address.

Requested by: _____ Date: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Representing: Self: _____ Organization: _____

Have you read the library's Materials Selection Policy? (circle one) Yes No

Resource on which you wish to comment (circle one):

Book DVD Magazine Newspaper CD Display

Other Author/Producer: _____

Title: _____

What brought this work to your attention?

What concerns you about this work?

Did you read, view or listen to the entire work?

To what do you object? Please be specific.

Is there anything good about this work?

Are you aware of the judgment of this work by critics?

What would you like us to do about this work? (circle one)

Re-evaluate it Withdraw it from the collection. Other: _____

What works would you recommend to provide additional information and/or other viewpoints on this topic?

Signature: _____

Date: _____