

## COLLECTION DEVELOPMENT POLICY

### **I. Collection Development Philosophy**

The goal of this policy is to develop and maintain a balanced, extensive, and accessible collection of print and non-print materials for all our patrons that serves and represents our community. This policy provides guidelines to accomplish this goal. Cass District Library recognizes that our goal is only possible if the full range of human ideas is accessible to all people regardless of age, ethnic background, religious, or personal beliefs. The Library therefore aims to provide a general collection with a wide range of materials.

Cass District Library celebrates and embraces all people, regardless of their ethnicity, race, gender, sex, origin, age, religion, veteran status, disability, sexual orientation, or beliefs. The Library is committed to supporting a culture of inclusion, connectedness, and belonging through curating a diverse collection of materials and services and by creating and maintaining a welcoming space for all.

The following policies are intended to give all members of the public equal and fair access to the library's collections. The library provides open access to all materials and services of the library.

### **II. Access to Materials**

Cass District Library and its Board considers reading, listening, and viewing library materials to be individual, private matters and believes that full, confidential, and unrestricted access to information is essential for all patrons to exercise their constitutional rights. Cass District Library will not, either directly or indirectly, ban or censor any material.

The presence of an item in the Library does not indicate any endorsement of its content by Cass District Library.

### **III. Access to Materials for Minors**

Cass District Library affirms, adopts, and will act consistent with the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. Consistent with the American Library Association, Cass District Library adopts and will abide by the following:

"The mission, goals, and objectives of libraries cannot authorize libraries and

their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.”<sup>4</sup> Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.”

#### Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights.

Although the Library Director and Library Staff exercise professional judgment in the selection of their materials, the responsibility for a minor child’s use of library materials rests with their parents and/or legal guardians.

#### **IV. General Selection Policy**

Cass District Library subscribes to the Library Bill of Rights, and the American Library Association’s Freedom to Read and Freedom to View Statements. The Library selects materials, programs, and services in accordance with these statements.

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 materials added to the collection shall be judged on the content as a whole, not by detached excerpts or portions thereof.

The Library Board has the authority to select materials and to delegate that authority to the Library Director. The Library Board has delegated that authority to the Library Director and

the Director's designated staff. Any library materials selected should be treated as if they were selected by the Library Board.

The following general criteria are used when selecting materials, whether purchased or donated. No single criteria is determinative and not all criteria are applicable to all materials:

- Present and potential relevance to community needs (including patron requests)
- Suitability of subject, style, and reading level for intended audience
- Suitability of format
- Importance as a document of the times
- Reputation and/or significance of author, publisher or producer
- Reviews in one or more appropriate professional/industry publications including Booklist, the Baker & Taylor Forecast, Publishers Weekly, and Book Marks
- Reviews from sources such as Goodreads, New York Times Book Review, and BookPage.
- Trends, sales, and reviews from booksellers.
- Inclusion in popular (celebrity) book clubs
- Coverage in popular media
- Relationships to existing materials in the collection
- Budgetary constraints
- Availability from other sources such as Southwest Michigan Digital Library and Michigan eLibrary,
- Availability of other materials on the same subject
- Author or illustrator is local
- Author or producer is already represented in the collection
- Literary and artistic merit
- Technical quality
- Popularity with library patrons
- Physical condition of item
- Circulation and use statistics

## **V. 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. 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 restriction

## **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 may be considered for inclusion in this collection, but 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

### **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.

## **C. Children's and Young Adult 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.

### **Specific Criteria**

- Reviews in specialty publications such as Horn Book, School Library Journal, and Kirkus.
- Award recognition such as Newbery, Caldecott, Geisel, Coretta Scott King Book Award, and Carnegie Medal nominations.

## **D. 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.

## **E. 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.

#### **F. 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**

- 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 group.

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.

## **VI. 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.

## **VII. Controversial Materials**

It is the responsibility of all libraries to serve every member of their community. It is not the responsibility of a library to promote one point of view over another. This requires that libraries collect material that represents majority beliefs as well as minority beliefs. In providing access to a diversity of materials, some material may be offensive and/or controversial to some patrons. The presence of an item in the Library does not indicate an endorsement of its content by Cass District Library or the Library Board. Selection will be made solely on the selection criteria and not on the basis of any anticipated or actual approval or disapproval by individuals or groups.

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.

## **VIII. 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.

## **IX. 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 (including need demonstrated by the circulation data)
- 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

## **X. 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 31 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.

## 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?

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What concerns you about this work?

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

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To what do you object? Please be specific.

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Is there anything good about this work?

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

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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?

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_