

III. COLLECTION DEVELOPMENT POLICY

A. INTELLECTUAL FREEDOM

The Eaton Rapids Area District Library believes in, supports, and follows the principles of intellectual freedom adopted by the American Library Association (ALA) as stated in the Library Bill of Rights and the Freedom to Read statement.

The Library assures free access to its holdings by patrons within the constraints of Michigan law. All patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Parents or legal guardians have the right and the responsibility to restrict the access of their minors to Library resources. Parents or legal guardians who do not want their minors to have access to certain Library services, materials or facilities should so advise their minor.

- a. **APPENDIX – LIBRARY BILL OF RIGHTS**
- b. **APPENDIX – FREEDOM TO READ**

B. OBJECTIVES

The Eaton Rapids Area District Library strives to provide current and factual information to supplement and enrich individual learning, and to provide materials for recreational reading and other leisure time activities. The primary objective is to acquire materials of contemporary significance and of permanent value, taking into account the community, the purpose of the Library, the users, the present collection and the available resources. Therefore, materials are selected on a wide variety of subjects, viewpoints, reading levels and formats in order to provide a balanced collection.

All information will be readily available to the entire community regardless of gender, age, education, language, religion, ethnic and cultural background, or mental and physical ability.

C. RESPONSIBILITY FOR SELECTION

Material selection is accomplished under the policies adopted by the Board. The authority for selection of all print and non-print materials lies with the Library Director and, under his/her direction, to the professional staff that are qualified by reason of education, training and experience.

D. GENERAL CRITERIA FOR SELECTION

Factors to be considered in adding adult and children's materials to the Library collection shall include one or more of the following:

- Present collection composition

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- Interest and demand
- Popularity of previous works by an author
- Currency and accuracy
- Intended audience
- Significance of subject, author, or title
- Diversity of viewpoint
- Effectiveness of the format in conveying information
- Space and budget considerations
- Availability of materials on a given subject
- Local, State or regional historical significance
- Positive reviews from professional journals and popular periodicals/catalogs

Every effort is made to represent all sides of controversial issues. 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. The controversial nature of any specific material will not be a sole criterion for its inclusion, or exclusion, from the collection. Library materials will not be marked, altered, identified or shelved in a special manner due to controversial contents and no item in the Library collection will be sequestered, except for the express purpose of protecting it from damage or theft. No materials shall be excluded because of the religion, race, color, national origin, age, sex, height, weight, marital status, familial status, sexual orientation, veteran status, disability, political or social view of the author.

Materials are purchased in the most appropriate format for Library use. New formats are considered for the collection when industry reports and evidence from local requests indicate a significant portion of the community has the necessary technology to make use of the format. Availability of the item in the format, cost per item and the Library's ability to acquire and handle the components will also be factors in determining when a new format will be collected.

All requests from patrons or staff for specific materials, titles or subjects will be seriously considered; all purchases will be within the selection guidelines outlined in this Policy. Some patron requests may be fulfilled through the Interlibrary Loan service.

Small Press and Self-Published Works

These titles are subject to the same selection criteria used for evaluating all items for the Library's collection. The two main criteria we use in evaluating small press and self-published items are:

1. A professional review of the title in resources such as *Library Journal*, *School Library Journal*, *Booklist*, *Publishers Weekly*, *Kirkus*, *Billboard* or a local newspaper.
2. Demand for the title as demonstrated by patron requests or its appearance on a bestseller list.

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Any copy submitted for evaluation will not be returned in the event it is not added to our collection; it will be treated as a donation.

Electronic Format Criteria

Additional criteria are considered when selecting materials available in electronic formats.

- Ease of use of the product
- Accessibility to multiple users
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, or general utility
- Continued access to retrospective information, when necessary or desirable
- Reduction in number of copies of a print source
- Technological compatibility of electronic resources

Collection of Things

A variety of objects will be added to the Library's collection and made available to patrons. Objects are chosen to offer people a discovery experience with new technology or large priced items for which they wouldn't have need for regular use. These objects are evaluated on their benefit to the community as well as the desire to increase people's access to resources that they wouldn't otherwise have.

E. REQUEST FOR RECONSIDERATION OF MATERIAL

If a patron finds any portion of the Library's collection objectionable, he or she may file a formal request for reexamination of materials by completing a Reconsideration Form, available at the Front Desk. A completed Form will be reviewed by the Library Director.

The Library Director will then respond to the patron in written form within 30 days of the Form's submission describing the action the Library will take in regard to the challenge. This Policy will act as the basis for the response. Should the patron wish to appeal this decision, he or she may make an appeal in writing directly to the Library Board. The decision of the Board is final.

While an item is being reviewed, copies will remain on active status in the collection.

a. APPENDIX – RECONSIDERATION FORM

F. COLLECTION MAINTENANCE

Eaton Rapids Area District Library staff members routinely evaluate the collection and remove materials to ensure a current, accurate and inviting collection. Criteria used when withdrawing materials include:

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- Publication date
- Condition
- Duplicate titles
- Insufficient use
- Formats that have become obsolete

All Library materials withdrawn will be removed from the Library's records and clearly marked as withdrawn. Items of usable condition that are withdrawn from the collection will be given to the Friends of the Library for sale to the public.

G. REPLACEMENT OF MATERIALS

Replacement of items depends upon the demand for that particular title, the availability of more current materials on the subject, and the extent of coverage of the subject in the collection. It is not the Library's policy to automatically replace all materials withdrawn.

H. GIFTS

The Library will encourage and accept gifts with the explicit understanding that all materials donated specifically to the Eaton Rapids Area District Library become the property of the Library without restrictions. The Library retains unconditional ownership of all gifts and donations and reserves the right of final decision on their use, display, housing, withdrawal or other disposition. Materials may be integrated into the Library's collection only if they meet the same standards required of purchased materials.

Memorial gifts are acknowledged and materials are identified with a bookplate. Upon request, the Library will provide donors with a letter which can be used for tax purposes.

Non-Book Gifts

The Eaton Rapids Area District Library may accept non-book gifts (e.g., plants, art, musical instruments, aquariums, office equipment, etc.), if the cost of supporting the ongoing maintenance is part of the gift. If maintenance is not part of the original gift, the gift will be accepted only if the funding for the maintenance is within the budget of the Library. All technological donations must be coordinated in advance

of the actual purchase with the Library Director. No gifts are accepted with restrictions. All gifts become the property of the Library and may be utilized, sold or disposed of in the best interest of the Library.

a. APPRAISALS

The Library does not assess the value of donations for tax purposes. However, the quantity of materials donated may be acknowledged for tax purposes at the request of the donor.