

## **Collection Development Policy Morgan County Public Library**

### ***Purpose***

The purpose of the Morgan County Public Library Collection Development Policy is to provide guidelines for day-to-day acquisition and de-selection decisions, resource allocation and long-range planning of collection needs in accordance with the Library's mission statement of providing materials and services which fulfill educational, informational, cultural and recreational needs of the entire community in an atmosphere that is welcoming, respectful, professional and efficient.

Ultimate responsibility for materials selection rests with the Library Director who operates within the policies determined by the Board of Trustees. The Library Director delegates the responsibilities for specific subject areas and formats regarding the evaluation, acquisition, retention and de-selection of materials.

### ***Format***

Materials are purchased in the most appropriate format for library use. Formats include print, audiovisual, digital, equipment, and multi-media materials. The library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection. Choice of new formats will be based on patron demand, community trends, new product development, and positive critical reviews.

### ***Material Selection***

The purpose of the selection process is to obtain the best possible library materials at levels satisfying the needs and interests of all patrons within the community, within limitations of the budget.

The following criteria are considered in the selection of factual materials:

- Accuracy and authoritativeness
- Clarity and readability
- Importance of subject matter to the collection and availability of the material elsewhere
- Timeliness or permanence of the work
- Cost
- Literary quality
- Physical characteristics
- Potential usefulness

Criteria considered in selecting fictional works are:

- Artistic expression
- Originality and imagination
- Honesty and integrity
- Sustained interest
- Cost
- Potential amount of circulation

Since materials will seldom meet all the above qualifications, the librarian or delegated personnel, as executors of the Library Board's policies, will be responsible for weighing positive and negative points and base decisions on resources that include but are not limited to professional and trade journals, bibliographies and lists, publishers' catalogs, and reviews by reputable sources. Purchase suggestions from patrons are also an important source. If suggested items are not purchased, patrons are directed to other sources including Evergreen Indiana and Interlibrary Loan.

The Library will make available the widest diversity of views and expressions, including those which may be unorthodox or unpopular with the majority.

Materials of doubtful value will be included occasionally for their timeliness, such as campaign biographies, books on current media topics or works of fiction about which there is increased current curiosity.

Controversial materials will not be labeled in any way as to particular philosophies outlined.

Since the Library cannot limit its selection to items suitable only for children or adolescents but must consider its adult audience, some items may be deemed by parents as inappropriate material for their children. However, since parental feelings differ and children of the same age differ greatly in levels of maturity, the Library, while attempting to guide youth, will not act as judge of items a child is mature enough to borrow. This responsibility must remain with the parents. R-rated movies and Mature (M) rated games are the exception to this rule. Children under the age of 17 are not permitted to borrow these materials unless parental permission is granted.

Materials obviously attempting to convert a reader to a certain viewpoint are not generally considered public library material. However, representative works such as *The Communist Manifesto* are included when they have historical significance and illustrate differing ideologies.

The acceptability of a work will be judged on the merits of the work alone and not on the basis of the personal history or political affiliations of the author.

A special effort will be made to improve the existing collection of books and other materials concerning Indiana, and specifically Morgan County local history and local authors.

Self-published works will not normally be considered for the collection unless they have a strong local connection, or have been reviewed by a national publication.

### ***Weeding***

Weeding (de-selection) is a continual process and necessary component of collection development. It is a subjective activity, and cannot be dictated by a mechanical formula or based solely on circulation statistics. Weeding may include replacing materials, updating editions, or discarding items. Criteria for weeding an item include:

- Physical condition
- Accuracy
- Timeliness
- Relevance
- Literary merit
- Awards
- Publication date
- Additional copies
- Other materials on the same topic in the collection
- Space
- Integrity of a series or completeness of works by an author
- Inclusion in professional bibliographies
- Author
- Local interest/local historical significance
- Inconsistency with current selection criteria
- Circulation statistics

### ***Reconsideration of Materials, Programs or Displays***

The library serves a pluralistic community and library resources that are acceptable to one patron may not be acceptable to another. The Library Board of Trustees believes that individuals may reject for themselves library resources which they do not approve, however individuals do not have the right to restrict the freedom of others to use those resources. Nevertheless, the library permits patrons in its service area to request that resources be reviewed for reconsideration.

A form is provided for a patron wishing to request that the Library reconsider a specific work, program, or display currently in the Morgan County Public Library's collection. The form is available on the Library's website, and at each Library branch. The patron may complete the form and submit it to their Library branch or email it to the Director. The

Library Director will review the resource and write a letter of response to the patron within four weeks of receipt of the form. If the patron has further concerns after receiving the Library Director's response, the patron may appeal the decision at the next regular meeting of the Library Board. The decision on all reconsiderations of a specific item, program, or display will remain in effect for three years. All reconsideration requests about library resources are viewed in the context of the collection development policy.

## ***Gifts***

The Morgan County Public Library gratefully accepts gifts and donations with the following conditions:

### **Books and materials:**

The Library accepts gifts of books, DVD/Blu-ray movies, and compact disc/MP3 sound recordings but reserves the right to evaluate and dispose of them in accordance with the same criteria applied to purchased materials. The Library may suspend acceptance of items due to space or resource constraints. Generally, items will be selected for the Library's collections if they are in good condition and likely to be in demand or fill in gaps in the collection. Materials may be disposed of without notifying the donor if examination indicates that the library cannot use them.

The Library retains the right to determine where donated items will be utilized.

Donated materials that are not added to the collection are disposed of at the discretion of the Library. Materials that are determined to be in unusable condition are recycled.

We cannot accept the following items as donations:

- Items which have been stored in damp conditions or basements
- Items which have a strong odor to them
- Reader's Digest condensed books
- Encyclopedias
- Travel guides, technical books or textbooks greater than 5 years old
- Newspapers
- Magazines
- Illegal copies of materials
- Items in outdated formats

The Library will not appraise donated books for tax purposes. The Library will provide (upon request) a receipt for tax purposes of the donor with a space for the donor's estimated value of the materials.

**Memorial gifts:**

Individuals or groups may wish to make donations to the Morgan County Public Library in memory of a friend or a relative. Memorial gifts are acknowledged as follows:

- An acknowledgement is mailed to the donor
- Notification is mailed to the designated family member or friend of the deceased informing them a donation has been made and who made it.
- Donor plates are attached to the materials purchased with the gift when appropriate.

Memorial donations are used to purchase books, audio books, movies or to fund programs, depending on the wishes of the donor. The purchase of specifically identified titles with gift funds cannot be guaranteed, nor does the donor have the right of approval of titles before purchase. However, donors are encouraged to recommend subject areas. Memorial items will not receive special consideration in the de-selection process.