

# LOUTIT DISTRICT LIBRARY COLLECTION DEVELOPMENT POLICY

## Statement of Purpose

The purposes of this policy are first, to serve as a guide for the staff of Loutit District Library in the process of materials selection, and second, to inform the public of the principles upon which selections for the library are made.

The mission of the Loutit District Library is to provide exceptional library services and resources to the public that increase knowledge, inspire imagination, and strengthen the community. The library serves residents of the City of Grand Haven, the City of Ferrysburg, Grand Haven Charter Township, Robinson Township and that part of Port Sheldon Township in the Grand Haven Area Public Schools' service area.

The 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. This information should be readily available to the total community regardless of gender, sexual orientation, gender identity, age, education, language, religion, ethnic and cultural background, or mental and physical ability.

## Responsibility for Selection

The Board of Trustees has delegated to the Library Director the authority and responsibility for selection of all print and non-print materials. Responsibilities for actual selection rests with appropriately trained staff who discharge this obligation consistent with Board's adopted selection criteria.

## Budget Allocation

The materials acquisition budget is prepared annually and presented to the Board of Trustees for approval. Factors considered in allocating the materials budget are: circulation statistics by age level, format, or subject area, extent of reference demand, cost of materials and special collection needs.

## Criteria for Selection

Loutit District Library is a popular materials library and maintains a varied and up-to-date collection. It attempts to acquire materials of both current and lasting value. Since one library cannot afford all the available materials, it must employ a policy of selectivity.

All materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. Criteria for consideration include anticipated and demonstrated demand, literary merit, enduring value, accuracy, authoritativeness, local interest, social significance, importance of subject matter to the collection, timeliness, cost, scarcity of information on a subject, availability elsewhere, and quality and suitability of format.

*Fiction* – The library maintains a representative collection of novels and works of fiction to satisfy a wide range of tastes. Ideas of literary merit vary greatly between individuals. Therefore, the library purchases fiction in many categories.

*Nonfiction* – The library maintains a large general collection of reliable materials embracing the broader fields of knowledge. Legal and medical works will be selected to the extent that they are useful to the lay person. While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchase in this collection.

*Juvenile/Tween* – Materials are selected to encourage children and families to discover the joy of reading. In order to meet the varied abilities and interests of children, the collection includes materials covering a wide range of knowledge and reading levels. The illustrations in books for young people are given as much critical attention as the literary quality of fiction. While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchase in this collection.

*Young Adult* - Young Adult materials are purchased to support a wide variety of interests from adolescence (age twelve) through adulthood. Selection is influenced by the special interests and developmental and informational needs of young adults and the bridging from the children's to adult resources. While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchase in this collection.

*A/V Materials* – The library recognizes its responsibility to provide access to information, cultural enrichment, and recreation through as wide a variety of media as possible. As new technologies are developed, the library will investigate the appropriateness of new media formats and will acknowledge the need for experimentation.

*Digital Materials* – Digital items such as ebooks, downloadable audiobooks, digital magazines, and other digital resources will be selected using the same criteria as printed materials described above.

*Online Databases* – The library makes available a variety of online resources to supplement and enhance the library's collection. These resources are evaluated for cost, currency, ease of use, and their ability to meet patrons' information needs.

### *Special Collections*

*Local Author/Artist Collection* – Local authors/artists are defined as residents of West Michigan (Ottawa County or one of the surrounding counties). This collection does not include established local authors/artists who are popular within the publishing community (i.e. large publisher and/or professionally reviewed). For an item to be included in the Local Author/Artist collection, the following criteria must be met:

- Items to be considered for inclusion must be bound in such a way as to withstand the day-to-day handling of circulating materials.
- The author/creator or his/her family must reside in the LDL service area.

- Materials to be considered for this collection must be donated to the library. Once donated, materials become the property of Loutit District Library.
- Items in this collection are weeded according to the same criteria used for purchases and are not retained indefinitely.
- All donations to the local author/artist collection must be approved for inclusion by a library selector. Materials deemed inappropriate for the library's collection will not be added.

*Local History and Genealogy Collection* – This collection contains a wide variety of primary and secondary paper and electronic materials relating to the history of Grand Haven and the Tri-Cities area. Hard copies of newspapers and three-dimensional objects are excluded. Family histories are not purchased, but researchers who use the department are encouraged to donate a copy of their work.

- Digital materials: digital items such as scanned documents, photos, etc. will be selected using the same criteria as printed materials.
- Online databases: The library makes available a variety of online resources purchased to supplement and enhance the Local History and Genealogy department.
- Deaccessioning: The library may deaccession materials because they are badly decomposed and beyond preservation or are no longer within the library's collection scope.

*Interlibrary Loan* - The library's collection is supplemented and enhanced through interlibrary loan transactions in which materials are made available to district residents from libraries outside of LDL's service area (and vice versa). A fee may be charged for this service. Certain types of materials may not be available through interlibrary loan.

#### Description of Selection Process

Materials are selected through the consultation of reviews in professional journals, publisher's catalogs, and sales information from distributors. Materials selection is also guided by staff or local subject expertise and takes into consideration suggestions from LDL patrons.

#### Gift/Donation Items

In accordance with the Loutit District Library Gift Acceptance and Donation Acceptance Policy, Loutit District Library may legally receive gifts as authorized by the Public Library Gifts and Donations Act 1921 PA 136 (MCL 397.381 et seq.). LDL accepts monetary gifts as well as certain gift materials that reflect the library's strategic plan. Gifts must be unconditional and non-returnable.

#### Weeding/Deselection

Loutit District Library staff routinely evaluates the collection and removes materials in accordance with LDL's weeding guidelines. These materials include those that are worn out, out

of date, no longer needed in the quantity originally purchased, no longer circulating, or in formats that have become obsolete.

The professional staff will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the CREW method of evaluation developed by Joseph P. Segal; the full text can be found online at <https://www.tsl.texas.gov/ld/pubs/crew/index.html>

Materials that have been weeded from the library's collection may be donated to the Friends of Loutit District Library Cheapstacks Used Book Store.

### Materials Challenges

*Intellectual Freedom* – Loutit District Library supports the principles of intellectual freedom adopted by the American Library Association and stated in the Library Bill of Rights (Appendix A). The library assures equal access to all library resources by patrons within the constraints of federal and Michigan law. 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 children to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Library staff cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

*Reconsideration of Materials* – Whenever any patron objects to the presence, absence, or classification of any library materials, the complaint will be given a hearing. All complaints must be submitted in writing using the Request for Reconsideration of Materials form (Appendix B). The patron must provide name and contact information and reside within the LDL service area. The completed form will then be submitted to the Director, who will examine review sources and determine whether the item conforms to the selection standards of this policy and respond to the request in writing. If not satisfied with the written request, the patron may make an appointment with the Director to discuss the matter further. If the patron is still not satisfied, the Board President will refer the matter to the Policy Committee for review. The Committee will make a written response to the request. Should the patron wish a further hearing, he or she may bring the matter before the Board of Trustees during a regularly scheduled meeting. Materials subject to complaint shall not be removed from use pending final action.

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