

Collection Development

I. PHILOSOPHICAL GUIDELINES

A. Mission

The mission of the Bacon Memorial District Library is to provide friendly and knowledgeable information service with a wide range of quality materials to entertain and enlighten all the people of Wyandotte.

B. Goals

1. To provide as wide a range of materials of popular interest as the budget can support, being responsive to changing needs and tastes of the community by changing emphases and formats in the collection as necessary, and to balance the collection between requested materials and those chosen by the librarians to fulfill perceived needs.
2. To answer all reference questions, within the reference guidelines, in person or by phone, mail or E-mail, regardless of the reason for the question or the age of the patron, and to direct patrons to other sources of information when we cannot provide the answer.
3. To back up school libraries and to provide research support to students through high school age and to guide more advanced researchers to appropriate research facilities.
4. To actively collect and preserve books, photographs, newspapers, and other memorabilia to support historical and genealogical research on Wyandotte and the downriver area.
5. To present cultural programs related to the above library goals for both children and adults.
6. To continuously evaluate the library policies, procedures and materials to ensure that the library is operating as efficiently as possible, is spending as much of its budget as possible on materials and services rather than operations and is providing the best possible service for the funds available to the community of Wyandotte.

C. Principles

The purpose of this policy is to state the principles which guide materials selection and collection management for Bacon Library in order to insure quality and consistency in materials and to inform the public about these guidelines.

The Board of Bacon Memorial District Library subscribes to the philosophy stated in the Library Bill of Rights and the Freedom to Read Statement, both from the American Library Association, which are attached to this Policy. (See Appendix, 6.1 and 6.2

D. Responsibility

The Library Board has final responsibility for materials selection and use. It delegates the responsibility for materials selection to the Director and Librarians.

II. MATERIALS SELECTION PROCEDURE

A. Definition of Materials

As used herein, materials shall include all books, periodicals, and audio-visual materials, such as audio books, compact discs, CD-ROMs, videos, and computer software or digital files.

B. Selection Process for Acquiring Materials

Materials may be considered for acquisition based upon the recommendation of the library's professional staff on the basis of:

- 1) Favorable reviews in professional journals or personal examination of the materials, and/or
- 2) Recommendations from patrons, after the suggested materials have been personally evaluated by the librarian making the recommendation.

C. Selection Criteria for Acquired Materials

Materials are evaluated for informational value, quality, and popularity. In the evaluation process, the following factors will be taken into consideration:

- 1) Balanced presentation of topics of interest from all viewpoints and for all ages, meaning that the library's collection will include information on all sides of controversial issues and diverse cultural, ethnic, religious, and national attitudes,
- 2) Accuracy of the materials, and
- 3) Clarity of the materials, and
- 4) Literary quality, and
- 5) Aesthetic quality, and
- 6) Extent of the library's collection on a particular topic, and
- 7) Cost of the material, and
- 8) Public demand.

The librarians are charged with seeking out materials on popular subjects not well represented in the collection. Demand by the public will determine allocation of the materials budget among subjects.

III. COLLECTION MANAGEMENT

A. Replacement Purchases

The Director and Librarians will determine whether worn-out or lost materials will be repurchased or replaced with newer titles.

B. Weeding

The Librarians will review the collection systematically to identify outdated and worn out materials to discard. These may be sold by the library or Friends of the Library to generate funds for new purchases or may be discarded.

IV. GIFTS

A. The Library accepts gifts of materials or equipment with the understanding that such items become the property of the Library and may be used or disposed of at the discretion of the Director. Gifts are not accepted with conditions attached.

B. Contributions will be used according to the wishes of the donor if the material purchased or donated fits within the criteria for other purchases.

C. The Library will acknowledge donations in writing and list the contents of the donation, but Library staff cannot judge the value of donated items. Donors wishing to claim a tax deduction must estimate the value or obtain a professional appraisal.

D. Donated items or materials purchased with donations will be identified with the names of the donor and the person to be honored.

V. CHALLENGED MATERIALS

A. Any resident of the community may request reconsideration either of materials selected for the public library or of a decision not to purchase specific materials.

B. The Director will first attempt to resolve the issue informally.

C. If the matter cannot be resolved informally, and the patron wishes to lodge a formal complaint, the Director will give him/her a "Request for Reconsideration of Library Resources" form to complete and sign. The Director will forward this document to the Library Board. If the request for reconsideration pertains to material already in the library collection, the challenged material will remain in use while reconsideration is in progress.

D. The Board will act as a Reconsideration Committee to review the challenged material to determine whether it falls within the selection parameters. A majority vote of the Board will suffice.

E. The Reconsideration Committee will respond to the complaint within one month, giving reasons for its decision. The Committee's decision is final.