

Material Selection and Collection Development Policy

Purpose

The purpose of this document is to inform our community's understanding of the purpose and nature of the Hussey-Mayfield Memorial Public Library's [hereinafter "the Library"] collection as well as provide guidance and direction to the Library staff for the development and maintenance of the Library's collection.

Library Mission

Satisfy Curiosity – Nurture Reading – Build Connections.

Scope

The primary objective of the Library's collection is to meet the informational, intellectual, cultural, and recreational needs of the community. The Library selects materials to serve as many people within our service area as possible, including individuals of every age, educational background, personal belief system, occupation, economic level, and ethnic background, and to reflect the diversity of interests and viewpoints found throughout the community.

Selection of materials for the Library's collections reflects the community's needs and interests. The use of existing materials also provides a helpful indicator of the potential appeal of new selections and is therefore closely monitored. Staff considers data such as checkout statistics, suggestions for purchase, and number of reserves placed on materials to inform the selection process.

In general, the Library's collections emphasize up-to-date information that reflects a variety of viewpoints; Library staff retains or replaces older materials if they are considered standard works, are useful, or are in demand. Collection guidelines typically give preference to general treatments that support informal study over those that are specialized, scholarly, or intended for professional use. Textbooks are not generally selected. For the most part, materials are intended for public use and circulation and as such, genealogy will not be included in the Library collections since the SullivanMunce Cultural Center collects and offers these materials. Some local history will be offered for school assignments; the SMCC offers an extensive local history collection. The Library always strives to add materials in new formats as they become commonly used throughout the community.

Material

The Library selects representative material espousing various points of view, so that the free individual may examine a variety of presentations and make his or her own decisions. The Library does not promulgate particular beliefs or views, nor is the selection of any given material equivalent to endorsement of the creator's views. The Library seeks to provide materials that represent differing approaches to issues of a controversial nature. Library staff does not make selection decisions on the basis of any anticipated approval or disapproval, but on the merits of the work in relation to building the collection and serving the diverse needs and interests of the community.

Responsibility for Selection and Management

The final responsibility for materials selection and management rests in the hands of the Library's governing body: the Hussey-Mayfield Memorial Public Library Board of Trustees [hereinafter "the Board"]. The Executive Director is the party responsible for materials selection as directed by current policies that have been adopted by the Board. The Executive Director delegates the selection and management of materials and development of the collection on a day-to-day basis to Library staff.

General Selection Guidelines

Collection Development staff uses their training, knowledge, and expertise, along with the following general guidelines, to select materials for the collection:

- Extent of current or anticipated popular demand, professional reviews, and publicity
- Relevance to community needs and interests
- Suitability of subject, writing or artistic style, and reading level for the intended audience
- Reputation and qualifications of the author, artist, publisher, or producer, with preference generally given to titles vetted by the editing and publishing industry
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relationship to the existing collection
- Value of material in relation to cost
- Availability from established library vendors
- Library materials budget
- Suitability of format for library circulation and use
- Availability and accessibility of the same materials from another library

Recommendations from the Public

Library staff gives serious consideration to suggestions from the public concerning possible purchase of materials and uses the same guidelines that inform decisions on all other materials the Library purchases. Customers can submit suggestions using a form made available to facilitate this process.

Duplicates

To meet demand, the Library may purchase materials in quantity for mass use and limited retention. Multiple copies of items anticipated to be in high demand may be purchased in the initial order. In addition, the Library purchases additional copies of materials based on a ratio of reserves to copies.

Review Sources

Staff uses reviews from professionally recognized publications as their primary source for materials selection. Additionally, library staff may consult standard bibliographies, booklists by recognized authorities, and the advice of experts in specific subject areas.

Self-published materials

Staff generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews, or are in particularly high demand.

Formats

The Library collects a variety of print and non-print formats. Library staff considers the addition of new formats to the collection when industry reports, national survey results, and local requests indicate that a significant portion of the community has the necessary technology to make use of the new format. Library staff also considers the availability of items in the format, cost, maintenance needs, and the Library's ability to acquire, process, store, and circulate the items when adopting or discontinuing formats.

Gifts and Tax Deductions

The Library accepts gifts or donations of books or other materials with the understanding that they may be used or disposed of as Library staff determine is appropriate, using the guidelines set forth in this policy for the purchase and maintenance of materials. Staff also considers the costs associated with processing materials for use in the collection as well as the condition of the gift material. Gifts that Library staff chooses not to add to the collection will be given to the Friends of the Hussey-Mayfield Memorial Public Library for sale. Under existing law, gifts to libraries may be deductible; the deductibility is governed by the provisions of the Internal Revenue Code of 1986 as amended. Library staff shall not provide appraisals or establish value. Valuation of the gift is the responsibility of the donor.

Interlibrary Loan

The Library cooperates with the system through the Indiana State Library to provide interlibrary loan service to our users. Interlibrary loan is not intended as a substitute for providing books and other materials in frequent demand, but as a means to supplement the collection by providing access to those materials which are less frequently requested, no longer available for purchase, or outside the guidelines set forth in this collection development policy.

Access to Materials

Precepts of Freedom

The Board and staff believe that the right to read and view is an important part of the intellectual freedom that is basic to democracy. The American Library Association's Freedom to Read Statement, Freedom to View Statement, and the Library Bill of Rights guide the Library in the selection of materials for its collections. The Library is a unique public institution charged with being an unbiased repository of recorded expression. Any attempt by a group or individual to remove items from the collection, or to add items not meeting standards set by this policy, shall be treated with the utmost seriousness by Library staff and the Board. Censorship is an individual matter and that—while anyone is free to reject books or materials of which they disapprove—they cannot censor or restrict the freedom of others. The Board has a legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

Access

The Library assures free and open access to its holdings. Children and teens may use all collections of the Library. Responsibility for reading and viewing activity of children and teenagers rests with their parents and legal guardians. The Library does not intrude on that relationship.

Processing and shelving of materials does not reflect a value judgment. The Library uses directional and informational labelling to make it easier for customers to locate and select materials; we do not use labels to discourage use or suggest moral or doctrinal endorsement. The Library shelves all materials in their proper order on open shelves freely and easily accessible to the public, with the exception of a limited number of materials used for ready reference or programming.

Process for Reconsideration of Library Materials

A customer may request reconsideration of a library item by completing a Request for Reconsideration of Library Materials form (Appendix A). Within thirty (30) days of receipt of the completed form, the Executive Director will send a written response to the customer. The material in question will stay in the collection during the reconsideration process.

If the customer is not satisfied with the decision, the customer may appeal the decision to the Board for

consideration. In the event of such action, the Board's sole responsibility will be to determine whether the Executive Director's decision was in compliance with this policy. The Board's decision will be final.

Maintenance of the Collection

Evaluation

The Library evaluates the materials in its collection on a regular basis to determine if the collection meets the needs of the community. Methods used may include: analysis of turnover rates, circulation statistics, checks of holdings of titles from selected bibliographies, or other means.

Material Withdrawal Policy

The deaccessioning of materials is an integral part of the collection development cycle. In general, the Library follows the guidelines set by the CREW Method, with exceptions and additions as noted in the Collection Development Manual. The [CREW Method](#) recommends a formula for withdrawal of specific types of material based on a combination of age, usage, and the following factors:

- M** Misleading or inaccurate
- U** Ugly, worn, beyond repair
- S** Superseded by a newer edition or different work
- T** Trivial, or little merit
- I** Irrelevant to community needs
- E** Easily available elsewhere

In addition, staff may withdraw items from the collection if the curatorial or environmental requirements exceed the resources of the Library.

Disposition of Withdrawn Materials

Withdrawn materials in acceptable condition will be given to the Friends of the Hussey-Mayfield Memorial Public Library for sale.

Replacements

Replacements for items that have been withdrawn because of loss, damage, or wear are not made automatically but are decided based upon general selection guidelines. Damaged books of intrinsic value that are no longer in print or that have high replacement costs may be rebound if the physical conditions permit.