

Policy 401.0: Collection Development

Review: 01/14/2020

Revised: 01/14/2020

Approved: 01/27/2020

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## **I. Introduction**

The purpose of this Collection Development Policy is to outline the basic criteria for selection and retention of materials and electronic resources in the Library's collection. A written collection development policy provides guidance for library personnel to build and maintain a collection which reflects the mission and goals of the Library and which meets the needs of the community. A written policy statement also informs the public about the principles which guide the development and management of the Library's collection.

This Collection Development Policy is a statement and guide to be used by the professional staff of the Salem-South Lyon District Library in selection, acquisition, evaluation, de-selection, preservation and maintenance of the Library's collection. It is understood that as the community changes, the Collection Development Policy will change as well. In order to keep the policy current and relevant, sections will be changed and amended as needed. These changes will be marked with appropriate dates.

### **A. Goals**

The Salem-South Lyon District Library strives to achieve the following collection development goals:

1. Build and maintain a balanced collection, of adequate size, quality and diversity to meet the needs of the service community.
2. Build and maintain a collection that is up-to-date, attractive and well-maintained.
3. Optimize the allocation of the materials budget.

## **II. Selection Responsibilities**

The authority and responsibility for the selection and de-selection of library materials is delegated by the Board of Trustees to the Library Director, and under his or her direction, to the professional staff working within the various areas of service.

## A. Responsibilities of individual selectors

1. Perform materials selection and retrospective collection development.
2. Perform collection review and weeding.
3. Perform analysis of specific areas of the collection as required.
4. Keep current on library trends and be responsive to the changing interests of the community.
5. Report issues and potential issues relating to intellectual freedom, censorship and collection management to the Library Director.

## III. Intellectual Freedom

### A. Endorsement of Library Guidelines

The Salem-South Lyon District Library endorses and declares that it will support the following documents developed by the American Library Association:

1. The Library Bill of Rights, ALA - <http://www.ala.org/advocacy/intfreedom/librarybill>
2. The Freedom to Read Statement, ALA - <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
3. Free Access to Libraries for Minors, ALA - <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries>
4. The Freedom to View Statement, ALA - <http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>
5. Code of Ethics, ALA - <http://www.ala.org/advocacy/proethics/codeofethics/codeethics>
6. Core Values of Librarianship - <http://www.ala.org/advocacy/intfreedom/statementspols/corevalues>

### B. Censorship

The Salem-South Lyon District Library is committed to providing a balanced collection free from censorship. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The choice of library materials by users is an individual matter. Responsibility for selecting materials for children and adolescents rests with their parents and legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot restrict access to materials for others.

### C. Challenges to Materials in the Collection

Article I of the American Library Association's Library Bill of Rights states "Materials should not be excluded because of their origin, background, or views of those contributing to their creation." Article II further states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Due to the diverse nature of the Library collection, it is possible that any individual may find information and ideas, with which he or she disagrees, contained in the collection. An individual who has a serious concern about the inclusion of a specific title in the collection is encouraged to discuss this concern with a librarian. Citizens wishing to formalize a comment regarding an item in the collection will be referred to a librarian and the Library will follow a standard procedure for handling complaints and comments regarding library materials.

#### **D. Internet Access**

The Salem-South Lyon District Library provides free Internet access from designated public stations and wireless access in the Library. Please refer to the Salem-South Lyon District Library's Acceptable Internet Use Policy, number 419, which allows the Library to conform to Public Act 212 of 2000.

#### **IV. General Principles of Selection**

The Salem-South Lyon District Library recognizes the varied and changing needs and priorities of its service community. To meet these needs and priorities the Library will acquire, organize, maintain, and make accessible a variety of materials to meet the varied educational, informational, cultural, and recreational needs of individuals of all ages. Material selection will be guided by the following general principles:

1. The Library strives to be an excellent and unbiased source of information. Therefore, the collection will include a diverse representation of ideas, and subjects will be covered in sufficient depth to meet anticipated and expressed needs. The collection as a whole will not promote causes, further movements, or favor viewpoints. The Library's professional staff will aim to achieve a high standard of objectivity when selecting materials.
2. The collection as a whole does not reflect the views of the Salem-South Lyon District Library or of individual staff or Board members.
3. Selection of library materials will be made on the basis of the educational and recreational needs and interests of the community, consistent with the Library's mission and goals.
4. Materials will be evaluated as a whole and not on the basis of a particular passage or passages.
5. Materials will be assigned to the juvenile, teen, and/or adult collections according to the selector's best assessment of the age group for which the materials have been produced or for which they will prove useful. The responsibility for the use of materials by children and young adults rests with their parents or legal guardians.
6. When making selection decisions, material selectors will rely upon a number of tools, including, but not limited to: professional literature, popular media, standard and special bibliographies, lists created by recognized authorities, trade catalogs and publication announcements.
7. No item shall be excluded because of the race, religion, nationality, gender, sexual orientation or the political or social views of the author.
8. Decisions to include materials created by local authors will be based on the same criteria used in selecting all other materials.
9. Reading, listening and viewing choices are the right of the individual and are a private matter. The freedom to read or inquire will not be restricted by the Library.
10. All suggestions and requests for purchase of materials are welcome and will be seriously considered. Patrons who wish to make collection recommendations should direct their suggestions to the librarians on staff, however the final decision rests with the Library Director. If a patron's recommendation meets the criteria designated within the collection

management policy the item may be considered for purchase. Highly specialized materials of limited community interest will not ordinarily be acquired. Referral to other library collections and interlibrary loan will be used to provide patrons with these materials.

11. The Library may acquire all titles in a series, or acquire only representative titles in a series, subject to demand, availability and the nature of the series. When a specific title in a series is lost or withdrawn from the collection, selectors will consider whether to replace that title, subject to availability.
12. The Library's goal is to provide a quality collection of materials in a variety of formats for all age ranges which reflects the needs, interests and diversity of the service community. In order to serve the community to the greatest extent possible, the Library is committed developing a relevant collection in formats which maximize ease of access and are responsive to changes in technology. Materials in new formats will be considered with issues of budget and community relevancy in mind and will be systematically added to the collection when appropriate. Furthermore, materials in formats, which are no longer commonly used by the service community, will be de-selected from the collection as necessary with careful consideration of the issues of equal service and access mind. The Library Director may approve the addition of new formats to the collection for evaluation based on requests or anticipated community interest without revision of this policy. If usage justifies continuation of these trial collections, a policy revision will be submitted for approval within one year of the collection's introduction.
13. The Library collection consists primarily of works in the English language. Representative titles of works in other languages of interest in the community will be considered for inclusion in the collection. In addition, the Library collects language instruction books and audiovisual materials in languages other than English, as well as dictionaries and phrase books.

#### **V. Selection Criteria**

In addition to the selection principles established elsewhere in this policy, material selectors may use, but are not limited to, the following criteria to determine if a title or item should be added to the collection. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. An item need not meet all of these standards in order to be added to the collection.

1. Community interest, demand and popularity, both current and anticipated
2. Suitability for meeting the needs of the community
3. Creator's significance, reputation or popularity, generally and in the local community
4. Reliability and reputation of the publisher
5. Literary prizes or recognitions awarded to the work or the author
6. Professional and popular reviews, indexes and bibliographies, book lists, trade catalogs, publishers' advertisements, opinions of subject specialists, and customer recommendations
7. Permanent value
8. Timeliness and significance of the subject
9. Cultural or historical significance of the work and subject
10. Artistic merit
11. Literary excellence
12. Quality of presentation
13. Originality of thought
14. Accuracy, authoritativeness and objectivity
15. Existence of similar material in the Library's collection, and the need to provide a diversity of viewpoints, genres, styles and approaches
16. Budget, cost and space considerations in relation to demand
17. Local, state or regional significance
18. Suitability of physical form for library use and ease or speed of replacement

## **VI. Adult Collection**

### **A. Fiction**

The Library's collection of fiction for adults includes best sellers, genre fiction, classic literature, literary works and books of general interest. The focus is broad and eclectic. The primary purpose of this collection is to satisfy demand from recreational readers. Newly published titles are emphasized, and multiple copies are acquired when warranted by demand.

### **B. Nonfiction**

The focus of the nonfiction collection is to meet general information needs in a wide range of topics of current and ongoing interest to the community. Materials pertaining to developing areas of knowledge are selected in as much quantity and variety as is possible without omitting items essential to maintain breadth in the collection. Materials on subjects of enduring interest are retained or replaced with newer editions.

### **C. Large Print**

In order to provide library materials for visually impaired patrons, the Library maintains a large print book collection primarily selected to meet the general recreational and informational needs of adults. For the most part, the large print collection is comprised of duplicate titles of materials which are also available in standard-sized type.

### **D. Reference**

Reference materials, both print and non-print, are selected to provide specific information to patrons and to staff members answering patron questions. In order to insure availability of these information resources whenever needed, the reference collection is available for use only in the Library. Reference materials will be acquired in online or electronic forms, when these are readily available, unless cost is prohibitive and/or the print version of the resource is known to be superior and/or the print version is judged to provide better access to the information for the user group for which it is intended.

### **E. Periodicals and Newspapers**

The Library subscribes to a variety of periodicals that reflect the diverse recreational reading interests of the local community. Preference will be given to general readership periodicals rather than professional journals due to the availability of indexed databases. Journals which are highly technical or scholarly will not be included in the collection. In addition to magazines, the collection includes local and national newspapers. Selection of periodicals and newspapers is based on patron demand. The periodical and newspaper collection will be evaluated periodically by library staff, at which time certain subscriptions may be altered or cancelled.

### **F. Local History**

The Library maintains a limited collection of local historical information. Working in conjunction with local historians and historical societies, the Library will collect, preserve, organize and make available suitable materials of historical, geographical, cultural and genealogical relevance to the South Lyon area and to Michigan in general. The purpose of this collection is to provide materials for historical research to visitors, students and other interested members of the community. In addition, the Library

will maintain a digital collection of the South Lyon Herald, which includes issues back to 1929. This collection is made up largely of gifts, and the Library will only buy materials for this collection where and when availability, space and budgetary considerations allow. Salem-South Lyon District Library currently does not have facility to provide museum standard or archival quality storage for materials.

### **G. English as a Second Language (ESL) and Adult Literacy**

The Library maintains a limited collection of ESL and adult literacy materials based on community demand and need. These materials will include but are not limited to books, video, audio and electronic data.

### **H. Audio Books**

The audio book collection will provide public access to unabridged spoken recordings of print material. The majority of titles in this collection are fiction, however works of nonfiction, poetry, drama, foreign language instruction and self-improvement or instructional material are also included.

### **I. Video Recordings**

The Library's collection includes fiction and nonfiction videos for recreational and informational viewing. This collection includes popular interest feature films, classics, musicals, documentaries, TV shows, and foreign films, as well as general interest informational and instructional films.

### **J. Music Recordings**

The music section of the collection represents a wide range of musical styles. Community needs, customer requests, reviews and awards are considered in selection.

### **K. Gaming**

Games purchased for adult use include action, adventure, puzzle, sports, role-playing and strategy games, among other genres. The games are rated Mature and below, as determined by the Entertainment Software Ratings Board.

### **L. Kits**

Kits are tangible, three-dimensional physical objects of, or from, the real world. The Library will purchase realia including but not limited to tools, technology and other material to be checked out by the public.

## **VII. JUVENILE AND TWEEN COLLECTIONS**

The juvenile collection has been developed to meet the entertainment, cultural and informational needs of the Salem-South Lyon District Library's young patrons, infant through fifth grade. The tween collection has been developed to meet the entertainment, cultural and informational needs of the Salem-South Lyon District Library's young patrons, sixth through eighth grade. The Library does not stand *in loco parentis*, and leaves the responsibility of guiding a minor's selections to the parent.

To encourage life-long reading habits, the juvenile and tween collections provide materials in a variety of formats to satisfy and stimulate the informational, educational, cultural and recreational needs of the children of South Lyon from infancy through grade eight. The materials are selected with regard to the stages of emotional and intellectual maturity of children.

**A. Books - Picture Books, Easy Readers, and Fiction**

The picture book collection is comprised of picture books of interest to all ages. Because the illustrations are the predominant feature, they are generally designed for adults to read to children. Although most picture books are intended for the young child, there are a number of picture books that are specifically written and illustrated for the older child. Easy Readers are intended for kindergarten through second grade readers. They are characterized by a controlled vocabulary, large print, heavy use of illustrations and a limited number of pages.

The fiction collection serves students from late second grade through eighth grade. The books feature age-appropriate vocabulary and subject matter, a limited number of pages and very few illustrations.

**B. Books - Non-Fiction and Reference**

The juvenile and tween nonfiction and reference collections include materials to serve the informational needs of preschoolers through eighth grade. The subject matter, vocabulary, organization and scope must be age-appropriate.

**C. Periodicals**

The Library will subscribe to periodicals that cover a wide range of subjects of educational value and recreational interest to children.

**D. Audio Books and Media Kits**

The primary purpose for purchasing audio books is to provide public access to spoken recordings of original print material. This will include, but not be limited to works of fiction, nonfiction and foreign language instruction.

**E. Video Recordings**

Age appropriate DVDs are purchased for the primary purpose of home entertainment, information and instruction. Feature films rated with a "G" or "Not Rated" may be considered for the collection.

**F. Music Recordings**

The Library will purchase music recordings in a variety of genres to meet patron demands. This collection includes popular music, educational songs, and games. It is intended to serve infants through fifth grade children.

**G. Gaming**

Games purchased for juvenile and tweens use include action, adventure, puzzle, sports, role-playing and strategy games, among other genres. The games are rated Everyone, as determined by the Entertainment Software Ratings Board.

**H. Realia**

Realia is tangible, three-dimensional physical objects of, or from, the real world. The Library will purchase realia including but not limited to puzzles, posters, and puppets and other material for use in the juvenile and tween section.

## **VIII. TEEN COLLECTION**

Purchases for the teen collection are made to fill a transitional need between the juvenile/tween and adult collection. Teens may find additional materials of interest in both the juvenile/tween and adult collection areas. The Library does not stand in loco parentis, and leaves the responsibility of guiding a minor's selections to the parent. Materials located in the teen area are aimed at youth, sixth through twelfth grade. While materials of overall "good literary quality" are included in this collection, popular titles and themes of contemporary interest to the target age group are stressed.

### **A. Books - Fiction**

While materials of overall "good literary quality" are included in this collection, popular titles and themes of contemporary interest to the target age group are stressed.

### **B. Books - Nonfiction and Reference**

The teen nonfiction and reference collections include materials to serve the informational needs of teens in sixth grade to twelfth grade. The subject matter, vocabulary, organization and scope must be age-appropriate.

### **C. Periodicals**

The Library will subscribe to periodicals that cover a wide range of subjects of educational value and recreational interest to teens.

### **D. Audio Books**

The primary purpose for purchasing audio books is to provide public access to spoken recordings of original print material. This will include, but not be limited to works of fiction, nonfiction and foreign language instruction.

### **E. Music Recordings**

The Library will purchase age appropriate music recordings in a variety of genres to meet patron demands.

### **F. Gaming**

Games purchased for teen use include action, adventure, puzzle, sports, role-playing and strategy games, among other genres. The games are rated Teen or below, as determined by the Entertainment Software Ratings Board.

## **IX. Electronic Resources**

Electronic resources consist of informational, educational or entertaining media delivered in a broadcast or interactive format other than the printed page. Electronic resources may consist of, but are not limited to, databases, ebook delivery platforms, and audio/video/data file streaming or download services. Factors in selection include informational value, entertainment value, space allocation, availability of print equivalent, cost, availability of remote access, relevancy to the

community and patron demand. Priority items will be those products which meet the needs and interest of the Library's service community, provide added value to their print equivalents and products which are the equivalent of paper collections.

### **A. Development**

The Salem-South Lyon District Library will facilitate access via its website to all resources furnished freely by the Michigan eLibrary (MEL) to State of Michigan residents. The Library will further facilitate access via its website to all electronic services offered by The Library Network (TLN) and The Midwest Consortium for Library Services (MCLS) which are included as part of the Library's membership dues to the aforementioned organizations. If deemed necessary and appropriate by the Library Director and appointed staff, additional electronic resources will be made available to the users and staff of the Salem-South Lyon District Library via subscription provided:

- Inclusion of the resource(s) is consistent with and informed by the Library's mission statement, current strategic plan and current materials selection policy
- Inclusion of the resource(s) is supported by patron demand, reasonable belief of patron demand, or assists library staff in the performance of their duties
- Any resource obtained or deployed for library staff use may also be made available for library patron use at the discretion of the appropriate department head
- The resource(s) or similar product(s) is not freely available via MEL, TLN, MCLS, or a trusted governmental or library agency
- The resource is cross-platform and compatible with a majority of popular operating systems and browsers
- The resource may be easily deployed via the Library's existing information technology network and website in a timely manner by current library staff, qualified vendors, or with the assistance of TLN or MCLS agents
- The resource provides content that may not otherwise be obtained through a less costly or more efficient means
- The resource may be funded by the Library's current and future budgets

### **B. Retention**

An essential consideration in retaining electronic products is patron use. A subscription resource that does not show significant use over a time period of a year or more through statistics made available from the vendor or from our web server will be replaced or removed. A resource's utility to the Library staff in the performance of their duties will also be a consideration.

### **X. Gifts and Donations**

Please refer to the Salem-South Lyon District Library policy 402.

## **XI. Cooperatives and Resource Sharing**

The Salem-South Lyon District Library participates in regional and state cooperative programs to provide a full range of access to information to its service community. These programs supplement and greatly expand local collections, remove geographic barriers and are essential to libraries of all types and sizes. The Salem-South Lyon District Library is a member of The Library Network, which provides a comprehensive program of support services for member libraries. These services include resource sharing and professional development for staff.

## **XII. Preservation and Conservation**

The Library strives to maintain a healthful environment for housing the collection. In the event of a disaster, the Library will do everything within its power to conserve and preserve the collection. The Library will make all attempts possible to repair damaged library materials. Items that are damaged beyond in-house repair and may be considered for replacement if they meet current collection management criteria as outlined in this policy. Items that are damaged beyond repair will be recycled whenever possible. The Salem-South Lyon District Library currently does not have facility to provide museum standard or archival quality storage for materials.

## **XIII. Collection Maintenance**

The Salem-South Lyon District Library is committed to providing an up-to-date, attractive and well-maintained collection. To ensure a vital collection of continued value and relevancy to the community, the Library follows an ongoing program of reevaluation of materials. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection.

Materials are removed from the collection when:

- A. They are no longer within the scope of the Collection Development Policy.
- B. They have zero or low circulation or use within an appropriate time period.
- C. They contain obsolete information, theories or concepts that are not useful for historic reference.
- D. They contain outdated or incorrect information.
- E. They are in an obsolete format.
- F. There are duplicate copies, unless multiple copies are justified by customer demand.
- G. Newer editions are acquired, unless older editions contain valuable information not found in recent editions.
- H. They are in poor physical condition, unless they cannot be replaced and are considered essential to the collection.

The criteria listed above by no means represents a comprehensive list. Librarians will make the final determination regarding withdrawing materials from the collection. Withdrawn materials will become part of the Friends of the Library Book Sale when appropriate or recycled when possible.

## **XIV. Evaluation and Revision of the Collection Management Policy**

In order to maintain a collection that continues to serve the patrons of the Salem-South Lyon District Library well into the future, it will be necessary to review portions of this policy periodically. As the community changes, the Library will need to reassess and adapt its collection to reflect new and differing areas of interest and concern. The Collection Development Policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection. The librarians will make recommendations for revisions to the policy as times and circumstances require.

## **XV. Conclusion**

The Salem-South Lyon District Library's Collection Development Policy serves as a guideline for library personnel to build and maintain a collection which reflects the mission and goals of the Library and which meets the needs of the community. It also serves to inform the public of the scope and nature of the collection. The goal of the staff of the Salem-South Lyon District Library is to create a useful, relevant collection that serves the population of the Library district. Comments and questions regarding the policy may be directed toward any librarian.