



Collection Development Policy

Revision History
Adopted: April 23, 1997
Amended: December 18, 2014
Amended: August 21, 2019

COLLECTION DEVELOPMENT POLICY

Library Mission Statement

“The Mission of the Portage Lake District Library is to inspire our diverse community to discover, imagine and connect”.

- In accordance with the library’s mission statement, the collection development policy resolves to adhere to said principles by developing and managing the library’s collection. This policy will act as a guide in the acquisition and management of these materials.

Responsibility

- Although other members of the library staff may participate in materials selection and deselection, the library director has the overall responsibility for the library’s collection.

Purpose of the Collection Development Policy

- To define developed practices for maintaining and growing our collection.
- To delineate the collection priorities.
- To define selection and deselection criteria and ensure consistency in collection development practices.
- To facilitate the process of acquiring materials.
- To inform the public about the principles used when adding or deselecting from the library’s collection.

Collection Development Goals

- To make informed and timely selection decisions.
- To select materials in a systematic manner that maximizes coverage, minimizes gaps, and avoids unnecessary duplication of materials.
- To anticipate and respond to patrons’ needs, requests, and suggestions.
- To be engaged with the complete life-cycle of items in the collection, including selection, use, storage, preservation, and possible withdrawal from collection.
- Follow principles of intellectual freedom as described in the American Library Association’s Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>).
- Recruit, train, and encourage professional growth of library staff in collection development roles.

Guidelines for Selection and Deselection

The library staff will select materials of varying topics and complexity to best serve the educational, professional, and personal interests of the public. Selection of materials to be added will be based on the following guidelines:

- **Demand** – A library must include demand among its criteria when considering materials for selection. Demand for materials will be determined by patron’s developing interests.

- **Value** – Of equal importance is relevancy, authority, reliability, literary excellence, and other inherent qualities without regard to demand.

Selection Criteria:

- Availability of copies in other UPROC libraries
- Cost
- Degree of specialization (Will the resource serve multiple interests, or a narrow range of users?)
- Physical condition
- Projected need based on use patterns of similar material already in the collection
- Merit of work

Deselection Criteria

When library books lose the value for which they were originally selected, and there is no secondary value, they should be removed so the collection remains vital and useful. The deselection of materials will be based on the following guidelines:

- Remove physically worn or damaged materials from the library
- Eliminate materials containing obsolete or inaccurate information
- Remove duplicate copies of titles which have waned in popularity
- Consider for deselection materials which have not been checked out, keeping in mind special considerations for items that have particular value, regardless of circulation history.

Donations of Materials

The Library accepts gifts of materials, but reserves the right to evaluate and dispose of them in accordance with the guidelines for selection. Donated materials not selected for addition to the collection may be sold by the library or the Friends of the Library. All donations become the property of the library with no exceptions.

Use of Library Materials

- The library recognizes that some books may be controversial to some people, and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of readers in general.
- Library materials will not be marked or identified to show approval or disapproval of the contents, and no materials will be sequestered, except for the express purpose of protecting it from damage or theft.
- The use of rare and/or scholarly items of greater than average value may be controlled to preserve them from damage, but must still be made available for public use.
- The responsibility for monitoring access to library materials by minors rests with their parents or legal guardians. Materials selection will not be inhibited by the possibility that the materials may be accessible to minors.

Requests for Re-Evaluation of Library Materials

The following procedure will be followed when an individual patron objects to materials or portions of materials owned by the library:

- When a patron makes it known to a library staff member that he or she has an objection of this type, the library staff member will immediately make the patron aware of the collection development policy. No individual staff member has the authority to comment to patrons on the validity or prospects of any patron's request for reevaluation of library materials.
- The library staff member will offer the patron the opportunity to fill out a Re-Evaluation of Library Materials Form (See Appendix A). The form must be completely filled out and signed by the patron. Photocopies of the same request signed by and submitted by more than one individual will not be accepted. The form may be filled out at the library, or completed elsewhere and returned to the library.
- The library director will review the request and bring it to the attention of the library board.

Revision of this Policy

This policy will be reviewed periodically and revised as needed

Appendix A

Portage Lake District Library
105 Huron St.
Houghton, MI 49931

Request for Re-Evaluation of Library Materials

Date: _____

Please completely fill in this form if you wish to request that a particular library item be re-evaluated. You must use this form for only one item. Incomplete or unsigned forms will not be considered.

Title: _____

Author: _____

How was this item brought to your attention? _____

Have you read, seen, or listened to the entire item? _____

Are you objecting to the entire item or to specific portions of the item? _____

What is/are your objection(s) to the item? Please be specific and include examples and locations if possible. (If more space is needed, use back of form)

Name of Person Making Request (please print): _____

Signature: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____