

# Collection Development Policy

## *Section 4.1 Introduction/Purpose*

The collections of the Monticello-Union Township Public Library are resources through which the library meets the needs of the community. Materials are provided which aid patrons in the pursuit of information, education and recreation. An essential purpose of the library is to serve as a resource where individuals can examine many points of view and make their own decisions.

## Section 4.2 Mission Statement

The Monticello-Union Township Public Library is a service institution. It seeks to inform, educate, entertain, and culturally enrich the community.

## Section 4.3 Collection Development Policy

### Adult

The Adult Services Manager is responsible for the selection of all adult materials. The goal is to create a collection that will provide a broad range of topics and up-to-date and accurate information. The fiction and nonfiction collections will include a diverse selection of materials meeting the literary, recreational, and informational needs of the community. Selection does not constitute endorsement or advocacy within the work's contents by the library.

### Children

The library makes available a collection that satisfies the informational, educational, recreational, and cultural needs of children from infancy through young adulthood, as well as the needs of teachers and others who work with youth.

Children's material for ages birth to eleven is selected using the collection development guidelines. Materials are chosen based on reviews in professionally recognized journals, popularity, award winners, children's book lists, and input from patrons.

In selecting materials for the children's collection, the library recognizes that it serves children of varying backgrounds and interests, taking into account age and development levels. The Library's children's collections serve children from infancy through age eleven (11):

1. The collection promotes early literacy and provides materials that support school reading programs and homework assignments.
2. The children's collections are intended to encourage children to develop a lifelong habit of

reading for both recreational and informational needs.

## Teen

This collection serves children from ages twelve to eighteen (12-18). Teens use a wider range of library materials than any other age group. The teen collection includes fiction and nonfiction resources.

1. The teen collection supports school assignments, pursuing higher education, and career exploration.
2. The teen collection has a broad range of subject areas with a representation of diverse points of view.

The Monticello-Union Township Public Library adheres to:

1. The American Library Association's Bill of Rights (Appendix A)
2. Freedom to Read Statement (Appendix B)
3. Freedom to View Statement (Appendix C)
4. Request for Reconsideration of Library Materials (Appendix D)

## Request for Reconsideration of Library Materials

Inclusion of an item does not imply endorsement of a particular belief or view by an author. Library materials will not be marked or identified to show approval or disapproval of the contents. Items will not be concealed, except for the purpose of protecting them from damage or theft.

1. Patrons requesting reconsideration of materials in the library collection must complete a Request for Reconsideration of Library Materials form available at the main circulation desk (Appendix D).
2. Staff is to be polite, courteous, and cooperative when a patron requests or submits a this form, but is to take no action or make any statement which will commit the library in any way.
3. The completed form will be given to the appropriate department head who will respond in writing to the complaint in consultation with the director.
4. Further review can be requested from the library board of trustees who may review the complaint as a body or as an advisory committee for a recommendation.
5. Each request will be handled on a case by case basis.

## Criteria for Collection Development

It is the library's primary objective to offer the best quality materials based on the community's general and special character and interest. Careful consideration is given to the purchase of requested material not held by the library. Every attempt is made to acquire titles by local authors, artists, and producers that are published by mainstream publishers. Materials receiving unfavorable reviews may be selected if there is significant patron demand, if the material is of particular interest locally, or if

the material fills a special unmet need in the collection. No materials will be rejected solely on the basis of the author's point of view.

Potential collection materials, which may meet one or more of the following, will be evaluated and, when appropriate, selected according to the following criteria:

- Current and anticipated needs of the community
- Relation to existing collection and other material on the subject
- Timeliness of information
- Suitability of the subject, style and format for the intended audience
- Quality of production and availability
- Cost and funding
- Importance as a document of the times
- Importance as a representation of important movements, genres, social and historical trends
- Evaluation in review media
- Literary merit
- Reputation, skill, and purpose of the author, producer, publisher or creator
- Representation of diverse points of view
- Receipt of, or nomination for, major awards or prizes

#### Tools

Library materials selection will be made from current review sources such as *Library Journal*, *Book Page*, *Publisher's Weekly*, and *School Library Journal*, standard lists, patron requests, and library staff recommendations. Special attention will be given to starred reviews in professional journals.

#### Scope

The scope of the Monticello-Union Township Public Library collection refers to the formats offered:

1. Intended audience
2. Subject range and depth of materials, especially nonfiction.
3. Emphasis is given to materials that fulfill the wide-ranging interests of the general public.
4. Entertainment; education; differing social, religious, and political viewpoints; materials that are representative of various customs, cultures and languages; diverse formats; and subject matter for many levels of comprehension.
5. Materials intended for an academic audience or that have a narrow appeal will generally be omitted from the collection.
6. The collection is not archival nor a depository, and it is reviewed and revised on an ongoing basis to meet contemporary needs.

#### Format

The library purchases various types of formats which are intended to meet the cultural, informational, educational, and recreational needs of our patrons. Hardcover, - paperbacks, audiobooks and e-formats are purchased to round out the library's collection.

#### Electronic Resources

Electronic resources are a growing and increasingly vital format in libraries. The Monticello Union-Township Public Library's goal is to increase its electronic resources collection. Electronic resources are subject to the same criteria noted above and the following standards:

#### Content

- Scope, comprehensiveness
- Correctness of information and frequency of updates
- Years of coverage/archives
- Quality of indexing

#### Interface

- Ease of searching

- Search assistance and online help
- Stability and speed of connection

#### Output Features

- Clear screen displays
- Printing capabilities
- Downloading options
- Document delivery options

#### Other

- Availability of training for staff
- Costs for access and other uses

## Gift Books/Other Circulating Materials

1. The library will accept gifts of money to purchase materials as memorials or for other reasons.
2. The wishes of the donor will be followed in the purchase of materials so long as items conform to the library's selection policies.
3. The library welcomes gifts of materials as long as they may be accepted without commitment as to final disposition.
4. Any donation that will be used to purchase materials will receive a plate acknowledging the source of the gift.
5. The library reserves the right to give donated books to the Friends of the Library to sell or to otherwise dispose of donations not added to the collection.

### A. Adopt-an-item Program

Monticello Union Township Public Library patrons may choose to “adopt” an item for the library.

The library will keep a list of popular authors and high demand- titles available for adoption at the circulation desk.

The adopter can make a monetary contribution which will be deposited into the Adopt an Item Fund to purchase materials to add to the library's collection.

Each "adopter" gets his or her name on a special bookplate in/on the item if he/she so desires.

Adopters will be the first to check the item out of the library when they pay for the item.

A receipt will be provided for tax purposes.

All decisions concerning the selection and location of all library materials are the library's responsibility.

## Public Input

The Monticello Public Library values the input of its patrons. Purchase suggestions from patrons are welcome and provide librarians with useful information about interest and needs of the community. Any patron may suggest an item he/she would like to see added to the collection by submitting a "suggestion form." The Adult Services Librarian or Youth Services Librarian will evaluate each suggestion using the criteria guidelines in the Collection Development Policy to decide whether or not the item will be added to the collection. The patron will be informed of that decision if he/she provides a name and contact information on the request form.

## Weeding

Systematic, continual evaluation of the library's holdings is necessary to provide an up-to-date collection in good physical condition. The library believes that the amount of use that an item receives in the present outweighs the possibility that someone may use it some day. No extraordinary effort is made to preserve the last copy of any title in the collection. If an item is from a local author or based in a local setting, it will be considered to keep, but with no guarantees. Items may be discarded by the library if they are surplus to the needs of the collection or physically so worn as to be unusable or if the content proves to be no longer relevant or valid in light of newer information.

Withdrawn materials will be given to the Friends of the Monticello Union-Township Public Library to be sold, recycled, or thrown away, depending on the condition of the materials. Due to limited shelf space multiple copies are generally not purchased unless popular demand (hold list exceeding five patrons) requires it. Should demand no longer be a concern, after a year additional copies will be weeded out.

Evaluation: The criteria and guidelines set forth in MUSTIE (Misleading, Ugly, Superseded, Trivial, Irrelevant, Elsewhere) and CREW Guidelines (Continuous Review of Evaluation and Weeding) determine the evaluation process for collection maintenance for the library.

The general criteria for weeding include the following:

- Availability of updated, newer, or revised materials
- Historical value of the item or local connection

- Condition of the item
- Item's place in a series
- Item's current demand in the community
- Possible future usefulness
- Unneeded duplicates
- Availability of other items on the same subject in the collection
- Cost of replacement, if necessary

It is critical that outdated information, especially in law, business, finance, and medicine be discarded.

### *Request for Reconsideration of Material*

Public libraries have the obligation of reflecting within its collection differing points of view. The Monticello Union-Township Public Library adheres to the American Library Association's Bill of Rights, the Freedom to Read and View Statements (Appendix A, B, C). Inclusion of an item does not imply endorsement of a particular belief or view by an author. Library materials will not be marked or identified to show approval or disapproval of the contents. Items will not be concealed, except for the purpose of protecting them from damage or theft.

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**Approved by Board of Trustees 12/2019**