

# COLLECTION DEVELOPMENT

(Updated MARCH 2017)

## MATERIALS SELECTION

The purpose of the Mary Barnett Memorial Library is to obtain, organize and make available to all the people of the community recreational, educational and informational materials in convenient form including books, periodicals, newspapers, pamphlets, micro-forms, recordings and other print and non-print materials. It is the policy of the Library to maintain an up-to-date collection of standard works in all fields of knowledge, that are of permanent value, timely materials on current issues, and items in current demand.

In addition to the requirements of the general public served, materials will be selected to meet the needs of business, the professions, government, and community organizations. Materials selection will also include consideration of the needs of the home-bound, the visually, physically and mentally disabled and those individuals with learning disabilities. The needs of adult beginning readers and of people for whom English is not the principal language will also be considered. Both the adult and young people's collections will serve as supplementary sources for student use, but materials selected for students must also be useful to the general reader. Textbooks will not ordinarily be purchased.

### A. RESPONSIBILITY FOR SELECTION

The selection of materials is the responsibility of the librarian. All librarians should be involved in the selection process.

### B. METHOD OF MATERIALS SELECTION

Any materials selection policy must be fairly general, and librarians must always exercise their knowledge and experience of all library materials and of the community served. Certain methods and principles should be followed as closely as possible.

1. CRITERIA: All selections, both purchases and gifts, must be considered in terms of its own merit and intended audience. All selections, both purchases and gifts, must meet some of the following criteria:
  - a. Appeal to the interests and needs of individuals in the community.
  - b. Permanent value as source material or interpretation.
  - c. Vitality and originality of thought.
  - d. Contemporary significance.
  - e. Artistic excellence.
  - f. Entertaining presentation.
  - g. Accuracy and objectivity.

- h. Suitability of physical form to library use.
  - i. Skill, competence and purpose of the author.
  - j. Relations to other materials and existing areas of coverage in order to maintain a well-balanced collection.
  - k. Technical quality in selection of non-book material.  
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2. **REVIEWS:** Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities and the advice of competent people in specific subject areas will be used.
  3. **REQUESTS:** All requests from patrons for specific titles or subject requests will be considered. Whenever there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased unless it is completely without literary or social value, or the subject in question is already adequately covered by better materials.
  4. **SPECIALIZED MATERIAS:** Specialized materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these materials. Supplementary materials for students and information for specialists are provided in a limited number of fields, the library taking cognizance of and avoiding unnecessary duplication in subject areas which are the special prerogative of other community resources.
  5. **REPLACEMENT AND MAINTENANCE:** The library keeps its collection vital and useful by retaining or replacing essential material, and removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance or no longer in demand.
- C. **ACCESS:**
1. Processing and shelving of materials shall in no way reflect a value judgment of the materials. There will be no labeling of any item or of its catalog cards to indicate its point of view or bias. All materials will be shelved in their proper order on open shelves, freely and easily accessible to the public, except for documents.
  2. The Library assures free access to its holdings for all patrons who are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type or material in the collection may not preclude its use by others.
  3. Children are not limited to the juvenile collection, although juvenile collections are kept together to facilitate use. Responsibility for a child's reading must rest with the parent or guardian, not with the library.
- D. **ADULT MATERIALS:**

1. Fiction: The fiction collection provides books in the English language for the wide range of interests of the general reading public, including classics in the field, titles representing periods of writing and those meeting the popular demand to light reading. Books which are obviously pornographic should be excluded, but no book should be eliminated because of coarse language, or violence, or frank discussion of the sexual episodes, any one of which may be objectionable to some people, if the author is justified in what he portrays, or when such episodes are pertinent to the plot or character delineation in a book. It is the library's responsibility to protect the rights of mature readers. Paperback books may be purchased to meet the recreational needs of the public.
2. Religion: The library attempts to maintain a well-balanced collection representing all the major religions and their sacred scriptures. Authoritative material which introduces and explains the basic concepts and practices of the various religions and beliefs is also included. The library does not add materials of a strictly proselytizing nature. The collection encompasses popular studies on new ideas and movements which are taking place in religion today. Books on astrology, witchcraft, and other occult sciences should be limited to the best, most reasonably presented.
3. Health and Medicine: The Library generally purchases standard and popular materials in health, nutrition, hygiene, diseases and medicine that are primarily of interest to persons outside the medical profession.
4. The Library purchases standard and popular materials which deal with the philosophy of law and particular types of law such as real estate, taxation, marriage, and divorce for the lay reader.
5. Politics: In addition to a balanced collection on modern American and international politics and government, the basic documents of all political systems that have influenced, and do influence people, should be available to the public. Outright propaganda should be avoided except for a few representative items.
6. Genealogy: Except for a few elementary texts on genealogical searches, the library buys only materials which have general reference value, or which are of value to general readers. Individual family histories are rarely purchased.

E. JUVENILE MATERIALS:

The Children's Division selects materials on subjects of interest to and within the comprehension of children from pre-school through the eighth grade.

A few adult books of interest to students of children's literature, parents, and people working with children are also purchased. These include historical perspectives and evaluations of children's literature, information on children's authors and illustrators, and biographies of materials for children.

F. YOUNG PEOPLE'S MATERIALS:

Titles of interest to persons of junior high school age are purchased by and shelved in the YA corner. Specialized review sources are consulted as well as the standard journals.

G. NON-BOOK MATERIALS:

The library staff considers that non-book materials represent an alternative format and may be selected when the non-book form best meets the needs of the community. In general, the same selection policies will apply.

1. Periodicals and Newspapers: The library endeavors to provide the most representative periodicals in a wide range of subjects of reference value and recreational interest. Particular emphasis is given to titles included in periodical indexes.
2. Travel: A collection of travel guides to the various states of the U.S. is maintained.
3. Microforms: Microforms are purchased of Guthrie County Census and local newspapers.
4. Audio & Video Materials: The circulating collection selection includes titles in the standard repertory; less often performed works in the finest available performances; current popular songs of this country, a limited amount of popular music of other countries, and recordings of jazz and Broadway musicals which have a place in the permanent tradition of American music. Spoken recordings include literature, documentaries, and instructional materials.  
Video materials also can include literature, documentaries, and instructional materials.

H. GIFTS:

The Library will encourage and accept gifts with the understanding that gifts of materials will be added to the collection only if they meet the same standards required of purchased materials. Gift materials not meeting those standards, those that are out-of-date, unneeded duplicates of items already owned, or

those in a format unsuitable for library use, may be given to other organizations, sold, exchanged or recycled.

Gift items will be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

Gift items may be marked with an appropriate bookplate. A letter for tax purposes may be sent to the donor if requested at the time the donation is made, acknowledging receipt of the gift only.

Whenever a gift is no longer needed, it will be disposed of in the same manner as material purchased.

Donors of non-book items should read and sign a copy of the gift policy form that is included in the forms section of this policy manual.

#### I REQUEST FOR WITHDRAWAL OR ADDITION OF MATERIAL:

Whenever any patron objects to the presence or absence of any library material, the complaint will be given hearing. All complaints to staff members will be referred to the librarian who will discuss the matter with the complainant. If not satisfied, the patron may make an appointment with the Board of Trustees to discuss the matter further.

If the patron wishes, he will be supplied with the "Request for Reconsideration of Library Materials" form appended hereto. The librarian will examine the item in Question. If it is a request for withdrawal, check reviews, and determine whether it conforms to the standards of the materials selection policy. If it is a request for addition of an item that has been rejected by the library, the librarian will reconsider its addition. The librarian will decide whether or not to add, withdraw, or restrict the material in question and will write to the complainant giving reasons for the decision. Materials subject to complaint shall not be removed from use pending final action.

#### J. BOOK WEEDING POLICY

1. Book weeding is an important aspect of collection development. When library books lose the value for which they were originally selected, they should be weeded so that the collection remains vital and useful. The weeding of books is based on the following guidelines:

- a. To remove physically worn out or damaged volumes from the library.
  - b. To eliminate books containing obsolete information.
  - c. To remove duplicate copies of titles which have waned in popularity, eliminating those most physically damaged or worn.
  - d. To consider for withdrawal, books which have not been checked out for several years.
2. Disposition of withdrawn books: The professional staff will make the final decisions regarding the disposition of books withdrawn from the collection. The Mary Barnett Memorial Library considers that most withdrawn books are beyond use, and should be discarded. Withdrawn books which in the estimation of the professional staff are appropriate for further use will be given to organizations or other libraries or sold to the public and the money be used by the library.

#### K. MATERIAL RESOURCES

The library is more than a mere warehouse of books. A wide variety of media should complement and supplement print materials.

The Library subscribes to the principals of intellectual freedom and the individual's right to read. Under well-defined selection criteria, materials shall be provided: 1. To facilitate the informal self-education of all citizens: 2. To expand and enrich Resources on subjects in which individuals or groups are pursuing formal education: 3. To meet the information needs of population: 4. To support the educational, civic, and cultural activities of groups and organizations and 5: To encourage citizens to include the use of the Library in their leisure.

The Board shall adopt effective measures to protect library materials and other Property from loss, theft, mutilation or other damage. It shall resist efforts by special-interest groups or individuals to control the nature or content of library collections.