

SER 101 MATERIALS SELECTION POLICY

August 19, 2015

I. Selection of Library Materials

I.1 Mission Statement

Empowering our diverse communities to learn, imagine and connect.

I.2 Purpose

Written collection development guidelines enhance our service to patrons by:

- providing specific guidance for selection of library materials
- assigning the responsibility for selection
- determining levels of access for library materials
- providing criteria for accepting gift titles
- defining the basis for collection maintenance decisions

To implement these goals, CADL recognizes that American democracy functions only if the full range of human ideas is accessible to all people regardless of age, ethnic background, religious, or personal beliefs. Capital Area District Libraries will aim to provide a general collection of materials embracing the broader fields of knowledge and recreation. The collection will include books, media and technology to aid in meeting the needs of its communities.

Thus the library collection, protected by the First Amendment and embodied in the Library Bill of Rights, is a marketplace of ideas which are contained in varied and divergent materials and formats.

I.3 Objectives Of Selection

The objectives of selection are to meet the educational, recreational and cultural needs of the library's service areas.

Demand and use are key factors in the development of the general collection, with due regard for variations in educational level, reading interest and users' special needs. Every effort is made to represent all sides of controversial issues.

Materials will be selected on the basis of anticipated or expressed popular demand, educational or literary merit, and/or cultural value.

Within the framework of these broad objectives, selection is based more specifically on the particular needs and interests of the children and adults in the individual communities the library serves. In order to determine these interests, periodically the staff will analyze demographic information based upon patron needs assessment, focus groups, and patterns of past circulation.

I.4 Responsibility For Selection

Material selection is accomplished under the policies adopted by the Board. The authority for selection of all print and non-print materials lies with the Executive Director who may delegate the responsibility to staff members as appropriate.

I.5 Selection Criteria

The Library recognizes the importance of both basic items of permanent value and timely materials in which the public expresses interest. In providing the latter, it does not hesitate to purchase materials in quantity for mass use.

Factors to be considered in adding adult and children's materials to the library collection shall include one or more of the following:

- Present collection composition
- Collection development objectives
- Interest and demand
- Currency and accuracy
- Intended audience
- Significance of subject, author, or title
- Diversity of viewpoint
- Effectiveness of the format in conveying information
- Space and budget considerations
- Availability of special materials in other library collections in the area
- Positive reviews from professional journals

Public demand for an author, title or subject is an important criterion. All requests from patrons for specific titles or subjects will be considered. Materials which are requested infrequently may be supplied through MeLCat. The anticipated long-term use for an item and the number of similar items already owned by the library are also factors.

Titles published by a small press or self-published by the author are subject to the same selection criteria used for evaluating all items for the library's collection.

No materials shall be excluded because of the race, nationality, religion, political or social view of the author.

I.6 Policy On Controversial Materials

The Library recognizes that many materials are controversial and that any given item may offend some patrons. Selections will be made solely on the merits of the work in relation to the building of the collections and serving the interests of readers and not on the basis of any anticipated approval or disapproval by individuals or groups.

The Library distinguishes between materials that are controversial and those that may be illegal such as materials which are obscene. The Constitutions of the United States and the State of Michigan, the laws of the United States, State of Michigan and the communities which the library serves, will also guide staff in the selection of all materials.

Although the staff exercises professional judgment in the selection of all materials, the responsibility for a child's use of library materials rests with their parents and/or legal guardians.

1.7 Request for Re-evaluation of Library Materials

Patrons who wish to register a formal complaint about a particular item in the library, may do so by submitting a "Request for Re-evaluation of Library Materials" form to the Selection Specialist. The Selection Specialist will respond in writing.

Patrons who are not satisfied with the response may request that the Executive Director review their request. The Executive Director or designee will respond in writing.

Patrons who are still not satisfied with the response may request that the Board review their request. The decision of the Board is final.

2. Procedures for Selection of Library Materials

2.1 Selection Aids

The primary sources of information about potential library materials are the lists, selections and reviews found in library journals. The Capital Area District Libraries' Librarians rely on such resources as Library Journal, School Library Journal, Booklist, Publisher's Weekly, and Billboard to select print, electronic and audio-visual materials. Other selection resources may be used for specific subject areas, such as publishers' catalogs, popular periodicals, format specific review periodicals, newspaper reviews and bibliographies.

2.2 Outside Recommendation Procedures

All requests from patrons or staff for specific materials, titles or subjects will be seriously considered. A form is available for this purpose. All purchases will be within the selection guidelines of Capital Area District Libraries' Materials Selection Policy.

2.3 Gifts

The Library will encourage and accept gifts with the explicit understanding that all materials donated to CADL become the property of the library without restrictions.

The Library makes the final decision on the use, display, housing, withdrawal and other disposition of all donated materials. Materials may be integrated into the CADL collection if they meet all the selection criteria outlined in this policy. Donations which cannot be added to the collection may be given to the Friends of the Library for sale to the public.

The Library does not assess the value of donations for tax purposes. However, a form can be completed by the library staff verifying the donation.

Gifts of money are accepted by Capital Area District Libraries. The materials acquired with these funds must meet the selection guidelines. The donor, or in the case of memorial money, the family, may be consulted for suggestions or recommendations of

purchased materials. Memorial gifts are acknowledged and materials are identified with a book plate.

2.4 Special Collections And Concerns

Specialized materials of limited community interest will not ordinarily be purchased. Referral to MelCat or other library collections 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, but the library takes cognizance of and avoids unnecessary duplication in subject areas which are the special prerogative of other community resources.

2.5 Reference Collection

The Capital Area District Libraries' collection of reference books and databases contains material representative of all fields of knowledge and both serve as the foundation for our reference service. Special emphasis is placed upon a few particular areas in response to strong usage and demand such as business-related information, consumer health, demographics, literature, and multi-cultural materials. Currency of materials is of primary concern in this collection, although much historical material is also retained for balance and for retrospective searching.

2.6 Local History

Each branch of Capital Area District Libraries houses some local history material for their area.

The Local History collection housed at the Downtown Lansing Library serves as a major source of historical materials about Lansing and Ingham County. The collection contains reference sources encompassing both published and unpublished works, some of them rare, that record, interpret or portray the history and development of the Lansing community. Special attention has been given to acquiring books about the automobile industry. It also includes some materials about the tri-county region, surrounding communities, the Great Lakes, the Old Northwest Territory, and selected works about Michigan as a territory and state.

This collection, much of which has been donated, contains books, pamphlets, reports, documents, periodicals, maps, photographs, architectural drawings, archives, manuscripts, and ephemera. All formats are represented – digital, microform, audio, video, and a variety of three-dimensional artifacts. Part of the Local History Collection is a suite of Victorian furniture and domestic accessories authentic to Lansing family residences of the nineteenth century.

3. Collection Maintenance: Evaluation and Review of Existing Materials

3.1 Withdrawal Of Library Materials

Materials purchased and placed in the library collection may over time lose their value to the collection and library users. Library materials need to be continually evaluated for their usefulness and may be "de-selected" under the following guidelines:

1. Materials are physically damaged or worn out.
2. Information contained in materials may be inaccurate or outdated.

3. Duplicate copies of titles may no longer be needed.
4. Materials have not circulated for a designated period of time.
5. Physical limitations of space available.

Specific guidelines and formulas are provided in "The CREW* Method" which is available to library staff when making withdrawal decisions. *Continuous Review and Evaluation for Withdrawal

All library materials withdrawn will be removed from the library's records and clearly marked as withdrawn.

3.2 Replacement of Library Materials

Worn out or outdated materials may be replaced by new materials, either in the same format or in a different format. Different titles may be substituted if exact replacement is not possible. Not all withdrawn materials are replaced.

4. **Disposal of Withdrawn Materials**

4.1 Withdrawn materials will be disposed of as follows:

1. Inaccurate or Outdated Materials - These materials will be disposed of in a manner that precludes their future use. They may be recycled, shredded, put in the garbage, taken to a landfill, etc. Some items, such as newspapers, are recycled if possible.
2. Poor Physical Condition - Depending on the condition of the item, these materials may be recycled, put in the garbage, sold, or donated to qualified organizations. Materials damaged in the circulation process will become the property of the patron if the patron replaces or pays for the item.
3. Duplicate copies of materials or materials that are not being used - Materials withdrawn for these reasons may be sold or donated to qualified organizations.

Withdrawn materials may be donated to Library Friends organizations for sale in Friends Book Sales. They may also be donated to other libraries or to non-profit or governmental organizations such as child care centers, senior centers, detention facilities, etc. Materials will not be donated to individuals or for-profit organizations.