

## **Pentwater Township Library Collection Development Policy**

### **Purpose of Collection Development Policy**

The Collection Development Policy provides a framework for the growth and development of collections in support of the mission of the Library. This policy is intended to provide guidance, within budgetary and space limitations, for the evaluation and selection of materials that anticipate and meet the needs of the Pentwater and Weare communities and others in Oceana County. It directly relates the material collection to the mission statement, and defines the scope and standards of the various collections.

As the community changes, the Library reassesses and adapts its collections to reflect new and differing areas of interest and concern. The policy is evaluated and revised, as necessary, to provide guidance for implementing changes in the collection.

### **Philosophy of Selection**

In support of its mission of the Pentwater Township Library to be a vital community resource and to preserve and encourage the free expression of ideas essential to an informed citizenry, the Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. 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.

### **Responsibility for Selection**

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Staff members and the public are encouraged to recommend materials for consideration.

## Selection Criteria

All materials purchased are considered in terms of the criteria listed below. An item need not meet all these standards to be added to the collection.

- Popular interest
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Treatment of subject to age of intended audience
- Reputation of author, publisher, producer or illustrator
- Creative, literary or technical quality
- Critical assessments in a variety of journals
- Format and ease of use
- Circulation as monitored through the automated system
- Cost and availability
- Relationship to existing materials in collection
- Relationship to materials in other area libraries

## Suggestions for Purchase

The Library strongly encourages input from the community concerning additions to the collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. The Library also recommends patrons access the Michigan Electronic Library Catalog (Mel Cat) to obtain materials if a suggestion is made and the item is not purchased.

## Gifts

The Library welcomes monetary gifts for the library collection. Donors may designate gifts as memorials and may suggest subjects or titles, but the Library reserves the right of the final decision.

## Collections

- **Adult** - The Library makes every effort to acquire materials that are representative of the community that it serves and to satisfy the diversity of interests and recreational needs of its users.

- **Fiction** - The collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past.
- **Non-Fiction** - The Library acquires materials that provide a core of basic knowledge. In addition, the Library selects, makes accessible, and promotes the use of materials that:
  - Address contemporary issues.
  - Provide self-help information.
  - Facilitate continuing education.
  - Enhance job-related knowledge and skills.
  - Nourish intellectual, aesthetic, creative and spiritual growth.
  - Present different viewpoints on issues.
- **Oversized** - The Library has a small circulating collection of oversized books, including atlases and art books.
- **Juvenile** –The Library encourages life-long reading habits with our children’s collection. The Juvenile Collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of children from infancy through grade six. The collection includes award-winning titles, Easy Readers, First Readers, picture books, non-fiction and biographical titles.
- **Electronic Databases** - Online commercial databases from the Michigan Electronic Library (MeL) extend the in-house collections.
- **Internet (Public Access)** -The Library provides access to a vast array of information available through the Internet. Electronic information, services, and networks, provided directly or indirectly by the Library, will be readily and equitably accessible to all library users.
- **Large Print** - The large-type book collection meets the needs of visually impaired patrons. The collection includes popular fiction, mysteries, westerns and high-interest non-fiction, such as biographies and health-related materials.
- **Paperback** - The Library maintains two paperback collections, including popular romance along with mass market selections and westerns for recreational reading.
- **Periodical** - The newspaper and magazine collections provide current information. The periodical collection includes popular magazines, selections for business, and Michigan publications. In addition to magazines, the collection includes newspapers published locally and nationally.
- **Reference** - The Library no longer maintains a reference collection but materials relating to current state laws, local ordinances and county government information are available.

- **Sound Recording** - Music recordings for children on compact disc (CD) are available in the Juvenile Collection. The audio book collection for adults contains sound recordings of fiction and non-fiction titles (unabridged and abridged), poetry and drama, language instruction, and other instructional subjects. Emphasis is on popular, high-demand items with concentration on current fiction.
- **Video Collection** - The Library collection consists of titles on DVD and Blu-ray with various ratings to meet the recreational and educational needs of adults and children. The Library attempts to offer a wide selection of current videos covering a variety of subjects, including fiction and non-fiction titles.
- **Young Adult** – The Young Adult collection, including fiction and non-fiction, focuses on youth ages 12 to 17 years. The collection is intended to form a bridge between the Juvenile and Adult collections, providing materials for a wide-range of maturity levels and reading interests.

### **Collection Development on the Web**

The Library website allows patrons access to e-collections with the use of Up North Overdrive. Patrons have access to a large collection of e-books, e-audios and e-videos for Juveniles, Young Adults and Adults. This service is offered by a consortium of Michigan libraries working together to provide a well-rounded collection. The Library does not have total control of selection process.

The Library also belongs to another group of libraries that offers e-magazines for the public which may be accessed from our website. The Library does not have total control of the selection process.

Through the Michigan Electronic Library (MeL) patrons may request materials directly from hundreds of libraries throughout the State of Michigan.

### **Collection Maintenance**

Maintenance of the collection, through constant re-evaluation by the Director and library staff, ensures its usefulness and relevancy to the community. Materials determined to no longer be of relevance to the collection are withdrawn.

### **Withdrawal of Library Materials**

Library materials are withdrawn for one or more of the following reasons:

- Subject matter is no longer timely, accurate, or relevant. Non-fiction areas that need special attention include, but are not limited to, Computers, Science, and Health.
- Damage or poor condition (water damage, broken spines, mold, etc.).
- Space limitations based on shelving capacity.
- Insufficient use (less than 3 times in last 5 years).

### **Replacement of Library Materials**

Withdrawn materials are not automatically replaced by newer selections. The decision to replace is influenced by:

- Adequacy of coverage in the subject area.
- Significance in subject area.
- Cost and availability.

### **Disposal of Withdrawn Library Materials**

Withdrawn items are handled in environmentally sensitive ways:

- Newspapers are recycled after 30 days.
- Periodicals are recycled after 90 days.
- Books and other library materials are processed through a third party vendor for resale or recycling.

*Adopted by the Board of the Pentwater Township Library on 01/16/2018.*