

Bay County Library System

Collection Development Policy

Introduction

The purpose of the Bay County Library System Collection Development Policy is to offer a framework for the Director and staff when selecting and withdrawing materials. This will also help to inform the public about the principles of selection that guide collection judgments.

Mission Statement of the Bay County Library System

Our libraries are cultural hubs that transform the community by providing vital opportunities connecting people, ideas, and information.

Responsibility and Authority

The ultimate responsibility for material selection rests with the Director who operates within the structure of policies determined by the Library Board of Trustees. The Director delegates material selection to qualified, knowledgeable and appropriate staff in the libraries.

Intellectual Freedom Statements

The Library and the Library Board of Trustees consider reading, listening, and viewing to be individual, private matters and believes that full, confidential, and unrestricted access to information is essential for all patrons to exercise their constitutional rights.

This policy is based on, and meant to conform with, the **LIBRARY BILL OF RIGHTS** as adopted by the American Library Association (ALA) Council on January 24, 1996; **THE FREEDOM TO READ STATEMENT**, as adopted by the ALA Council and the American Association of Publishers (AAP) Freedom to Read Committee on June 30, 2004; and the **FREEDOM TO VIEW STATEMENT**, as adopted by the American Film and Video Association (AFVA) Board of Directors in 1989, and endorsed by the ALA Council on January 10, 1990.

The Board of Trustees recognizes that while individuals or groups are free to reject for themselves materials of which they do not approve, they cannot restrict the freedom of others to read, listen, and view.

Selection

The collections of the Bay County Library System are intended to provide a wide range of materials presenting all sides of an issue. Selection of materials is based on interest, informational need, and enlightenment of all members of the community the library serves. While the library makes materials available, it does not endorse any particular viewpoint. Guidance of the reading, viewing and listening habits of children rests with the child's parent or

legal guardian. No materials shall be excluded because of the origin, background or views of those contributing to their creation.

The library's collection of items is chosen for a variety of reasons. These include the informational, cultural, educational, and recreational interests of library users of all ages. The decision to add an item to the collection is usually based on demand or need.

- (1) **Selection based on demand:** "High demand" items, such as those identified from best-seller lists as well as dynamic subject areas, are acquired on an ongoing basis. Suggestions from readers for the addition of items to the library collection are fully considered if the request conforms to selection and directional guidelines outlined in this policy. Such requests should be submitted using the Library Materials Purchase Suggestion Form, which is available at all libraries.

- (2) **Selection based on need:** Materials are added to the library collection for the purpose of developing and updating certain subject areas and fiction categories. These needs are identified through a combination of direct input from library patrons, monitoring circulation and inter-library loan statistics, and staying current with various selection aid resources.

Selection Criteria

The following guidelines may be employed:

- (1) Contemporary significance or permanent value
- (2) Accuracy
- (3) Authority
- (4) Reputation and significance of the author
- (5) Relation of work to existing collection
- (6) Local emphasis
- (7) Price, format, and ease of use
- (8) Cataloging limitations
- (9) Scarcity of information in subject area
- (10) Timeliness
- (11) Availability of material through other means, such as inter-library loan
- (12) Popular interest. The library may make materials available which are in high demand, even if they are not of enduring value, interest, or accuracy

To aid in acquisitions, selectors may use a wide variety of current standard professional resources, and trade and professional journals, as well as the media.

Reconsideration of Materials

Please refer to the Reconsideration of Materials Policy, with form, that is included elsewhere in this manual. Materials are judged as a whole rather than on isolated portions.

Weeding

Weeding is selection in reverse, and improves the overall reliability, responsiveness and authority of the collection. A continuous weeding program represents a conscientious effort to keep the collection vital, useful, and representative of the present needs of the community. Thorough and consistent weeding assures that the shelves will not be overcrowded and disorganized. Materials will be deleted from the collection when they are damaged, outdated, worn, the contents are no longer useful or valid, or they are no longer used by patrons or library staff.

Gifts

The library encourages gifts of books-which will be useful to the library and increase the scope of its collections (see Donations Policy). Gift additions must meet the same selection criteria as purchased materials. The library reserves the right to withdraw at any time any gift materials that have been added to the collection.

The library gratefully accepts gifts with the understanding that items not needed will be disposed of in whatever manner the library deems best – by giving them to other libraries or institutions, by exchanging them for other materials of equal value that the library needs, or by selling them to purchase needed materials. The library may donate materials directly to the Friends of the Bay County Libraries to be sold in Friends-sponsored book sales that benefit the library. All gifts become the property of the library and cannot be returned to the donor.

The library generally cannot accept gifts with specific stipulations, such as keeping a private library intact as a collection. The library reserves the right to integrate gifts with other materials on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Memorials/Honorary Donations

Patrons may donate funds to purchase library materials in memory or in honor of some one. They may make purchase suggestions regarding the format and subject matter. Materials are selected and purchased by library staff. A book plate or other appropriate identifier will be placed in or on the material when it is sent to the designated library branch. The business office will send letters of acknowledgement to the donor, honorees, and others as designated by the donor on the Donation Form. Direct donation of materials for memorial or honorary purposes is discouraged since they often are not in compliance with collection selection guidelines regarding currency, authority, etc.

Collections

The collections at the Sage, Auburn, Pinconning, and Bookmobile branches of the Bay County Library System offer a limited range of materials that are intended to satisfy the general reader with a basic to intermediate level of interest.

The central library of the system, The Alice and Jack Wirt Public Library, houses a main collection that includes a broader and deeper range of materials in both non-fiction and fiction, for all ages, than will be found in the three smaller branches. It also includes substantial reference and business collections as well as special collections of local history, genealogy, Bay County pamphlets, local newspapers, city directories, and county histories. It is considered to be a valuable and essential resource for the branches of the system.

Cooperative Relationships

The Bay County Library System is a member of the Valley Library Consortium, and the Mideastern Michigan Library Cooperative. Borrowing and lending is shared through their member libraries, as well as through participating affiliates of MelCat, the Michigan Electronic Library. Because of these services, our Bay County library patrons have access to materials from libraries throughout our state. This interlibrary loan service is heavily utilized.

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