

# 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 of the Bay County Library System

The Mission Statement of the Bay County Library System is: *"...to promote the love of reading and foster the pursuit of knowledge by delivering quality library service which furthers the information, education, recreation and cultural interests of the community, thus enriching the quality of life for all county residents."*

This Selection Policy is intended to be consistent with the library's mission of promotion and service for the citizens of Bay County.

### 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

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.

### 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 library circulation desks.
  
- (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 surveys and/or 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. Examples of current review sources include *Publishers Weekly*, *Library Journal*, *School Library Journal*, *Horn Book*, *American Library Association's Booklist*, *VOYA* and *Kirkus Reviews*. Other recognized tools from the professional collection may be consulted when considering purchases in specific subject areas or fiction genres.

### **Reconsideration of Materials**

Please refer to the Reconsideration of Materials Policy, with form, that is included elsewhere in this manual.

## **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.

Generally, professionally accepted methods such as the CREW (Continuous Review, Evaluation, and Weeding) method (see Evaluating and Weeding Collections: The Crew Method, by Joseph P. Segal, American Library Association, Chicago) will be used to help determine weeding practices. Items which are unique and irreplaceable may be housed in the archives or reference storage areas to prevent unnecessary wear, rather than being withdrawn.

## **Gifts**

The library encourages gifts of books, DVD's, music CD's, books-on-CD, and other materials 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.

The library will issue a Gift Books & Materials Receipt for the number of items received at the time of donation. The donor is requested to furnish a count of the items. Estimates of fair market value for income tax purposes are the responsibility of the donor.

## **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.

## **COLLECTION DEVELOPMENT POLICY - ADDENDA**

### **Community Served**

According to the 2000 U.S. Census, there are approximately 110,157 residents of Bay County, Michigan. The median age of the population is 38.4 years. 48.6% are male. 51.4% are female. The 2005 estimate showed 15.1% of the population 65 or older, and 23.1% 18 years of age or younger. 82.4% of persons over 25 have a high school degree. 14.2% of those over 25 have a bachelor's degree or higher. In 2003, income averaged \$39,151, which is below the state average. Trends indicate that the number of residents will decrease in the 2010 census.

### **Funding**

The citizens of Bay County fund 89.5% of the library budget through a voted property tax millage. Other funding sources include designated State Aid to Libraries, penal fines, memorials, donations, gifts, grants and endowments.

### **Collections**

The collections at the Sage, Auburn and Pinconning 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 MeICat, 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.