

## **602 INTELLECTUAL FREEDOM DOCUMENTS**

### **602.1 LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; amended February 2, 1961 and January 23, 1980, by the ALA Council

## **603 COLLECTION MANAGEMENT POLICY**

### **603.1 MISSION, GOAL AND PURPOSE**

The mission of Muskegon Area District Library is to provide the resources and relevant services to create an environment conducive for library use, while maintaining financial stewardship and accountability.

The goal of collection development is to maintain collections that continue to support the needs and interests of the community.

The purpose of the collection development policy is to provide guidelines to librarians for their collection development and management activities in order to meet the mission of the library.

#### **603.11 OBJECTIVES**

To further its mission, the library has established the following objectives for collection development:

- a. To collect materials of both contemporary significance and permanent value. The library will be guided by a sense of responsibility to both current and future patrons in adding materials that will enrich the collection and maintain an overall balance.

- b. The library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value.
- c. Most materials contained in the library will eventually outlive their usefulness. Such items make it more difficult for library users to find valuable items in the collection. Therefore, the library will consistently withdraw from circulation those items that are outdated, in poor condition, no longer in demand, or otherwise not valuable to the collection.
- d. The library will provide a representative sampling of experimental and ephemeral material, but will not always attempt to develop an exhaustive collection of such material(s). The library considers it neither necessary nor desirable to acquire all materials on a given subject if such materials are duplicative.

#### **603.12 DEFINITIONS**

The words "book," "library materials," "work," "resource," or other synonyms as they occur in the policy have the widest possible meaning. This policy covers all items in the library's collections regardless of format.

"Access" refers to the availability of materials in a variety of formats for users of all ages and abilities.

"Discarding" is the official process for disposal of library materials.

"Item" refers to one copy of a work.

"Reference book" means a book designed to be consulted when authoritative information is needed, rather than read cover to cover. Reference books often consist of a series of signed or unsigned "entries" listed alphabetically under headwords or headings, or in some other arrangement (classified, numeric, etc.).

"Replacement" is the substitution of one item for another.

"Retention" is the action taken to keep materials after they have undergone review and evaluation.

"Selection" refers to the decision to add, retain, or withdraw materials from the library's collection. It does not refer to reader guidance.

"Title" refers to all copies of a work, in all formats, including all editions.

"Weeding" is the procedure to identify and remove worn, rarely used, or no longer needed items for discard or for transfer.

"Withdraw" means to permanently remove an item from the collection.

#### **603.13 GENERAL PRINCIPLES**

The Muskegon Area District Library subscribes to the principles of intellectual freedom as stated in the "Library Bill of Rights," a document issued by the American Library Association. Included in this statement is the commitment to honor the rights of an individual to use the library regardless of age, race, religion, national origin, or social or political

views. Accordingly, the staff of the library provides equal service to all library users.

The Muskegon Area District Library recognizes that the freedom to read is essential to a democratic society, and it subscribes to the principles set forth in the Freedom to Read Statement adopted by the American Library Association.

Muskegon Area District Library strives to provide current and factual information, to supplement and enrich individual learning, and to provide materials for recreational reading and other leisure time activities. This information should be readily available to the total community regardless of gender, sexual orientation, age, education, language, religion, ethnic and cultural background, mental capacity, or physical ability.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development. A balanced collection reflects a diversity of materials, not an equality of numbers. Efforts will be made to consider materials representing all subjects and viewpoints.

It is not the policy of the library to advocate for or against the ideas found in the collections or resources available through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library, nor does the absence of materials in the library indicate non-endorsement of their ideas.

Likewise, the ability or inability for library users to access electronic information using library computers does not indicate endorsement, approval, or lack thereof, of that information by the library.

The patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he/she cannot exercise censorship to restrict access to the materials by others.

### **603.2 RESPONSIBILITY**

Final responsibility for material selection rests with the Director, who operates within the framework of policies determined by the MADL Board. The Director may delegate material selection to library staff with professional education and training in the principles and practices of material selection. Both the general public and staff members may recommend materials for consideration.

### **603.3 STANDARDS FOR SELECTION**

The library materials collection, one of Muskegon Area District Library's major assets, is developed and managed to meet the cultural, informational, educational and recreational needs of library patrons of the Muskegon Area District Library. The library staff builds and maintains a customer-focused collection by anticipating and responding to the needs and expectations of the community.

The Muskegon Area District Library collects popular, scholarly and esoteric materials and maintains a varied and up-to-date collection. It attempts to acquire materials of both current and lasting value. Since one library cannot afford to purchase and store all the available materials, it must employ a policy of selectivity.

To build a collection of merit, the following criteria will be used to aid the selection process:

- Accuracy and impartiality;
- Attention of critics, reviewers, and the public;
- Subject matter;
- Public demand or patron requests;
- Price of the item in relation to overall desirability;
- Accessibility of the material in other libraries;
- Currency of information;
- Encouragement of the joy of reading;
- Local importance and/or historical value;
- Physical durability and quality of the format;
- Reputation of the author or publisher;
- Quality of organization, readability, and style; and
- Uniqueness or special features.

Each type of material will be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the literacy, informational, recreational, or educational interests of the community.

Reviews from professionally recognized resources are a primary source for material selection, but not the exclusive source. Other sources will include, but not be limited to, standard bibliographies, book lists by recognized authorities, the advice of competent people in specific subject areas, and the judgment of the professional staff.

The library acknowledges a particular interest in local and state history. Therefore, it will take a broad view of works by and about Michigan authors as well as general works relating to the state of Michigan, whether or not such materials meet the standards of selection in other respects. However, the library is under no obligation to add to its collections everything about Michigan or everything produced by authors, printers, or publishers with Michigan connections.

The susceptibility of library materials to theft or mutilation is not an influencing factor in their selection for the collection. However, access to materials that are particularly susceptible to theft or mutilation may be limited. (The sole reason for limiting access is the risk of theft or mutilation. Controversial subject matter is not a reason for limiting access.)

#### **603.4 COLLECTION CONTENT**

The Muskegon Area District Library as a whole will develop and maintain a collection that contains multiple viewpoints on a broad range of topics, genres and formats. Each branch of the library will develop and maintain a balanced collection to meet the needs of its frequent users and of the community in which it is located.

Items being considered for addition to the collection will be viewed in light of the collection as a whole, not simply for a particular branch. Because the library cannot own everything that is published, it will rely on interlibrary loan services available through the Lakeland Library Cooperative and MeLCat as a means to obtain items not owned by the library. The collection as a whole of the Muskegon Area District Library will be made up of several broad categories, including the following:

**603.41 FICTION**

The library maintains a representative collection of novels and works of fiction to satisfy a wide range of tastes. Ideas of literary merit vary greatly with individuals. Therefore, the library purchases fiction in many categories.

**603.42 NON-FICTION**

The library attempts to provide a large general collection of reliable materials embracing the broader fields of knowledge. Legal and medical works will be selected to the extent that they are useful to the lay person. Other specialized, non-fiction collections such as reference, genealogy and local history may be maintained.

**603.43 JUVENILE**

Materials are selected to encourage children and families to discover the joy of reading. In order to meet the varied abilities and interests of children, the collection includes materials covering a wide range of knowledge and reading levels. The illustrations in books for young people are given as much critical attention as the literary quality of fiction.

**603.44 TEEN**

Sources for selection decisions include, among others: user requests or recommendations, publisher or vendor catalogs, advertisements, and published reviews in journals such as School Library Journal, Kirkus, and Booklist.

**603.45 MEDIA**

The library recognizes its responsibility to provide access to information, cultural enrichment and recreation through as wide a variety of media as possible. Media are evaluated by the same criteria as printed materials. As new technologies for various age levels are developed, the library will investigate the appropriateness of new media formats and will acknowledge the need for experimentation.

**603.46 ONLINE DATABASES**

The library makes available a variety of online resources purchased to supplement and enhance the library's collection. These resources are evaluated on the basis of timeliness, ease of use, and ability to meet patrons' information needs.

#### **603.47 ELECTRONIC RESOURCES**

Selection of electronic resources is made by MADL staff. Electronic resource selection is based on the same criteria as printed materials. Electronic resources are collected in a variety of formats.

Duplicate copies are purchased in all formats when demand requires.

Materials not collected include rare books, textbooks, archival collections, and realia.

Non-print materials will be governed by the same principles and criteria applied to book purchases, including all media and electronic sources.

\*\* Placeholder for 603.5 \*\*

#### **603.6 LOCAL AUTHORS**

Local authors may suggest their titles for inclusion in the library's collection by contacting a staff member. Books will be considered only if they meet the library's selection criteria.

#### **603.7 WEEDING/DESELECTION**

The process of reviewing and evaluating materials and making decisions about their disposition is crucial for the proper maintenance of the library collection. Weeding is selection in reverse and enhances the reputation and reliability of the collection. Materials may be withdrawn on the basis of the following:

- Condition - worn, damaged, or soiled items;
- Currency - materials containing obsolete or inaccurate information of little historical significance; and
- Demand - items no longer used.

#### **603.71 DISPOSITION OF WITHDRAWN MATERIALS**

Most saleable materials that have been withdrawn from the collection will be given to Muskegon Area District Library Friends groups for sale to the public. When space or other constraints present a problem, withdrawn items may be given to local charities or sold through a reputable vendor. In special cases, withdrawn items may be offered to other libraries for addition to their collections. Items that are damaged, soiled, or contain badly outdated information will be discarded.

#### **603.8 DONATIONS AND REPLACEMENT**

Muskegon Area District Library does not accept replacement copies in exchange for lost or damaged materials.

Donated items are rarely added to the collection due to the labor and processing costs involved. The decision to add a donated book to the collection will be based on the same selection criteria as purchased materials. The library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition of donated material. No conditions may be imposed on any donated item accepted by the library. The appraisal of the gift

for tax purposes is the responsibility of the donor and cannot be provided by the library.

When the library accepts a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. The library staff, in accordance with the needs and selection policies of the library, will make the actual selection of specific titles.

Special collections and memorial collections may be shelved as separate collections or integrated into the general collection at the discretion of the professional library staff. The form of memorial or gift identification will be a gift plate.

### **603.9 RECONSIDERATION**

A patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he/she cannot exercise censorship to restrict access to the materials by others.

Any adult patron in the library's service area who objects to the presence of a work may present that objection by completing a "Request for Reconsideration of Library Resources" form. (Section 603.91) The library will not consider the request if the reconsideration form has not been completed fully, and if the item in question has not been completely read, listened to, or viewed. The patron will receive a notice of receipt of their reconsideration form. The Director and selected professional staff will review the request, and the resulting written decision will be forwarded to the concerned party.

If the patron is not satisfied with the response, they may request that a review committee be convened to review the matter. If so requested, the committee will consist of one member of the Library Board, the librarian who selected the material in question, a person or persons from the community, selected by the Board from a list of volunteers, and the Director or his/her designee.

The review committee will report to the Library Board its finding on whether the material in question was properly selected and ought to be retained under this policy.

The Library Board will vote to accept or reject the committee's recommendation on the disposition of the item in question. The originator of the request for reconsideration will be given the opportunity to speak to the issue prior to the Board's vote.

No item under reconsideration will be removed without a formal directive from the Library Board.

The decision by the Library Board is final. Once an item has been reconsidered and either retained or removed, it may not be reconsidered again for the next five years. A permanent file will be kept of all records pertaining to any challenged item.