

HARRISON DISTRICT LIBRARY

MATERIAL SELECTION POLICY:

PURPOSE

This collection development policy exists to guide librarians and to inform the public concerning the methods used by the library to fulfill its obligation to our community, to provide open access to information in a neutral, unbiased, and objective fashion.

INTELLECTUAL FREEDOM

In addition to the selection procedure and criteria mentioned in this document, the Harrison District Library believes in, supports and follows the principles on intellectual freedom. Basic to the policy is The Library Bill of Rights and The Freedom to Read as adopted by the American Library Association.

Processing and shelving materials shall in no way reflect a value judgment of the materials. There will be no labeling of any item or of its catalog records to indicate its point of view or bias. Most materials will be shelved in their proper order on open shelves; freely and easily accessible to the public. Specific items that are not in Dewey sequence are those with physical limitation, frequently used reference books, expensive periodicals such as Value Line and reference books difficult to replace if missing. Also, some items are shelved separately for easier patron access, e.g. large print titles.

The library assures free access to its holdings. All patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of materials in the collection may not preclude its use by others.

Only the parents will enforce parental right to censor children's materials. The library will not be responsible for the child's selection of library materials. That responsibility rests wholly on the child's parent or legal guardians. Selection of material is not restricted by the fact that the child may be able to possess materials his/her parents may find objectionable.

GOALS OF SELECTION

The Harrison District Library strives for systematic selection so that the resulting collection will be balanced thereby serving the needs of the total community. The library selects, makes available and promotes, the use of library materials, whatever the format which:

1. Meet the information needs of the community.
2. Meet the recreational needs of the community.
3. Supplement formal and informal study.

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4. Reflects a variety of opinions (minority and majority) on a subject.
5. Support business, culture, recreational, and civic activities in the community.
6. Stimulate self-understanding and growth.
7. Enhance job-related knowledge and skills.
8. Increase knowledge of and participation in the affairs on the community, the country and the world.

OBJECTIVES IN MATERIAL SELECTION

The mission of the Harrison District Library is to provide modern library resources and services to meet the evolving education, recreational, and informational needs of the public, thus enhancing individual and community life.

The scope of the collection is intended to offer a choice of format, viewpoint, and level of difficulty in comprehension. Materials for varying levels of education and differing social and religious customs are provided and are included on the open shelves of the collection.

The collection is not intended to be either comprehensive or archival. Every effort is made to avoid needless duplication. Specialized resources may be obtained from larger libraries through Interlibrary Loan. HDL exists to support but not to extend local public-school libraries; so, local curriculum-based materials will not be purchased except as such materials might either serve or be requested by the general public.

Interlibrary Loan is used to supplement the collection. Electronic resources may be used when appropriate for extremely current or specialized data.

SELECTION RESPONSIBILITY

The Director coordinates and supervises the selection, acquisition, and withdrawal of all library materials and is responsible for the growth and maintenance of the library's collection. Staff may make collection development recommendations to assist the Director. Authority of approving the Collection Development Policy resides in the library Board of Harrison District Library.

GENERAL CRITERIA FOR SELECTION

1. Availability and suitability of physical form for use.
2. Suitability of subject, style, and reading level for the intended audience.
3. Attention given critics, reviewers, professional book selection aids and the public.
4. Demand for materials-three or more patron requests.
5. Reputation and/or significance of author.
6. Reputation of the publisher or producer.
7. Quality of design and illustrations.
8. Present and potential relevance to community needs.
9. Relationship to existing materials in the collection on the same subject.

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CONTROVERSIAL MATERIALS

Materials representing various points of view are acquired. Works normally are not excluded because of language or explicit text or illustrations, if they meet previous stated criteria.

The choice of library materials by users is an individual manner. While a person may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others.

The library supports the American Library Association's "Library Bill of Rights", the "Freedom to Read Statement" and the "Freedom to View Statement" which are attached.

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 group.

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

REQUEST TO RE-EVALUATE LIBRARY MATERIALS:

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

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

ACCESS

Responsibility for the reading of children and adolescents rest with their parents or legal guardians. Library materials are not marked or identified to show approval or disapproval of the contents. No book or other item is sequestered, except for the purpose of protecting from injury or theft.

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WEEDING

The purpose for discarding or weeding materials from the Harrison District Library is to ensure materials are kept current and useful for the patrons of the library. Weeding assures that outdated materials are removed from the collection thus enhancing the library's reputation for reliability and maintaining a quality collection.

General Guideline's:

- A. To remove physically worn or damaged materials from the library.
- B. Eliminate material containing obsolete information.
- C. Remove worn or duplicated copies of books that have waned in popularity.
- D. To consider for removal materials that have not circulated in several years.

All books weeded from the library's collection will be put for sale for a fair price. The proceeds of books sold will be used by the library to purchase new material.

REPLACEMENT

A replacement is an item purchased to take the place of an identical title previously in the collection. It is the library's policy not to replace all materials withdrawn because of loss, damage or wear. Need for replacement in each case is judged by two factors:

- 1. Existence of adequate coverage of the subject, especially if more current material is available.
- 2. Demand for specific title.

GIFTS

Materials donated to the Harrison District Library may be used in the collection in they meet the criteria of the Collection Development Policy and Procedure or may be sold in the book sale. The materials shall be accepted only if there are no restrictions placed on them.

Gift items chosen for use will be integrated into the library collection in normal sequence, available to all library patrons. And otherwise handled as any other material belonging to the library. Withdrawal of gift items will be consistent with the Collection Development Policy and Procedure. Materials purchased with donated funds, including the Schaffer Children's Library, shall be maintained following the Weeding Policy and Procedures guidelines.

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REQUEST FOR RE-EVALUATION OF LIBRARY MATERIALS

The trustees of the Harrison District Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Harrison District Library
105 E. Main Street
Harrison, MI 48625

Date: _____

Name: _____

Address: _____

City: _____ State/ZIP: _____

Phone: _____ . Email: _____

1. Resource on which you are commenting:

_____ Book (e-book) _____ Movie _____ Magazine _____ Audio Recording
_____ Digital Resource _____ Game _____ Newspaper _____ Other

Title: _____

Author/Producer: _____

2. What brought this resource to your attention? _____

3. Have you examined the entire resource? If not, what sections did you review? _____

4. What concerns you about this resource? _____

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting? _____