



**Shelby Township Library**

# **Shelby Township Library**

## **Material Selection/Collection Development Policy**

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### **Policy Statement**

This policy establishes the principles, in accordance with the library's mission, that guide collection development and establish the criteria for the selection of library materials.

### **Principles**

1. The goal of selection is to provide collections that meet the informational, educational and recreational needs of the patrons in the library's service area.
2. The library upholds the following principles of service:
  - A. Provide open, free, non-judgmental access to collections and services.
  - B. Support intellectual freedom and promote the dissemination of a wide range of ideas and information.
  - C. Create an inviting environment with a broad selection of timely materials that encourages patrons to encounter the rich diversity of ideas.
3. The scope of the collections includes material with popular, contemporary appeal as well as those with permanent, historical value in a variety of formats. The collections support a wide audience including the needs of specific populations such as children, young adults, adults and seniors.
4. Selection of all material shall be the responsibility of the Library Director who operates within the framework of policies recommended by the Library Advisory Commission and approved by the Township Board of Trustees. Under the Director's guidance, a staff of librarians with professional education and training select material in accordance with the principles and practices of public library collection development.



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5. There are general criteria of quality of content and sustainability of format taken into consideration for all selections. Each item within the collection is given individual consideration for selection in terms of its own merit.
6. The library monitors advances in print and electronic publishing, as well as future trends and the emergence of new formats, and adjusts the emphasis within collections to reflect contemporary practices.
7. The library identifies and acquires material in several ways.
  - A. Librarians identify material for potential purchase through a variety of print and electronic resources including, but not limited to, reviewed titles in professional journals.
  - B. Librarians elect to automatically purchase periodic new editions of specific titles and the newly published titles from authors with perennial appeal.
  - C. The library accepts gift donations of materials which must meet the same criteria as purchased material for inclusion in the collection. See *Gift and Donation* policy.
  - D. The library accepts commemorative requests that meet the same criteria of purchased material and are identified with a commemorative bookplate, and integrated into the appropriate collection. See *Gift and Donation* policy.
  - E. The library accepts recommendations for purchase from patrons within the library's legal service area. No guarantee is made that any one specific item will be purchased.
8. The library attempts to collect material on a wide range of subjects but may be unable to meet every need with on-site material.
  - A. Duplication of titles is essential in meeting the public demand for best-sellers and other heavily used material. The library does not duplicate every title, nor can it duplicate specific popular titles in sufficient quantities to fill every request immediately.
  - B. The library participates in cooperative networks to obtain access to information sources and services it cannot provide on its own. As part of



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these services, patrons can borrow material from other libraries to fulfill their information needs. See *Interlibrary Loan* policy.

9. The library does not purchase academic textbooks.
10. The library keeps its collections vital and useful by retaining and replacing essential material, and by removing on a systematic and continuous basis those works that are worn, outdated, of little historical significance or no longer in demand.
11. The library selects material and organizes its collections to facilitate patrons in making choices about the materials that are appropriate for them.
  - A. The library purchases rated feature films whenever possible.
  - B. The library distinguishes its youth collections by age-appropriate levels.
12. Any resident who objects to the presence or absence of a work may complete the *Statement of Concern Regarding Library Resources* form available at the adult reference desk. The Library Director and Library Advisory Commission review these written challenges. The resident is informed of the decision regarding the challenged material. The decision of the Library Advisory Commission is final. See *Reconsideration of Library Materials* policy.

***Approved by Library Advisory Commission 12/15/15***

***Adopted by Board of Trustees xx,xx***