

## MATERIALS SELECTION & COLLECTION DEVELOPMENT POLICY



### **Purpose:**

The purpose of the McMillan Memorial Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The Materials Selection Collection Development Policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

[The Library Bill of Rights](#), [The Freedom to Read Statement](#) and [The Freedom to View Statement](#) have been endorsed by the McMillan Memorial Library Board of Trustees and are integral parts of the policy. The McMillan Memorial Library will not restrict access to any part of the collection to any patron holding a valid library card.

### **Responsibility for Selection:**

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the Director must be available to answer to the Board of Trustees and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

### **Criteria for Selection:**

1. The main points considered in the selection of materials are:
  - a. individual merit of each item
  - b. popular appeal/demand
  - c. suitability of material for the clientele
  - d. format
  - e. existing library holdings
  - f. budget
2. Reviews are a major source of information about new materials.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Therefore, consideration is given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

### **Outerlibrary Loan:**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, outerlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing outerlibrary loan to satisfy the needs of our patrons, the McMillan Memorial Library agrees to lend its materials to other libraries through the same outerlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

#### **Gifts and Donations for Operational Use:**

Books, pamphlets, periodicals, audiovisual materials and other items are accepted with the understanding that the library has the authority to make whatever disposition of the materials deemed advisable. Donated items that are not added to the library's collection may be placed into the library's book sale and proceeds will be used to enrich library services. Items not suitable for sale will be recycled or discarded.

Staff responsible for the evaluation and selection of gift materials will base their decisions on the guidelines set forth in the collection development policy.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board of Trustees. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director. Book selection will be made by the Library Director if no specific book is requested. Restricted monetary donations made to the Endowment for the purchase of materials shall be reviewed by the Board of Trustees.

#### **Weeding:**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and designated staff members, and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

#### **Potential Problems or Challenges:**

The McMillan Memorial Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the materials children read, view or listen to rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

#### **Challenged Materials:**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from the collection or restricted within the

collection should complete and sign a "[Statement of Concern About Library Resources](#)" form, which is available in the library.

The Library Director will consider the request in a timely fashion, reviewing the questioned material in its entirety and conducting the necessary research in order to re-evaluate the item's appropriateness for inclusion in the library's collection. The Library Director's final decision will be delivered to the patron.

Patrons may appeal a decision of the Library Director to the Library Board, in writing, within 10 business days. The issue will be added to the Library Board agenda within two months. Once a material has been challenged, it may not be reviewed again, related to the content of the appeal, for a period of two years.

Patrons must reside in a South Central Library System county to have their request considered and only one request per patron will be considered at a time.

Concerns about other library services, displays or events scheduled at the library will be handled in a manner similar to concerns about materials.

Adopted by McMillan Memorial Library Board of Trustees, June 21, 2023.