



**Petoskey**  
DISTRICT LIBRARY

## **Collection Development Policy:**

***Approved: March 26, 2015***

### I. Purpose

The purpose of this policy is to guide the staff/director in the selection and withdrawal of materials as well as to inform the public about the principles upon which selection judgments are made.

### II. Definition

“Selection” refers to the decision that must be made either to add materials to the collection or to retain materials already in the collection. “Withdrawal” refers to permanently removing an item from the collection.

### III. Objectives

The goal of the policy is to provide a well-balanced and broad collection of materials for all age groups, diverse types of material based on demand of the citizens, and materials for the education and recreation of the community.

### IV. Responsibility

The ultimate responsibility for selection and withdrawal rests with the library director who operates within the framework of policies determined by the library board.

### V. General Principles

A. Basic to this policy is the [Library Bill of Rights](#), [Freedom to Read Statement](#), and the [Statement on Labeling](#) as adopted by the American Library Association.

B. The Library Bill of Rights affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other resources should be provided for the interest, information, and enlightenment of all people within the district. Libraries should provide materials and information presenting all points of view on current and historical issues.
2. Libraries should challenge censorship in the fulfillment of their responsibility to provide information.
3. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
4. A persons’ right to use a library should not be denied or abridged because of origin, age, background, views, disabilities, or sexual orientation.

C. Responsibility of the reading habits of children rests with the child's parent(s) or legal guardians. Selection should not be inhibited by the possibility that books or other materials that may be objectionable to some parents may inadvertently come into the possession of children.

D. Selection of material of a sexual nature should be made on the basis of whether the item presents life in its true proportions, whether characters and situations are realistically presented, and whether the item has literary value.

### VI. Specific Principles

A. The Board considers it the duty of the Library to provide patrons with materials representing the full spectrum of current thought on issues in contemporary society. Individual items which in and of themselves may be controversial or offensive to some,



may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole.

B. The following principles will be used to aid the selection process:

- Accuracy and impartiality
- Attention of critics, reviewers, and the public
- Subject matter & present collection composition
- Cost
- Interest, demand and timeliness
- Audience
- Significance of subject, author, title, or publisher
- Diversity of viewpoint
- Encouragement of the joy of reading
- Local importance and/or historical value
- Physical durability and quality of the format
- Quality of organization, readability, and style
- Uniqueness or special features.

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

D. Gifts: The library accepts gifts that will be added to the collection if they meet the same standards as those required of purchased materials. (See Gift Policy)

E. Requests: All requests and suggestions will be considered using the selection principles described in this policy.

F. Textbooks: Providing textbooks and curriculum material is generally held to be the responsibility of the schools. Textbooks should be purchased for the collection when they supply the best or only information on a specific subject.

G. Withdrawal of Material

1. The staff will follow the CREW method for collection maintenance. Please see the manual at: <https://www.tsl.texas.gov/ld/pubs/crew/index.html>
2. Weeding is selection in reverse and enhances the reputation and reliability of the collection. Discarding or weeding of materials is the best and most economical utilization of space.
3. Materials may be withdrawn on the basis of at least one of the following:
  - Condition - worn, damaged, or soiled items
  - Currency - materials containing obsolete or inaccurate information
  - Demand - items no longer used.

VII. Objection to Material

A. In all instances the library defends the principles of the Freedom to Read Act and the use of library materials. No materials are judged on the basis of the author's race, nationality, or political, social, or religious beliefs. Materials are judged as entire works, not on isolated passages or sections.

B. Customers may request reconsideration of an item previously selected by use of the "Request for Reconsideration" form. Upon the receiving the fully completed form, the library director will review the request, add the request to upcoming Board meeting, and notify the customer of the outcome of the consideration.



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**Citizen's Request for Reconsideration of Library Materials**

(This form must be fully completed and returned to the director for the item to be reconsidered.)

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Library Card #: \_\_\_\_\_

Representing: Self \_\_\_ or Organization \_\_\_ Name of organization: \_\_\_\_\_

**Item to be reconsidered:**

Author: \_\_\_\_\_

Title: \_\_\_\_\_

How was the item brought to your attention? \_\_\_\_\_  
\_\_\_\_\_

Do you know what the literary critics & reviewers think of this item? Yes \_\_\_ No \_\_\_

Have you read/viewed/listened to the entire item? Yes \_\_\_ No \_\_\_

What, in your opinion, is the theme of the item? \_\_\_\_\_  
\_\_\_\_\_

What is your objection to the item? (Please cite pages) \_\_\_\_\_  
\_\_\_\_\_

In what section is the item housed? Adult \_\_\_ Teen \_\_\_ Juvenile \_\_\_

What do you feel might be the result of reading/viewing/listening to the item? \_\_\_\_\_  
\_\_\_\_\_

What are your recommendations for the item? \_\_\_\_\_  
\_\_\_\_\_

Signature of requestor \_\_\_\_\_

Name of staff member receiving completed form: \_\_\_\_\_  
Date \_\_\_\_\_

Thank you for your interest in the library's collection. Although careful consideration is given all materials before purchase, we are always willing to re-evaluate them. You will be notified of the outcome of this reconsideration.