



## COLLECTION DEVELOPMENT POLICY

*The Marion Community Library collection development policy has been developed and approved by the Marion Community Library Association (MCLA). The plan supports the library in its mission and outlines the goals and framework of the library collection by defining a method for selecting and managing materials. To effectively serve the community, the library collection should be one that is well-selected, well-maintained, and meets the informational, educational, cultural, and recreational needs of a growing and diverse community. This policy is to be considered the official position of the library.*

### **Library Mission**

The Marion Community Library provides informational, educational, cultural, and recreational materials and services, in a variety of formats and technologies to all residents of Guadalupe County. In accordance with the Freedom to Read Statement and the Library Bill of Rights, this library upholds the public's freedom of access to information. Marion Community Library will follow to the best of its ability the guidelines set forth for accreditation by the Texas State Library and Archives (TSLA).

### **Library Description**

The Marion Community Library is a community library serving a rural, growing, and diverse population. It exists to encourage and support reading and learning by people of all ages, educational levels, and socioeconomic levels by providing educational, recreational, and cultural materials and programs. The library is an autonomous, independent, non-profit entity, reporting to no governmental organization.

### **Responsibility and Scope**

Responsibility for materials selection rests with the Library Director and MCLA Executive Board. Working within space and financial limitations, the library provides a general collection of material on a wide range of topics of interest to the public. Material is purchased in a range of formats to meet the various accessibility needs of the community. The library's collection is intended to meet the cultural, informational, and recreational needs of all ages and to reflect the diversity of the population it serves.

Library patrons are encouraged to participate in collection development by submitting purchase suggestions for both print and non-print materials. These suggestions will be evaluated in accordance with the Collection Development Policy. Additionally, the Library will not consider requests for:

- Curriculum items
- Testing guides
- Textbooks
- Reference books
- Items outside the scope of our collection

### **Materials Selection and Intellectual Freedom**

The Marion Community Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights, the Freedom to

Read and Freedom to View Statements, Free Access to Libraries by Minors, and The Universal Right to Free Expression. It is the library's goal to provide our diverse community with library materials that reflect a wide range of views, expressions, opinions, and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the community or controversial in nature. The library's acquisition of these items does not constitute endorsement or approval of their content, but rather, assures that a variety of viewpoints are represented in the collection.

Material is selected based on the work as a whole and is not excluded because of isolated passages. The race, gender, sexual orientation, religion, national origin, disability, or political views of an author, frank or coarse language, the controversial content of an item, or the endorsement or disapproval of an individual or group in the community will not cause an item to be automatically included or excluded.

Marion Community Library provides free access to materials in several formats to all customers. Library patrons make their own choices as to what they will use based on individual interests and concerns. The library supports the right of each family to decide which items are appropriate for use by their own children. Responsibility for a child's use of library materials lies with his or her parent or guardian. Parents who wish to prevent their child from checking out materials that they believe are inappropriate are expected to supervise their child's material selections. Library staff will not act in place of a parent or guardian and restrict check-out of materials. Patrons of all ages are free to borrow materials from both the adult and youth collections.

### **Copyright**

The Marion Community Library abides by copyright law. No items in violation of copyright law will be knowingly added to the collection. Customers using library materials are responsible for the legal use of that material.

### **Collection Goals and Priorities**

- Develop a well-rounded collection of current, high-demand, and high-interest materials in a variety of formats for persons of all ages.
- Along with high-demand materials, supply a core collection of items to meet the basic information needs of the community.
- Maintain a current collection through purchasing new materials and discarding obsolete and dated materials.
- Encourage youth of all ages to foster an interest in reading and learning by providing them with a well-rounded collection of library materials and by promoting the collection through programs and outreach aimed at youth, parents, and educators in the community.
- Encourage lifelong learning by providing adult learners with materials, programs, and resources that will satisfy their curiosity and assist them in achieving their educational goals.
- Integrate new technologies and formats into the collection.
- Maintain local history materials unique to the local cities and area counties.

### **Selection Criteria**

The general criteria for selection, acquisition, duplication, replacement, gifts, and material withdrawals for all age groups and all formats are outlined below:

- Popular demand by patrons
- Value of the resource in relation to cost and other budgetary considerations

- Suitability of subject and style for the intended audience
- Accuracy and currency of information
- Preponderance or lack of other material on the subject in the existing collection
- Scarcity of materials on the subject
- Contemporary significance, popular interest, or permanent value
- Relevance to community needs
- Authority and reputation of the author, publisher, or producer
- Quality of physical item/format
- Suitability of physical item/format for library use
- Evaluation in reputable review sources
- Balance of viewpoints

An item need not meet all the criteria to be considered acceptable for the library collection.

### **Additional Criteria for Selection of Audiovisual and Electronic Resources**

- Availability of content in other formats
- Ease of access
- Hardware requirements and compatibility with Library's current computer/digital platforms
- Networking capability
- Technical quality of software or recording
- Licensing/contract requirements
- Portability of files
- Abridgements

### **Unsolicited Material**

The library does not pay for unsolicited material. Unsolicited material sent to the library becomes the property of the Marion Community Library and at the library's discretion will be added to the collection or disposed of to the library's advantage. Items will not be returned to the donor.

### **Gifts and Donations**

Currently, the Marion Community Library does not accept gifts of new or gently used books, current magazines, magazine subscriptions, DVDs, unabridged audiobooks, and music CDs. The library accepts unrestricted monetary gifts to be used for the purchase of materials or operations and maintenance of the library. The library will provide tax receipts for monetary gifts upon request.

### **Memorials, Honoraria, Bequests, and Trusts**

The library accepts gifts in memory or honor of individuals or groups, trusts, or bequests for the purchase of library materials. For all memorial/honoraria donations, notification and acknowledgment of the gift will be sent to the family as well as to the donor, provided that the contact information for all parties has been given to the library. Bookplates can be placed in the item upon request. Donors are asked to consider monetary donations as a first choice for these types of donations so library staff can purchase materials needed for the collection while keeping the family's or donor's wishes in mind. As with other gifts and donations, memorials and honoraria are subject to the same guidelines as purchased materials. Trusts and bequests will be evaluated prior to acceptance for their suitability and alignment with the library's purpose.

### **Donations from Local & Self-Published Authors**

Whenever possible, the Marion Community Public Library wishes to recognize the literary efforts of local authors (defined as any person living in our service area) by including their works in the collection. Local authors can donate their works to the library with the understanding that the items must meet the selection criteria and standards of the Library's Collection Development Policy. The library will only accept one copy of each title.

Attempts are made to acquire titles by local authors who are published by mainstream publishers. All donated materials become the property of the Marion Community Library and are examined by Library Director to determine suitability for inclusion in the collection. These criteria include professional reviews, authority and reputation of the author, publisher, or producer, and community demand. Reader reviews on Amazon or other online sites are not considered part of the review process.

The library reserves the right to accept or reject items from local and self-published authors, as well as the right to discard without notice any items previously accepted for the collection. Rejected or discarded items are handled in the same manner as purchased items through weeding and collection maintenance.

### **Weeding and Collection Maintenance**

The library conducts a continuous evaluation of materials, as a fundamental step in the collection development process to ensure items continue to meet customers' needs. Weeding the collection is of equal significance to the acquisition of new materials. When materials become outdated, worn, obsolete, or unused, they should be removed from the collection. The Marion Community Library uses the Texas State Library's C.R.E.W. Method as a guideline. It is the responsibility of the Library Director to assess the need for replacing materials that are damaged or lost. Items are not automatically replaced. Decisions are based on need, demand, availability, space limitations, and budget. A record of weeded material will be maintained for 7 years. Weeded and withdrawn materials are disposed of in the following ways:

- Sold to benefit the library in book sales
- Given to other libraries, government offices, or community agencies
- Donated to other non-profit organizations
- Recycled or destroyed

### **Lost and Damaged Materials**

Materials that are lost by a patron will be charged to the patron's account. A replacement may be purchased by the patron in lieu of payment, but the replacement item must be in like-new condition, in the same format, and have a matching ISBN to the item being replaced. Once an item is paid for by a patron, the item becomes the property of the patron. Damage to materials by patrons will be assessed by the Library Director in a timely manner. Patrons will be notified of any charges placed on their accounts due to damage. The decision to charge for replacement will be made based on the usability of the material with the damage, as well as the popularity and/or age of the title, and the amount of usage the item has seen. The Marion Community Library will hold the damaged item for up to 30 days from the date the charge is placed on the patron's record. After that time, damaged items will be discarded, but charges will remain on the account. A replacement may be purchased by the patron in lieu of payment, but the replacement item must be in like-new condition, in the same format, and have a matching ISBN to the item being replaced.

## **Re-evaluation of Library Materials**

If a patron has an opinion or concern about the inclusion of a specific item in the library's collection, the Library will re-evaluate the selection or placement of that item in its collection upon submission of a properly completed *Request for Re-evaluation of Library Materials* form. Forms will be accepted from adult cardholders who are residents of the library's legal service area and who have read, viewed, or listened to the material in its entirety.

The completed form, including the rationale for re-evaluation and requested action, will be forwarded to the Library Director. The Library Director and MCLA Executive Board will consider the request in a timely fashion, reviewing the questioned material in its entirety and conducting the necessary research to re-evaluate the item's appropriateness for inclusion in the library's collection. The Library Director and MCLA Executive Board will make the decision regarding the retention or placement of the item. Once a decision has been made regarding the retention or placement of the item, the person who submitted the re-evaluation form will be notified of the decision and the reasons for it.

Materials will remain in circulation during this procedure. Individual titles will not be re-evaluated more than once per year.

The process outlined above is for materials purchased by and housed at the Marion Community Library.

## **Appendix**

Request for Re-Evaluation of Library Materials Form

## **References**

Library Bill of Rights

Freedom to Read Statement

Freedom to View Statement

Free Access to Libraries for Minors

The Universal Right to Free Expression

Texas State Library's C.R.E.W. Method

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