

Lapeer District Library Materials Selection Policy

Lapeer District Library provides library service to residents of Lapeer County through seven branch libraries located within twelve townships and one city. These libraries vary in size, and are located in a small city, five villages, and one in the former vault of a bank at a well-travelled corner in the county. In some cases, these libraries provide the only information and entertainment for the citizens they serve. The Lapeer District Library collection is developed in response to needs and interests of the communities served in the Library District.

PURPOSE

The Collection Development Policy governs the selection, organization, and maintenance of the collection for Lapeer District Library. The purpose of the policy is:

- To describe criteria for selection of library materials;
- To describe the library collection and how it is organized and managed;
- To inform the public of the philosophy of collection development;
- To establish a framework for continuous evaluation and improvement of the collection.

The Board of Trustees of Lapeer District Library entrusts the development of the library collection to the Library Director, who in turn delegates selection of library collections to professional staff. Branch library collections are considered to be part of a larger whole for the Library District and are referred to in this policy as a single collection. Individuals and groups within the Library District will have access to a library collection that meets widely separate and diverse interests, backgrounds, social values, and needs. The Board of Trustees recognizes that the library is a community resource for people of all ages, races, creeds, national origins, sexual orientation, and political or social views. It is a physical and virtual place where ideas and information are freely exchanged. Lapeer District Library equally values every customer's experience with materials and the tools to find them. A variety of viewpoints are represented in the library collection and the library upholds the right of the individual to obtain information, though the content may be controversial, unorthodox, or unacceptable to others. The existence of a particular viewpoint in the collection is an expression of the Library's commitment to intellectual freedom and not an endorsement of the particular point of view.

The Board of Trustees of the Lapeer District Library declares that it adheres to and supports:

[First Amendment to the Constitution of the United States](#)

[Library Bill of Rights \(American Library Association\)](#)

[The Freedom to Read Statement \(American Library Association\)](#)

[Freedom to View \(American Library Association\)](#)

[Free Access to Libraries for Minors \(American Library Association\)](#)

Therefore, the above-listed documents are considered to be a part of this policy. The Board of Trustees affirms reading, listening, and viewing to be an individual's private matter. Full, confidential, and unrestricted access to the library collection is essential for residents to participate in our democracy. While library customers are free to select or reject materials for their own use or for the use of their minor children, the freedom of others to use the library collection will not be restricted. Parents and guardians have the right and responsibility to guide and direct the use of the library collection for their own minor children. Library staff do not serve in place of parents (*in loco parentis*) in guiding children's use of the library collection.

All materials selected in accordance with this policy shall be considered to have been selected by the Board of Trustees in the exercise of its discretion and to further the First Amendment rights of library customers. In the event legal action is commenced against the Library seeking to restrict or remove materials from circulation, the burden of proof shall be on the person or entity bringing such legal action. Materials under question shall not be restricted or withdrawn from circulation because such legal action is pending, unless and until a court decision, after exhausting all appeals, requires the material to be restricted or withdrawn from the collection.

SELECTION OF LIBRARY MATERIALS

Decisions about adding materials to the library collection are made through the application of general selection criteria, regardless of whether the material under consideration is to be purchased or donated. One or more of the following selection criteria must be met for material to be added to the collection:

- Support for the Library's mission and roles;
- Content of the work and its significance or contribution to the diversity or breadth of the collection;
- Evaluation of the work in professionally-recognized critical review sources;
- Authority, significance, competence of the author, producer, or publisher of the work;
- Accuracy and timeliness of the material;
- Expressed and/or perceived interest or demand for the material in the collection based on requests, data, etc.;
- Local interest or community relevance;
- Effectiveness and suitability of the format for a public library;
- Impact on the materials budget.

Suggestions from the public are encouraged and are evaluated by the staff based on the above criteria. Self-published and self-produced works are considered using the same criteria.

AREAS OF THE COLLECTION

Adult Materials

Materials intended for an adult audience are provided on a wide range of subjects with a variety of treatments. An emphasis is placed on acquiring materials for which there is significant actual or

anticipated demand. The Lapeer District Library collection is not intended as an archival library except for local Lapeer County history materials. Out-of-print titles may not be actively acquired or replaced unless demand warrants.

- Adult fiction is acquired to respond to the recreational reading, listening, and viewing interests of a public with differing tastes, interests, and reading skills. Current popular fiction is emphasized, including a diversity of novels and short stories by American and world authors.
- Adult nonfiction material is acquired on a wide range of subjects with a variety of treatments. An emphasis is placed on developing popular subject areas with materials to support the informational, recreational, and educational needs of library customers. Nonfiction materials may also serve to enrich the personal lives of residents. Nonfiction materials assist library users in their formal and informal lifelong learning. Textbooks are not purchased unless one provides the only information on a topic.

Young Adult Materials

Young adult materials are selected to meet the educational and recreational needs of teens aged twelve through eighteen. An effort is made to provide fiction and nonfiction materials that address the developmental stages of all teens.

- Young adult (YA) fiction includes novels written specifically for an audience aged twelve through eighteen. Within this span of ages, there is a wide range of interests and reading abilities. An effort is made to develop and reinforce an interest in reading and literature for this age group.
- Young adult (YA) nonfiction materials assist library customers with formal and informal learning. These materials are shelved in the YA nonfiction area at the deAngeli Branch Library, and with general nonfiction in the other branches.

Children's Materials

Children's materials are selected to meet the educational and recreational needs of children from infancy through age twelve. In each library, a separate children's area facilitates browsing for this audience.

- Juvenile fiction contains a balance of contemporary and retrospective materials that encourage reading and a love of literature. The primary audience for these materials is children aged seven through twelve.
- Easy books span a wide range of levels of comprehension and topics, including fiction and nonfiction. Many titles are selected in support of early literacy by providing enjoyment, helping to develop a child's appreciation of art and language, and building vocabulary. The primary audience for this area of the collection is children from infancy to seven years, and their parents and caregivers.
- Juvenile nonfiction titles are selected for developmentally appropriate levels of information. The primary audience is elementary school age children, aged five through twelve. Juvenile nonfiction materials assist library users in their formal and informal learning.

Media and Electronic Resources

All Lapeer District Library materials are considered part of a single collection that is defined by content rather than by the format in which it is found. The Library recognizes that people communicate and learn in different ways. To serve the diverse needs of library customers, Lapeer District Library is committed to collecting and offering access to a variety of media and electronic resources. The criteria for selection, acquisition, and withdrawal of these materials are the same for all formats and areas of the collection.

Because technologies of sound, image, and electronic delivery of information continue to evolve, the Library will monitor and evaluate new formats, implementing them when appropriate.

Library customers' use of Internet resources is governed by the Lapeer District Library Internet Acceptable Use Policy.

Graphic Novels

Graphic novels are print titles that include sequential art. Narratives, fiction or nonfiction, may be complete in one book or extend through a series of volumes. The library collects in the graphic novel format for all audiences: children, teens and adults. Due to the often mature subject matter of graphic novels, every new series is reviewed by staff to determine appropriate placement within the adult, young adult or children's collections. Content criteria outlined above for fiction and nonfiction works are applied to graphic novels.

Periodicals

Popular magazines are provided in browsing collections for library users of all ages. For young adults and children, magazines may also serve as literacy tools for reluctant readers. All branch libraries include the local newspaper in the periodical collection; the deAngeli periodical collection includes some regional and national newspapers as well in order to keep citizens informed on current issues and events. Retention of back files of magazines and newspapers is based on customers' need for access to back issues. Other factors considered in establishing retention schedules include available space in the library and electronic access to the full text of periodicals.

Reference Materials

Reference materials respond to the information needs for all ages. Reference materials may include print material, maps, and electronic resources. Each library has a collection of general reference sources and the deAngeli Branch Library includes a critical collection of documents or publications emphasizing the local history of Lapeer County.

Marguerite de Angeli Collection

Separate policy is Attachment A.

GIFTS AND MEMORIALS

The Lapeer District Library acknowledges the great importance of gifts and donations to the library's future development and growth. Once received, the gift or donation becomes the unconditional property of the library.

No gifts will be accepted on which the donor makes restrictions or special conditions, unless the library Board of Trustees specifically accepts those restrictions or conditions.

This policy statement is designed to guide prompt, consistent and appropriate acceptance of gift and donation offers in terms of the nature of the facilities and purposes of the library.

Materials donations

The Lapeer District Library will accept gifts of books and other materials with the understanding that such gifts will be added to the collection only if they meet the same standards required of purchased materials. Items received but not used by the library will be donated to the Friends of the library, given to other organizations, or recycled.

Monetary donations

Monetary donations are quickly and easily used to supplement and provide additional library material and services. Money designated for specific purposes must be approved by the Director before the library can accept. This includes the money for the purchase of magazine and periodical subscriptions, special collections, and other items.

Memorials and tributes

For monetary donations toward the purchase of materials, specific titles or subject area suggestions are helpful. The library will do its best to purchase titles that would reflect the interests of the honored person and be satisfactory with the donor as well as the library.

An inscribed gift plate will be placed in books or other appropriate library materials donated or purchased with donated funds. The plate will acknowledge that the materials were presented to the library by the donor(s).

The family of the person being recognized will be notified of the names of all donors to the memorial fund and the total amount in the fund, but individual donation amounts will not be included in the letter unless requested.

Tax deductions

Gifts and donations to the library are tax-deductible as provided by law. As the recipient of a gift or donation, the library will not assign a monetary value. Upon request, the library will provide an acknowledgement letter indicating the number and type of materials donated.

RESOURCE SHARING AND INTERLIBRARY LOAN

Lapeer District Library is committed to providing access to the widest array of information and reducing unnecessary duplication of materials and collections. Requests for materials not held in any format within the Lapeer District Library collection are considered for purchase. Those not added to the collection may be requested through interlibrary loan via HIP or MeLCat. Interlibrary loan is an adjunct to, not a substitute for, collection development.

COLLECTION MAINTENANCE

To maintain attractive, active, current, and useful collections, library staff examine materials in the libraries systematically throughout the year to assess their relevance to the whole collection, the public, and the statements of this policy. In addition, the collection is continuously assessed for physical condition of materials. All staff are empowered to identify items for removal from the collection in their library if they are in poor physical condition. Materials withdrawn locally may be reviewed centrally according to broader considerations; materials removed from one branch library may be reassigned to another at the discretion of the collection development team.

General criteria used in evaluating whether an item should be removed from the collection include:

- Accuracy
- Current or potential use
- Obsolescence
- Physical condition
- Completeness (sets)
- Reference value
- Availability of similar materials
- Local community needs
- Historical value
- Space in the local library

Materials that are no longer of value or of interest to the public are withdrawn from the collection and may be sold or discarded.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Library believes in freedom of information for all and does not restrict a user's right to read, listen, or view library materials. Many materials held in the Library collection are controversial and some library users may find materials offensive or inappropriate for the collection. In these instances, a process may be initiated by which library staff are asked to reconsider the inclusion of an item or a group of materials in the collection. To initiate the process, the individual should talk with a staff member at his or her local branch library and obtain a Request for Reconsideration of Library Materials form.

Once completed and submitted to a staff member, the review will proceed in three stages, as necessary:

1. A designated staff member will acknowledge receipt of the Request for Reconsideration of Library Materials form within seven days of its receipt at the district library office. A written response to

the concerns stated in the completed form, based on staff review of the material in question, will be sent to the patron within two months.

2. If the staff response does not satisfactorily resolve the issue, the individual may submit a written request for a review of the material by the Library Director. The Library Director will provide a written response to the request for review within forty-five (45) days.
3. If the Library Director's response does not satisfactorily resolve the issue, the individual may request an appeal to the Board of Trustees. The appeal request is submitted in writing to the Library Director. The Board of Trustees will hear public comment on an appeal by the second regularly-scheduled Board meeting after receipt of the appeal letter. A decision will be made by the Board of Trustees at a regularly-scheduled meeting at such time as the Board of Trustees feels fully prepared to consider such decision. If a decision is not made at the time of the appeal, the appellant will be notified in writing as to when the Board of Trustees is prepared to reconsider such decision, and will also be informed in writing as to the Board of Trustees' decision.

Material under question will remain active in the collection during the review process.

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