

MORRISSON REEVES LIBRARY COLLECTION DEVELOPMENT POLICY

The Morrisson-Reeves Library Collection Development Policy establishes guidelines for selecting and maintaining the written, recorded, and digital resources in various formats that make up the library's collection. The policy serves three main purposes:

- To provide guidance for staff engaged in collection development
- To provide transparency to the public regarding our goals, criteria, and reasons for having the collections we do
- To provide common ground for library staff, library administration, and the public.

The Collection Development Policy is written by members of the library staff and is approved first by library administration and then by the Library Board of Trustees who represent the public.

INTELLECTUAL FREEDOM STATEMENT

Morrisson Reeves Library is dedicated to protecting every individual's right to read, investigate, learn, think and form an opinion. As such, in selecting materials, the library does not promote any particular belief or moral code. The Library Board supports the Library's effort to provide equal, open access to all materials. The library endorses the American Library Association's (ALA) Library Bill of Rights as enumerated in this document and on the ALA website, www.ala.org.

LABELING OF LIBRARY MATERIALS

Controversial library materials will not be marked or identified by Library personnel to show approval or disapproval of the contents, and no item is controlled except for the express purpose of protecting it from damage or theft.

COLLECTION GOALS

MRL patrons will find high-quality collections consisting of current, reliable information, a broad range of titles of lasting value and appealing choices in recreational reading, listening and viewing for all ages.

The Morrisson Reeves Library Circulating Collection:

1. Reflects a wide range of viewpoints, needs and interests in a variety of formats.
2. Provides an adequate number of copies for each title purchased so that patrons do not have to wait an unreasonable length of time to get any item.
3. Responds to local community interests and needs.
4. Supports education curricula.

RESPONSIBILITY FOR SELECTION

Ultimate responsibility for materials selection rests with the Library Director, who operates within the framework of policies determined by the Board of Trustees. All professional or properly trained staff members may participate in the selection of library materials. Each MRL selector is responsible for using the appropriate selection tools and tracking the materials budgets to insure a flow of new materials throughout the year and as demand dictates.

SELECTION AND WEEDING

It is the responsibility of selectors, working within the limitations of space and budget, to select materials for the Morrisson-Reeves Library collections. Reviews from up-to-date and authoritative sources (see Selection Tools section) will be used to select materials in all areas.

Many factors are considered in the acquisition of materials, such as authority of the author, accuracy of the information, format, content, price, community needs and demands, current interest in the subject, available funds, and current library holdings.

In order to maintain a useful and up-to-date collection, damaged, worn and obsolete materials are continuously weeded. Materials will be withdrawn if they receive little usage or are superseded by a new edition or better work on the same subject. Materials that are not damaged may be sent to the Friends of Morrisson-Reeves Library for their book sales, or to other institutions. Other materials will be disposed of in appropriate ways.

SELECTION CRITERIA

The following selection criteria will guide MRL in our good-faith efforts to judge what falls within the scope of MRL's collections. The criteria are intended to be inclusive and are deliberately flexible. Each item is evaluated based on these factors, either individually or in combination before deciding whether or not to purchase.

-Current and anticipated needs and interest of the public

We strive to have materials patrons want. This includes bestsellers, information on timely topics and specific local interest. Materials judged to be too specialized or in low demand, can be requested through interlibrary loan.

-Evaluation in review media

Reviews in library review journals and the popular press bring titles to our attention and can be used to assess how well an item may serve our community.

-Accuracy and timeliness of content

Our goal is to have a reliable and up to date collection. We rely on reviews and publisher's and/or author's reputation to assess accuracy and currency. In the case of older releases, publication date will be a factor.

-Authors', artists' or publishers' qualifications and/or reputations

With few exceptions, works by best-selling and well known authors, directors or musicians are selected. Purchase of self-published works or those from small presses will require that the item make a strong contribution in another way, such as an out of print classic, continuation of a series, award winner or special title for a specialized collection.

-Contribution to diversity or breadth of collections

We work to have broad cultural and subject coverage. The scope of the collection will reflect the interests of our diverse and ever changing community. In order to provide a broad collection we may choose to limit the number of titles in some subject areas.

-Presentation of unique or controversial points of view

MRL strives to be our community's connector to information and knowledge. We provide materials that support diversity of thinking and connect our patrons to information from many points of view.

-Receipt of or nominations for major awards or prizes

We consider regional and national awards in all formats. These titles connect our patrons to the literary and informational communities.

-Quality of production

The physical or technical caliber of illustrations, covers, bindings, recording, printing, packaging and format will be a factor in deciding whether or not to purchase.

-Price

In combination with other criteria or alone, items with significantly high prices will be examined in order to balance the need for the item against the high price. This also guards against high replacement costs for patrons if items are lost or damaged.

SELECTION TOOLS

Selection of materials is accomplished from book reviews and descriptions in professional library and popular journals and magazines, subject bibliographies, annual lists of recommended titles, weekly and monthly best seller lists, publisher and supplier catalogs, and customer requests. Some of the standard selection tools available to staff include, but are not limited to: *Library Journal*, *Booklist*, *Publishers Weekly* and Baker & Taylor publications.

MAINTAINING THE COLLECTION

An up-to-date, attractive, and useful circulating collection is maintained by retaining or replacing essential materials and removing, on a systematic and continuous basis, those works that are outdated, in poor condition, of little historical significance, or no longer in demand.

SPECIAL COLLECTIONS

Special non-circulating collections are subject to selection and maintenance criteria appropriate to their specific goals.

GIFTS/DONATIONS

Gifts of used or new books, periodicals, non-print, and archival material are accepted with the understanding that they may be used or disposed of as the Library deems appropriate. As a general rule the library does not accept artifacts. Replacements and duplicate copies are added to the collection as needed. The cost of processing and availability of space are considered when accepting gifts. Upon request, a donor may receive a receipt from the Library for gift materials, however, the Library cannot determine the value of the gift. Materials that are historically significant to the City of Richmond and/or Wayne County, Indiana will be considered for addition to special collections.

Works written by local area authors or natives of Richmond will be added to the Richmond, Wayne County, or Archive collections only if the author is or has been in some way significant to Richmond or Wayne County, Indiana. Gift materials written by local authors or natives of Richmond will be considered for addition only if they meet the selection criteria.

Gifts are unconditional and become the property of Morrisson Reeves Library. Decisions as to the use or disposal of gift items lie with a professional staff librarian. Questions or concerns regarding gift materials and their disposition should be directed to the appropriate staff librarian.

RECONSIDERATION OF LIBRARY MATERIALS

MRL remains committed to and affirms its obligation as a public library to maintain and provide a collection that presents differing points of view on controversial or debatable subjects. In accordance with the American Library Association's Library Bill of Rights, MRL does not proscribe or promote specific beliefs, ideas or views, nor does selection of materials for the collection imply endorsement of the viewpoint(s) of the author(s).

Reconsideration of library materials is initiated by the submission of a completed reconsideration form. In the event that the person making the objection to the materials is not

satisfied with the Board of Trustees decision, he/she may appeal for a public hearing by making a written request to the President of the Board.

USE OF LIBRARY MATERIALS

The Library Bill of Rights of the American Library Association states that “*a person’s right to use a library should not be denied or abridged because of origin, age, background or views.*”

The library and its staff do not act “in loco parentis.” The responsibility for reading, listening to, viewing and using library materials and equipment by minors rests with parents or legal guardians.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.

REVIEW

This policy will be reviewed periodically to ensure that it is responsive to the changing needs of the library system and the general community.

Approved 01/05/15
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