

Collection Development and Management Policy

Purpose

Library materials are selected to support the mission of the library. The Morgan County Library endeavors to maintain a collection of library materials that will provide a basis for community information, education, recreation and preservation in the County.

Selection shall be based on the merits of a work in relation to the needs, interests and demands of the Morgan County community. Basic to this policy are the "Library Bill of Rights" and the "Freedom to Read Statement" as adopted by the American Library Association, and to which this Library subscribes.

The purpose of the Morgan County Library collection development and management policy is to guide library staff and to inform the public about the principles upon which selections are made.

Collection Development

Selection

Specific Principles for Selection

The following principles will be taken into consideration when selecting items to be added to the collection:

- Public demand and interest.
- Contemporary significance or permanent value.
- Authority and competence of the author and/or reputation and standing of the publisher.
- Contribution to diversity, depth or breadth of existing collection.
- Local or community relevance.
- Adequate coverage of controversial issues.
- Price, effectiveness and suitability of format, durability and ease of use.
- Availability of information in the subject area.
- Replacement of lost or worn copies or updating of outmoded information.

General Selection Tools

The Morgan County Library uses the following resources when selecting material for the collection:

- Professional journals
- Reviews from reputable sources
- Timeliness of the material
- Quality of writing, design, illustration, and production based on professional standards

When the Morgan County Library does not own a particular title, article or other item, it encourages patrons to suggest purchase or to request the item through Interlibrary Loan.

Self-published materials are not generally purchased or accepted as donations. The library may make an exception for materials that are of local interest. The main reason for this exclusion is the lack of an independent editorial process.

Collection

Adult Fiction

The fiction collection of the Morgan County Library is largely made up of best sellers, favorably reviewed works, genre fiction, critically-acclaimed first time authors, classics of literature and translations of foreign works. The primary

purpose of the fiction collection is to satisfy the heavy demand for recreational reading from the general public. Selections are made to ensure that the collection provides access to popular and quality books for a range of users recognizing their diverse tastes and background. Popular series are continued within the collection whenever possible. Because of the volume of new fiction published each year, very few titles will be collected retrospectively. Exceptions will be made for new editions or translations of classic titles or to replace missing or worn out copies of classics or series.

Adult Nonfiction

The Library collects non-fiction in all subject areas. The adult nonfiction collection is intended to contribute to the education and enjoyment of library patrons by providing materials for the pursuit of independent learning, recreational reading, and beginning research. The collection is continuously reviewed for currency of information to assure that essential and significant information is added and retained.

Media Collection

The Library's goal is to provide a collection of instructional, educational and recreational audio and visual material that will enhance the existing nonfiction and fiction collections. While the acquisition of print materials is a large part of our mission, we also make available collections of audio-visual materials in the adult, young adult, juvenile and easy departments. The selection of audio-visual materials complements the Library's selection of print materials. The Library recognizes that patrons desire information and popular materials in various forms. The Library currently purchases music CDs, audio books on CD, commercial and nonfiction DVDs, and e-format materials. Multiple e-format vendors provide access to books, audio books, magazines, music, comics, film, and television series. Selection content is provided by the vendors and is not determined by Library staff.

Periodicals

The Periodical collection consists of magazines: providing a broad range of general interest subject areas and local, Mid-Missouri and national newspapers. Periodicals are not archived.

Juvenile and Young Adult

The juvenile collection consists of material for adolescents from 8-11. The Young Adult collection consists of material for two age groups: 12-14 and 15-18.

These collections provide fiction and nonfiction materials for recreational interests, informational needs, and personal growth. Criteria is similar to what is used to for our adult collection: Fiction - best sellers, favorable reviewed works, genre fiction, and classics, Non-fiction – pursuit of independent learning, recreational reading and beginning research. Materials are selected with an awareness of the variety of interests, backgrounds, reading skills, and developmental skills of patrons between the middle and high school. Each item must be individually considered for its intended audience and is evaluated according to previously stated selection criteria.

Since the resources of the adult and children's collections are conveniently available, the teen collection does not attempt to fill all teen needs for materials. Although the teen collection seeks to supplement the school library, our resources are not focused on materials to support all aspects of assignments.

Children

The children's collection provides current, popular, educational, and notable materials for infants through middle school students, as well as for parents and teachers. This collection consists of recreational and informational materials that foster a love of reading. The library tries to meet the skill and interest levels of readers from infants and toddlers to the beginning reader to the child ready for more advanced resources. The materials are selected with regard to literary excellence, accuracy, timeliness of factual material, high quality art and illustration and the stages of emotional and intellectual development of children.

Areas of collection development in the print Children's collection include:

- Board books – these are early picture books with simple stories geared toward infants and toddlers.
- Easies/Picture Books – the Library provides picture books for reading aloud and sharing with children. In these books, the text and pictures should complement each other.
- Easy Readers/I CAN READ – these books are intended for children just beginning to read on their own.
- Non-fiction – should be accurate, objective and consistently appropriate to the age of the reader. Emphasis for selection will be based on simple words, short sentences, larger type size, fewer paragraphs and more illustrations to encompass a wide range of the Dewey Decimal System.

Genealogy Collection

The genealogy collection focuses primarily on Morgan County, followed by mid-Missouri, and when useful, the entire state of Missouri. The volumes themselves and/or the subject areas they represent have permanent value to the community and are made available to the general public for research on local, genealogical and historical issues.

Databases

Databases are a diverse collection of reference and circulating materials that are accessed electronically. This collection offers access to serials, books and audiovisual materials in a variety of non-traditional formats. Electronic resources will consider these factors:

- The resource must meet a community need.
- The impact on the materials budget must be considered in relation to usage.
- Reference content must be authoritative and trustworthy.
- The resource must be technically compatible and user friendly.
- Licensing issues must be addressed.

Gifts, Donations and Memorials

Gifts of specific items such as books, audio-visual materials, and other materials shall be accepted by the Library. These materials shall be subject to the same procedural consideration that is utilized when considering an item for purchase. While some items are added to the collection, the majority are sold to benefit the Library. Once a gift item has been processed and added to the collection, it becomes the property of the library and is subject to the same standards as any other materials and may be weeded in the course of time. The Library will accept financial donations to buy materials following the same guidelines used with any other selection decision. The Library graciously accepts monies from patrons in order to purchase specific materials for memorial gifts. A memorial plate is placed in each title. A memorial item becomes the property of the library and is subject to the same standards as any other materials and may be weeded in the course of time.

Suggestions for Purchase

Patron suggestion requests are accepted. The suggestions for purchase will be evaluated in accordance with the Collection Development Policy.

Patron suggestions for purchase are always welcome. Suggestions are evaluated on the previously stated criteria and also on the following criteria:

- Age
- Appropriateness to the collection
- Cost
- Availability through our regular sources

The submission of a request does not guarantee its purchase. If a work is not selected for purchase, the patron is encouraged to request the material through ILL.

Collection Management

Weeding

Regular weeding of the library collection is a vital part of the collection development cycle. The collection needs continuous evaluation to ensure that the Library is fulfilling its mission. It also needs systematic weeding of library materials in order to maintain a current and accessible collection. Weeding not only makes space available for new materials, but also contributes to an attractive library where the best materials are easy to find and the convenience of the user is a top priority. Materials which have been withdrawn and are in good condition will be given to the ongoing and/or Friends annual book sale.

Library standards for weeding are listed below.

- a. Age of the item
- b. Length of time since the last circulation transaction
- c. Misleading content
- d. Worn appearance
- e. Superseded by newer or better material
- f. Trivial value (As determined by H.W. Wilson or other such like source)
- g. Irrelevant to community needs
- h. Expeditiously available elsewhere

Audiovisual materials: The Library considers the same criteria during the weeding process for audiovisual materials. Worn and damaged materials will be removed from the collection. Additionally, outdated formats will be removed from the collection in a timely manner.

Reconsideration of Library Materials

It is a vital obligation of the public library to reflect within its collection differing points of view. The Morgan County Library does not endorse any particular viewpoint nor does the selection of an item indicate an endorsement of any particular viewpoint. Library materials will not be sequestered, except for the purpose of protecting them from theft or damage.

There may be occasions when a member of the community may be concerned about a particular item in the Library's collection. If a library patron wishes the Library to reconsider material that is in the collection, a Patron Comment of Library Materials form is available at all public service desks. This form must be completed in its entirety and returned to a library staff member who will forward it to the Director of the Library. Once the form is received, the Director will review the comment, as well as the criteria used in selecting the item, its place in the collection, and reasons for including the item in the collection. The Library Director will send a written response in a timely manner. If the patron still does not feel their concerns are resolved, he or she may request that the Board of Trustees review the decision at a regularly scheduled board meeting.

Accepted by the Library Board of Trustees on February 13, 2020.