

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 support the informational, educational, cultural and recreational needs of the population it serves.

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.

The Morgan County Library Board has delegated the collection responsibility to the Library Director.

Collection Development

Selection

Specific Principles for Selection

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

- Current and potential relevance to community needs
- Local demand, interest, or significance
- Suitability of subject and style for intended audience
- Reviews in professionally recognized sources
- Timeliness and/or significance of the subject
- Cost, availability and impact on materials budget
- Contribution to diversity, depth, or breadth of collection
- Technical quality
- Suitability of format for Library circulation and use
- Authority and competence of the author and/or reputation and standing of the publisher
- Objectivity
- Availability of information in other formats
- Support of the Library's mission

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 that are donated to the library will undergo the same evaluation process as all other library materials to determine if they will be added to the collection.

The Library upholds the rights of each individual to privately read, listen to, and view the full range of published thought and ideas. The Library considers reading, listening, and viewing to be individual, private matters. Full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. Libraries have a public and professional obligation to provide equal access to all library resources for all library users. While anyone is free to select or reject materials for themselves or for those who are legally under their care, it is important for library users to understand that the Library does not serve in place of the parents (in loco parentis) when it comes to access to library materials. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor children.

Materials are evaluated as complete works and not on the basis of a particular passage. They are placed in the collection, in accordance with the publisher's intended audience and as determined by the Library. No materials that meet the Library selection criteria will be excluded because of the origin, background or views of those contributing to its creation. The Library strives to purchase materials presenting a variety of viewpoints. Factors considered when adding specific material to the Library collection include, but are not limited to community needs, local demand, reviews in professionally recognized sources, timeliness and/or significance of the subject, cost, contribution to diversity, depth, or breadth of collection, objectivity, and support of the Library's mission.

The Library collection is organized, marked, and maintained to help people find the materials they want. The Library does not support the labeling, sequestering, or alteration of materials because of controversy surrounding the author or viewpoint on the subject matter.

There is variation in age appropriation of each collection. Age recommendation is only that, a recommendation. It is not the responsibility of the Library, its Board of Trustees, staff or volunteers to determine which collection they should use of what item in the approved collections is suitable for an individual.

Collection

Children: The "E" collection is intended for ages birth through second grade.

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.

Juvenile: The "J" collection is intended for patrons 3rd grade through 8th grade

Young Adult: The "YA" collection is intended for patrons in 9th grade up

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.

Adult: 18 and over

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.

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 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

Reconsideration of Library Materials*

There may be occasions when a Morgan County Library cardholder or person residing in Morgan County, Missouri may be concerned about a particular item in the Library's collection.

If such a person wishes the Library to reconsider material that is in the collection, a Request for Reconsideration of Library Materials form is available at the circulation desk. 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 and the results will be disclosed to the public and published on the library's website.

If the person 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.

*May also include library presentations, events or displays

Revised by the Library Board of Trustees on July 13, 2023 in compliance with 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors.