

UTICA PUBLIC LIBRARY POLICIES

MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY

Policy Statement

This policy informs the community of the principles in accordance with the library's mission and identified roles that guide collection development and establish the criteria for the selection of library materials.

Regulations

1. The goal of selection is to provide collections that meet the informational, educational and recreational needs of the customers in the library's legal service area.
2. The library upholds the following principles of service:
 - A. Provide open, free, non-judgmental access to collections and services regardless of age, gender, sexual orientation, gender identity, race, ethnicity, disability, language proficiency, social or economic status.
 - B. Support intellectual freedom and promote the dissemination of a wide range of ideas and information representing a variety of viewpoints.
 - C. Create an inviting environment with a broad selection of timely materials that encourages customers to encounter the rich diversity of ideas on which a democratic society depends.
3. Inclusion of an item or resource in the library's collections is not an endorsement of a particular point of view or philosophy.
4. The scope of the collections encompasses materials with popular, contemporary appeal as well as those with permanent, historical value in a wide variety of formats from print to electronic. The library provides collections to support a wide audience including the needs of specific populations such as children, young adults, adults learning to read, international language readers and the disabled. The library has some distinguishing features within its collections that guide the emphasis for collection development:
 - A. Library collection
 - i. The library collects and serves as a central resource center for in-depth research resources and backlist titles.
 - ii. The Library collects popular material that is current, and timely to satisfy popular demand. The library also maintains specialized collections such as literacy materials, English as a second language (ESL), international language, local history, local authors and the Macomb Library for the Blind and Physically Handicaped.

B. Electronic collections

- i. Electronic collections are selected to enable customer selfservice, provide access to quality content, and promote library events, news and services.
 - ii. Databases and similar electronic resources are selected based on the merits of the external resource, their value to the library's customers, their ease of use and to complement the resources provided through the Michigan eLibrary.
 - iii. Downloadable and streaming digital content are selected following the same guidelines as traditional physical media whenever possible.
5. Selection of all materials shall be the responsibility of the library director who operates within the framework of policies determined by the library board of trustees. Under the director's guidance, a staff of librarians with professional education and training selects materials in accordance with state law and the principles and practices of collection development.¹ **A Materials Selection/Collection Development Handbook** has been created to provide detailed guidelines on the maintenance and goals of each area of the collection.
6. There are general criteria of quality of content and suitability and sustainability of format taken into consideration for all selections; however, each item within the collection, whenever possible, is given individual consideration for selection in terms of its own merit and the audience for whom it is intended.
7. The library monitors advances in print and electronic publishing, as well as future trends and the emergence of new formats, and adjusts the emphasis within collections to reflect the changing times.
8. The library identifies and acquires materials in a number of ways.
- A. Librarians identify materials for potential purchase through print and electronic selections and reviewed titles in professional journals.
 - B. Librarians elect to automatically purchase periodic new editions of specific titles and the newly published titles from authors with perennial appeal.
 - C. The library accepts gift donations of materials which meet the same criteria as purchased materials.
 - D. The library accepts commemorative requests that are identified with a commemorative bookplate, and integrated into the appropriate collection.
 - E. The library provides the opportunity for resident customers with a valid Utica Public Library (UPL) card to request purchase of materials not owned by the library through the Customer Request for Purchase form.
9. The library attempts to collect materials on a wide range of subjects but may be unable to meet every need with on-site materials.

- A. Duplication of titles is essential in meeting the public demand for best-sellers and other heavily used materials. The library does not duplicate every title, however, nor can it duplicate specific popular titles in sufficient quantities to fill every request immediately given budget constraints and the necessity of meeting other collections needs.
 - B. The library participates in consortia and networks to obtain access to information sources and services it cannot provide on its own. As part of these services, customers can borrow print materials from other libraries to fulfill their information needs. See Interlibrary Loan policy.
10. The library does not purchase academic textbooks because, generally, students need textbooks for a lengthy period of time that would exceed the library's loan and renewal periods.
11. The library keeps its collections vital and useful by retaining and replacing essential materials, and by removing on a systematic and continuous basis those works that are worn, outdated, of little historical significance or no longer in demand.
12. The library selects materials and organizes its collection to facilitate customers in making choices about the materials that are appropriate for them.
- A. The library purchases rated feature films whenever possible.
 - B. The library distinguishes its youth collections by age-appropriate levels.
13. Any resident who objects to the presence or absence of a work should review the Reconsideration of Library Materials policy and complete a Statement of Concern Regarding Library Resources form.

¹ MCL 397.605 et seq. Library Privacy Act