



**Collection Development Policy Manual**

**Approved by the**

**White Lake Township Library  
Board of Trustees**

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## **Vision Statement**

Inspiration through Information

## **Mission Statement**

The White Lake Township Library is committed to providing informational, educational, cultural, and recreational resources in a welcoming environment that offers the opportunity for the community to gather and grow, leading to enrichment, enjoyment, knowledge, and lifelong learning.

## **Purpose of this Policy**

Collection development is an ongoing activity; the collection evolves as the needs of the community evolve and as changing technology provides additional or alternative resources. Because no library budget is large enough to permit the purchase of every worthy resource, this Collection Development Policy guides the library staff in most effectively using the White Lake Township Library's financial resources to meet the present and anticipated needs of the community it serves. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist staff in selecting Library resources, evaluating the collection, and maintaining the collection's currency, relevancy and usefulness. Periodically, the Board of Trustees of the White Lake Township Library reviews this document as well as the principles of intellectual freedom enunciated by the American Library Association, Michigan Compiled Laws and the First Amendment to the U.S. Constitution.

## **Scope of this Policy**

Information comes into the library through a variety of means. Besides materials and electronic resources selected by the library staff, information in the form flyers and pamphlets and other print media are placed in the library by community groups and agencies. In addition, patrons, when assessing the library's Internet stations have access to an unlimited array of print and visual items not selected by the library. The scope of this policy manual is confined to print and audio-visual items

## **Responsibility to the Community**

The public library plays an active and positive role in the community. It strives to be the unbiased repository for the recorded expression of thought. It is committed to the freedom of information and open access to all points of view, including generally accepted perspectives as well as divergent ones. In a democratic society, every individual needs to be free to explore all ideas.

The White Lake Township Library (hereafter referred to as the Library) fulfills its mission when it selects and makes available materials and databases for the enlightenment, cultural development, and enjoyment of all members of the public, including all age levels and many levels of interest and ability. Moreover, the

collection should include materials that represent topics of current interest, as well as those of enduring value.

The Library considers the diversity of community needs, interests and demands for titles and formats in the materials selection process. Inclusion of materials thus signifies the importance of diversity; it does not represent an endorsement. Efforts are made to provide materials that represent a variety of viewpoints on controversial issues. All libraries, then, are likely to contain some materials that some patrons may find objectionable. In addition, collections may not contain all materials that some patrons feel are important. In both cases, the Library has established procedures to hear the voices of the community. (Please see "Request for Addition of a Title" and "Request for Reconsideration of a Title/Source" below.) When a title or source has been examined through the established procedures, it will be re-evaluated only if subsequent requests cite substantially different reasons than the first. All comments and suggestions are welcomed, and forms are available on paper and through the library website to make it easy for patrons to express their opinions.

The Library does not label materials except to aid the public in finding them in the library. Thus, stickers such as "new" or "mystery" may be used. Judgmental statements such as "This material contains language which some may find offensive" are not applied by the library.

Censorship is an individual choice. Every person has the right to reject items for him- or herself, but no one has the right to censor or restrict others' freedom to choose what they prefer to read, view, or hear.

The responsibility for monitoring a child's reading, listening and viewing rests with the parent or legal guardian. Selection of materials for the Library is not restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Library staff is willing to work with the parent or guardian to determine what materials are best suited for a child's needs, within the framework or guidelines established by the parent or guardian.

## **Principles of Collection Development**

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of resource sharing. Access to all materials legally obtainable should be assured to the public, and policies should not exclude materials even if such materials offend a librarian or some members of the community.

The Library collection is developed and maintained to serve the entire community of White Lake, with the collection addressing the needs of both current and potential users. Items are evaluated as a whole, not on the basis of a particular section or sections. Thus, an item will not be included in, or excluded from, the collection because of:

- Race, religion, nationality, sexual orientation or views of the author;
- Depictions or descriptions of violence or sexual activity;
- Controversial content;
- Endorsement or disapproval by any individual or community group.

## **Responsibility for Selection**

Library staff who are qualified by education, training, interest, and job classification are responsible for selecting materials and electronic resources. Overall responsibility for the collection rests with the Director, subject to the policies and mandates of the Board of Trustees.

## **General Selection Standards**

Because its ability to purchase and store materials is limited by both budgets and the building, the Library has established standards for purchase and retention. These standards are developed, implemented, and revised by librarians who are trained in adult, young adult, juvenile, reference, local history, audio-visual, and electronic services. These standards may be applied to all formats. The standards include, but are not limited to:

- Current interest
- Timeliness
- Educational significance
- Positive reviews
- Recommendations by professionals
- Patron requests
- Accuracy
- Contribution to the breadth of representative viewpoints
- Value commensurate with cost and/or need
- Reputation of author/publisher/producer

## **Collection Development Level**

Both circulating and reference materials will be collected within what is considered the “Basic Information Level” for all subject areas. As defined in the Guide for Written Collection Policy Statements by the American Library Association, 1989, this means that the Library will usually purchase materials that serve “to introduce and define a subject and to indicate the varieties of information available elsewhere.” The Library’s staff is trained to offer suggestions for further research beyond the local collections or to request materials from other libraries for the customer.

## **Non-Duplication**

Oakland County is home to several institutions of higher learning. The Library recognizes the purpose and resources of libraries at these and other institutions, as well as those of local school districts, and will not needlessly duplicate

materials found in their collections. The Library does not acquire text books, professional or academic journals, or other curriculum-related materials except as such materials might also serve the general public, e.g. basic science books. Nor does the Library purchase multiple copies in sufficient quantity to meet the assigned informational demands of local institutions, schools and colleges, or non-library reading groups.

## **Resource Sharing with Other Libraries**

The Library participates in several resource sharing networks. Patrons are encouraged to use these networks to borrow materials that the Library does not own and staff will assist patrons if necessary. Please see Section 3Ac in the *Public Service Policy Manual* for more details on current resource sharing services.

## **Gifts**

The Library does not provide formal monetary appraisal of any gift for income tax or other purposes. The Library retains unconditional ownership of gifts and decides if items will be added to the collection, offered in a book sale, or discarded. The Library reserves the right to refuse donations.

## **Memorial Gifts**

Patrons may donate money to the White Lake Township Library for the purchase of specific materials as memorial gifts. The items must meet all regular selection process criteria. The staff can advise and assist patrons in the selection process. A memorial gift plaque is placed on the inside cover noting the person the item is donated on the behalf of and the year of donation.

## **Reference Information Sources**

The White Lake Township Library maintains a moderately comprehensive basic print reference collection at the Basic Information Level. Insofar as licenses and costs permit, electronic products may be subscribed to by the Library and are offered for use off-site as well as in the Library. The Library also provides access to MeL (Michigan eLibrary) and its contracted reference databases, many of which are available for use off-site as well. Both MeL and the Library, through their respective websites, guide users to selected recommended Internet sites, and provide access to the full range of Internet sites permissible under Michigan law.

## **Withdrawn Materials**

Librarians periodically re-examine materials, including gift items, in order to re-evaluate the overall collection and specific items within it. Doing so keeps the collection optimally sized and current. Staff considers the condition, use and timeliness of materials when deciding what items to withdraw from the collection. If a concern arises regarding a withdrawal decision the staff refers to [The Crew](#)

Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries, by Belinda Boom, Texas State Library, 1995. The Library may offer withdrawn materials to the White Lake Township Friends of the Library or other groups or organizations who purpose is consistent with or furthers the Library's mission.

## **Requests for Addition of a Title/Source**

The Library serves a diverse public. On occasion, a patron may think that the Library should add a particular title to the collection. Patrons may request the addition of a title or source by contacting appropriate staff in person. Most requests are handled in this manner. If the patron wishes, however, the matter may be handled in a more formal manner, using the "Request for Addition of a Title/Source" form. Forms are available at the library service desks and on the Library's website, and are reproduced below. The completed form will be referred to the staff member responsible for selecting in that area. If the appropriate selector determines that the title should be added, the library will purchase a copy and the patron making the request will be informed of the decision. The patron will also be informed if the decision is not to add the title to the collection. If the patron is dissatisfied with the decision, he or she may appeal in writing to the Director, who will respond within 30 days. The letter should be addressed to:

Director  
White Lake Township Library  
7527 East Highland Road  
White Lake, MI 48383

The Director's decision may be appealed in writing to the Board of Trustees. The letter should be addressed to:

President  
Board of Trustees  
White Lake Township Library  
7527 East Highland Road  
White Lake, MI 48383

The Board will inform the patron in writing of its decision, usually following the next regularly scheduled Board meeting.

## **Requests for Reconsideration of a Title/Source**

The Library serves a diverse public. On occasion, a patron may believe that a specific title or source should not be in the collection. In this instance, the patron should first discuss the material with the head of the Library. If, following the discussion, the patron still wishes the Library to reconsider the title or source, he or she must fill out a "Request for Reconsideration of a Title/Source" form. Forms are available at all the library service desks and on the Library website, and are reproduced below. Because items are evaluated as a

whole, a title will not be reconsidered unless the patron making the request has read/viewed/heard the entire item. Also, if the material has been previously reconsidered, it will not be reconsidered again unless the newer request is based on substantially different reasons than the first. The request will be referred to a collection development committee for review. The patron will be informed in writing of (1) the receipt of the request and (2) the decision.

If the patron is not satisfied with the decision, he or she may appeal in writing to the Director, who will respond in writing within 30 days. The letter should be addressed to:

Director  
White Lake Township Library  
7527 East Highland Road  
White Lake, MI 48383

The Director's decision may be appealed in writing to the Board of Trustees. The letter should be addressed to:

President, Board of Trustees  
White Lake Township Library  
7527 East Highland Road  
White Lake, MI 48383

The board will make a decision and inform the patron in writing, usually following the next regularly scheduled Board meeting. The title under consideration will remain in the collection throughout the process to support the freedom to read/view/listen for other patrons.



## **Sample Forms**

# White Lake Township Library

## Request for Addition of a Title/Source

The White Lake Township Library respects the opinions of its patrons concerning the items in its collection. Your request to add materials will be referred to the appropriate persons or committee, and you will be contacted within 10 days in most cases.

PLEASE PRINT

(Please give as much information as possible: author/title/publisher/year/artist/website/etc.)

The material I would like to see added is: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I would like this added because (be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have read this book/seen this movie/listened to the CD or cassette/used this database or CD-ROM.

I saw this item reviewed in: \_\_\_\_\_

Date: \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

=====

Name

\_\_\_\_\_

Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Signature

\_\_\_\_\_

**Received by:**

**Date:**

# White Lake Township Library

## Request for Reconsideration of a Title/Source

The White Lake Township Library respects the opinions of its patrons concerning the items in its collection. Your request will be referred to the appropriate committee, which will review it and respond in writing after its next regularly scheduled meeting. Because a title is judged as a whole, you must have read/reviewed/listened to the entire work/source.

PLEASE PRINT

(Please give as much information as possible: author/title/publisher/year/artist/website/etc.)

The material in question is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would like this material reconsidered because (Be specific. Include page numbers/passages/scenes/sections/website. Use the back of this form if more space is needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read this book/seen this movie/listened to the CD or cassette/used this database or CD-ROM. The action I request is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

=====

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_  
\_\_\_\_\_

**Received by:**

**Date:**