

4. Collection Development

Definition and Purpose Statement

Collection development includes the process of adding and withdrawing materials from the library's collection, including print, audio visual, electronic, and subscription formats in order to fulfill the service roles of the library. The library may belong to a cooperative e-resource consortium which performs its own collection development without the input of this library.

The collection development policy is designed to guide selectors in developing the collection and in allocating resources to meet the needs of the Marysville and surrounding communities, as well as to explain collection-building principles and processes to staff and to the public. This plan outlines the responsibilities of persons involved in selection, explains special circumstances, and provides guidelines for development.

The library subscribes to both the Library Bill of Rights and the Freedom to Read Statements (Appendices A&B).

The library does not act in place of a parent (in loco parentis), and parents or guardians are responsible for making sure that their own children find materials that align with their personal values. It is the job of the library only to provide materials for patrons and their children to choose from. Displays and booklists are merely suggestions of new or pertinent content. Ultimately, it is the job of the parents or guardians to help their children decide what is appropriate, and the library does not infringe upon that right.

Objectives

1. To provide a broadly-based and diverse collection that supports the library as a popular materials center, a reference center, and an independent learning center.
2. To provide materials that meet the patrons' interest and needs in a timely manner.
3. To provide a balance of viewpoints on all subjects in its collections
4. To weed worn, obsolete, and dated materials from the collection on a regular basis.
5. To use current technologies as available and affordable to enhance the collection and delivery of services.

Materials Selection Policy

The selection of materials for the Marysville Public Library shall best meet the needs and interests of the community as space and funds allow. Materials are purchased to inform, educate, entertain, and enrich library patrons. Information not included in the collection may be accessed through the Internet and Inter-Library Loan. New formats will be considered for the collection when a significant portion of the community has the necessary technology to make use of the format and as funds allow. The selection of any title does not constitute endorsement of its contents. The library strives to provide a wide range of resources.

Responsibility for Selection

The principle responsibility for selection of materials rests with the Director who shall operate within the framework of policies determined by the Library Board and set forth in this document.

Selection Criteria

1. Materials are selected based on reviews in professional journals, popular magazines, newspapers, subject bibliographies, recommended lists, publishers' catalogs, media interviews, internet sites, and customer requests. Other selection factors include collection needs, public demand, community interest, cost, space, and format.
2. Variety and balance of opinion are sought in selection decisions.
3. Currency of information, authority, scope, and objectivity are considered in the selection of nonfiction materials.
4. Electronic resources are evaluated using above criteria in addition to system compatibility, ease of connection, and available licensing.
5. Magazines are purchased with the range of interest of the community and to compliment the book collection. Newspapers are acquired as interest and funding allow.
6. Videos are purchased with consideration to interest levels and subject category.
7. Patrons may request materials not selected for purchase through Inter-Library Loan.

Material Formats

Materials are purchased in the format deemed most appropriate according to selection policy. Books are purchased in hardcover editions when available and desired as long term collection additions. Paperback editions may be purchased when hardcover is not available or the title would be weeded from the collection in a shorter period of time.

Textbooks are purchased only where material is not available in another format. The library does not purchase textbooks used by the local school districts.

Videos purchased by the library do not have public performance rights unless so stated.

New formats will be considered for the collection when a significant portion of the community population has the necessary technology to make use of the format. Availability of materials in the new format, costs, and the library's ability to purchase and house the collection will be taken into consideration in deciding to add the format to the collection.

Collection Maintenance

Materials are withdrawn from the library collection through a process of systematic weeding by the staff or because of physical damage or loss. Damaged or lost materials may be replaced at the discretion of the staff following weeding criteria.

Weeding criteria include but are not limited to: availability of newer materials on the subject, circulation of the material, dated subject matter included in the work, material no longer of use to the community, and damage to material.

Weeded materials in good condition will be put on the book sale or sent to a company who assists resale of suitable and relevant items or donates them to someone in need. Materials will not be held or given to individuals.

A local history collection is maintained within the reference and circulating collections, including books on Marysville, Marshall County, Kansas, and local high school yearbooks.

Reconsideration of Library Materials

It is the obligation of the Marysville Public Library to include within its collection differing points of view. The libraries' selections of an item do not express or imply endorsement of the authors' viewpoint. Materials will not be marked in any way to show approval or disapproval of their contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Patron feedback about the collection or suggestions for purchase are always welcome and provide the Director and Board with useful information. The library will be governed in its material selection by the collection development policy as set forth in this document.

Reconsideration requests of library materials will be handled as follows:

1. Complaints and concerns about library materials must be made in writing, on the form provided (Appendix C), and given to the Director. The form can only be filled out for one item at a time. The form must be filled out completely to be considered valid.
2. Upon receipt of the formal request for reconsideration of materials, the Director will collect information as to the criteria used in selecting the material, its place in the collection, and reasons for including the material in the collection.
3. A written response will be sent by the Director, including the decision about the challenged material, to the person requesting the reconsideration. The Library Board will be informed of all requests for reconsideration of library materials.
4. A decision made by the Director can be appealed by the complainant, in writing, to the Library Board president. When a reconsideration request appeal is received, a three-person committee will be formed, designated by the Director. The item will be reviewed and a recommendation will be presented to the board.
5. The Board, after consideration of the request and determination of the review committee, will respond in writing with the final decision to the complainant. After a final decision has been made, the item cannot be appealed again by the same complainant within twelve months.

To submit a request for reconsideration of library materials, the patron must live within the bounds of Marshall County, Kansas, and be a cardholder of the Marysville Public Library. No more than five items can be submitted for reconsideration within a calendar year of the first reconsideration request.

Gifts, Memorials, and Donations

The Collection Development Policy also applies to all materials obtained through gifts, memorials, and donations. No individual notification of final placement of materials donated will be sent. Donator must fill out Donated Materials Form found as Appendix D.

Policy updated 2/22/23 and 2/28/2024.