

# Fraser Public Library

## Materials Selection and Collection Development Policy

The City of Fraser, located in Southern Macomb County, was incorporated in 1894. It resides within the Metro-Detroit area at under 25 miles from Detroit's city center. The Fraser Public Library serves the entire population of Fraser, which consists of residents of all ages, families, business owners, and students from Fraser Public Schools, as well as local charter, parochial schools and Macomb Community College. In addition, Fraser is a proud member of the Suburban Library Cooperative (SLC) and works in conjunction with over twenty libraries in Macomb County to provide a wider scope of services.

It is the goal of this policy to serve as a guide for the staff of the Fraser Public Library in the process of materials selection, and to inform the public of the principles upon which selections for the library are made. The policy will also make transparent the roles, duties and responsibilities of all persons involved in the selection and deselection of library materials. The Fraser Public Library seeks to cultivate and maintain a collection of physical and electronic materials that meet the educational, recreational, and cultural needs of the Fraser community.

### Principles of Service

The Fraser Public Library upholds the following principles of service:

1. Create an inviting and vibrant space with a broad selection of timely materials that promotes self-development
2. Encourage a collection with a broad selection of materials containing materials with popular, contemporary appeal as well as those with permanent, historical value in a wide variety of formats
3. Provide collections to support a wide range of audiences including the needs of specific populations such as children, young adults and the disabled
4. Provide open, free, non-judgmental access to collections and services regardless of age, gender, sexual orientation, race, ethnicity, disability, language proficiency, and social or economic status
5. Support intellectual freedom and promote the dissemination of a wide range of ideas and information representing a variety of viewpoints

### Collection Summary

The Fraser Public Library strives to meet the broad range of information needs the community requires. The library attempts to collect materials on a variety of subjects, but may be unable to meet every need with on-site materials due to both budgetary and space constraints. The current collection of Fraser Public Library includes the following formats:

- Books in print/large print
- Ebooks/E Audiobooks
- Books on CD
- Graphic Novels
- DVD's
- Audio CD's
- Magazines/Periodicals
- Electronic Databases
- Rotating special collections (I.E. seeds, tools, etc.)

## Responsibility for Selection

Final responsibility for materials selection rests with the Library Director, who operates within the framework of policies approved and supported by the Library Board of Trustees. The Director, with the assistance of the librarians as well as from all professional staff members, are involved in the selection of library materials.

## Acquisitions and Selection Criteria

In selecting materials for the collection, Fraser Public Library will select materials whose content is aimed at the general reader rather than a specialist or practitioner. Each item shall be considered in terms of its own merit, the audience for whom it is intended and its relationship to other materials in the various collections. Due to budget and space constraints, the library will not be able to purchase all available materials, but will endeavor to include a wide range of options, interests, and subjects, all from authoritative, reliable sources.

The library identifies and selects materials using the following criteria:

- The library will purchase current materials proportionate to levels of demand and use, taking care to anticipate and respond to indications of significant new needs.
- Librarians will identify materials for potential purchase through book reviews in professional and popular journals and magazines, subject bibliographies, annual lists of recommended titles, publishers' catalogs, and user requests.
- Librarians may elect to automatically purchase periodic new editions of specific titles, newly published works from authors with perennial appeal, and works in a series.
- Material will be evaluated for purchase based on the work's accuracy, impartiality, currency of information, and reputation of the author, publisher or producer.
- Librarians will assess a potential purchase in regards to it's relevance to community needs and interests, it's importance in comparison to existing collection materials, and the availability of the same material in the Suburban Library Cooperative service area.
- Librarians will also take into consideration the amount of physical space in the collection, as well as the price.

Fraser Public Library is often asked to add items to the collection that are published by small presses or self-published by the author themselves. These titles are treated as a donation and subject to the same selection criteria that is used to evaluate items for the collection.

## Gifts and Donations

Fraser Public Library may legally accept gifts as authorized by the Public Library Gifts and Donations Act 1921 PA 136 (MCL 397.381 et seq.). Donations of books and other materials are accepted with the understanding that they may be added to the collection, given to the Friends of the Fraser Public Library for use in a book sale, or disposed of as the library determines appropriate. Monetary gifts for the purchase of materials are accepted, and resources will be purchased using the above guidelines for materials selection. The library does not provide appraisals of donations for tax deductions or other purposes, but will give a slip stating the amount donated (monetary or items) if requested.

## Deselection / Weeding

To maintain the vitality of the collection, library staff will practice ongoing collection management procedures including inventory, evaluation, and weeding of materials. The criteria of deselection are similar to the selection criteria, albeit with the following additions:

- Materials that are in poor condition, including worn, damaged or soiled.

- Materials containing obsolete or inaccurate information (especially on the subjects of computers, law, science, business, space, health and medicine, technology, geography, travel, and transportation).
- Additional copies of materials that are in low demand, or materials that are not circulated
- Materials that do not fit into the scope of the library collection, or subjects that are no longer relevant to the Fraser community
- Materials that are in an obsolete format

Disposal decisions will be made by the Director according to the condition of the material, and its content. Materials damaged and worn beyond repair will be withdrawn from the collection and discarded and/or recycled. Unneeded duplicates, superseded editions, and unused items withdrawn from the collection and in good condition will be donated to the Friends of the Library for use in a book sale. Some material will occasionally be offered to other public libraries in the Suburban Library Cooperative, nearby non-profits, or placed in Little Free Libraries on a case-by-case basis.

Items purchased and donated in Memoriam will be retained in the collection until damaged beyond repair or rendered obsolete/inaccurate. Discarded Memoriam items will follow the same guidelines for disposal as other deselected materials.

## Reconsideration Requests

Fraser Public Library recognizes the right of individuals to question materials in the library collection. The library's collection offers differing points of view on controversial or debatable subjects. The library does not promote particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author.

The library welcomes expression of opinion by users, but will be governed by this Collection Development Policy in making additions to or deleting items from the collection. Users who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the "Library Material Reconsideration Request Form".

Upon receipt of a formal, written request, the Director will review the request to determine if the item fits within the collection parameters. The Library Director will then notify the requestor of the decision in writing.

If the requestor is not satisfied with the Director's decision, they may ask the Board of Trustees to hear the case as well. The Board will review the Collection Development Policy and the item under reconsideration, and then render a decision. The decision of the Library Board is final.

## Appendix A

Patron Library Material Request Form

## Appendix B

Library Material Reconsideration Request Form

### Patron Library Material Request Form

The Fraser Public Library welcomes your recommendations for purchase consideration. Patron requests are important criteria in the materials selection process. Thank you so much for your input.

Date of Request: \_\_\_\_\_

Format of Material (circle):

Book                      CD                      DVD                      Magazine                      Large Print                      Graphic Novel

Electronic Resource                      Other (Please Specify): \_\_\_\_\_

Age Level of Material (circle):    Adult                      Teen                      Child

Type of Material (circle):    Fiction                      Nonfiction                      Reference

Title of Item: \_\_\_\_\_

Author or Performer: \_\_\_\_\_

Publisher: \_\_\_\_\_

Date of Publication: \_\_\_\_\_                      ISBN Number (if known): \_\_\_\_\_

Where did you learn about this item? \_\_\_\_\_

(If specific title is not known) Subject: \_\_\_\_\_

Please provide the following Information if you would like to be contacted about your request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_                      Email Address: \_\_\_\_\_

Would you like to reserve this item if it is purchased? (circle)                      Yes                      No

Library Card Number: \_\_\_\_\_

## Appendix B

### Library Material Reconsideration Request Form

The Fraser Public Library values the opinions and concerns of our patrons. If you feel that an item in our collection should be reconsidered, please feel free to submit this Reconsideration Request. The library Director will respond with a decision and the reasons supporting the decision. If you are not fully satisfied with the decision of the Director, you may request to bring your complaint in front of the Board of Trustees. The Library Board will review the case and render a final decision.

Date of Request: \_\_\_\_\_

Title of Item: \_\_\_\_\_

Author or Performer: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

Publisher: \_\_\_\_\_

Format of Material (circle):

Book                      CD                      DVD                      Magazine                      Large Print                      Graphic Novel  
Electronic Resource                      Other (Please Specify): \_\_\_\_\_

For what reasons do you wish to have this item reconsidered?

What specific portions of the material do you object? (Please cite specific pages or portions)

What do you feel is the theme of this item?

Have you read, watched or listened to the item in its entirety?

What specific actions would you like the library to take?

Requestor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_