

Policy Statement

This policy informs the community of the principles upon which the library collection is developed and establishes criteria for the selection of library materials.

Regulations

1. The goal of selection is to provide collections that meet the educational, informational, inspirational, and recreational needs of patrons in the library's 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 patrons to encounter the rich diversity of ideas upon 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 library's collections encompasses mostly materials with popular, contemporary appeal, as well as some with permanent, historical value, in a 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, teens, and the disabled.
5. The library has some special considerations for specific collection areas:
 - A. Children and Teen collections
 - i. The collections for children and teens provide materials for young people from birth through high school.
 - ii. The library does not limit children and teens to use of only materials in the children's and teen's collections. Parents or guardians are responsible for materials chosen by children and teens.
 - B. Local History collection
 - i. The library will attempt to acquire and provide access to materials pertaining to the local history of Comstock Township and the surrounding area, in

accordance with public interest and budgetary and space means.

- C. Electronic collections
 - i. Electronic collections are selected to enable patron self-service, 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 (MEL).
 - iii. Downloadable and streaming digital content are selected following the same guidelines as physical materials and media whenever possible.
- 6. 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 select materials in accordance with state law and the principles and practices of collection development.¹
- 7. 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. General criteria for selection include, but are not limited to:
 - A. Popular or anticipated demand or critical review and publicity
 - B. Relevance to interests and needs of the community
 - C. Quality of content, accuracy, or authoritativeness of content
 - D. Current or historical significance of the author or subject
 - E. Reputation or significance of the author, artist, publisher, or producer
 - F. Relevance to the experiences and contributions of diverse populations
 - G. Relation of materials to the existing collection
 - H. Quality and suitability of format for library use
 - I. Price and availability
- 8. The library monitors advances in print and digital publishing, as well as future trends and the emergence of new formats, and adjusts the emphasis within the collections to reflect the changing times.
- 9. The library identifies and acquires materials in a variety of ways:
 - A. Librarians identify materials for potential purchase through print and electronic selections and titles reviewed in professional journals.

¹ MCL 397.605 *et seq.* Library Privacy Act

- B. Librarians 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. See *Gifts and Donations* policy.
 - D. The library accepts commemorative requests that are identified with a commemorative bookplate, and integrated into the appropriate collection. See *Gifts and Donations* policy.
 - E. The library provides the opportunity for patrons to request purchase of materials not owned by the library.
 - i. Librarians can purchase a requested item of popular interest under \$30.
 - ii. Requests for items over \$30 should be considered only if they fit within collection development guidelines for the specific area.
10. 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 public demand for bestsellers and other heavily used materials. Number of holds placed and patron requests are monitored and directly influence the purchase of additional copies. The library does not duplicate specific popular titles in sufficient quantities to fill every request immediately, given budget constraints and the necessity of meeting other collection's 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, patrons can borrow print and some AV materials from other libraries to fulfill their information needs. See *Interlibrary Loan* policy.
11. 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.
12. 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.
13. The library does not give or sell materials from its collections to individuals or organizations without the express permission of the library director.
14. The library selects materials and organizes its collection to facilitate patrons in making choices about the materials that are appropriate for them.

- A. The library purchases rated feature films whenever possible.
 - B. The library does not purchase adults only (AO) videogames.
 - C. The library distinguishes its youth collections by age-appropriate levels.
15. Any resident who objects to the presence or placement of a work in the library collection should review the *Reconsideration of Library Materials* policy and may complete a *Statement of Concern Regarding Library Materials* form.

Approved: February 14, 2022
Comstock Township Library Board of Trustees