

## **Policy 421**

Collection Development

Created: 12/23/2021

Reviewed: 2/15/2022

Approved: 2/15/2022

### **VISION & MISSION**

The goal of collection development is to provide library collections which meet the educational, recreational, and informational needs of the community. The collection development policy will be used by library staff to select, maintain, and dispose of materials. A written policy statement also informs the public about the principles which guide the development and management of the Auburn Hills Library's collection.

The Auburn Hills Public Library upholds the following principles of service

- Build and maintain a balanced collection, of adequate size, quality, and diversity to meet the needs of the service community.
- Build and maintain a varied collection that is up-to-date, attractive, and well maintained
- Support intellectual freedom and promote dissemination of a wide range of ideas and information representing a variety of view points

### **SELECTION AND WITHDRAWAL OF LIBRARY MATERIALS**

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. The ultimate responsibility for collection development rests with the Library Director, who operates within the framework of the policies set by the Library Board. This responsibility is shared with other members of the staff within their areas of expertise. The Youth Services staff selects materials for children from infancy to age 18, and the Reference staff ages 18 and beyond.

Factors used in the selection process are included below. An item need not meet all of the criteria to be acceptable:

- Importance of the subject matter to the collection
- Relevance to the community interests
- Accuracy of information or authoritativeness
- Geographic or social significance
- Presentation and readability
- Credibility, significance, and authoritativeness of the author
- Total cost associated with adding the item to the collection
- Literary merit
- Attention by critics and expert reviews
- Requests by the public
- Representation of diverse points of view

- Durability of physical format for library use

The Auburn Hills Public Library systematically withdraws materials to ensure that collections are kept current, accurate, reliable, useful, and quality-based. Factors in deciding to withdraw materials include:

- Damage
- Misleading, inaccurate, or outdated information or format
- Redundancy
- Space
- Insufficient use

### **DONATIONS, MEMORIALS, HONORARIUMS AND GIFTS**

Monetary gifts for the purchase of materials are accepted and resources will be purchased within the broad subject area and in the format identified by the donor when available. Materials donated may or may not be added to the collection. These items will be reviewed according to the selection criteria. Materials not added to the collection may be given the Friends of the Library group for sales that benefit the Library.

### **RECONSIDERATION OF LIBRARY MATERIALS**

The Library provides a neutral environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The inclusion of an item in the Library collection is in no way an endorsement of its contents. Materials are not marked or identified to show approval or disapproval of the contents.

Responsibility for reading and the use of the library by children rests with their parents or legal guardians. At no time will library staff act in loco parentis. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.

Any resident who objects to the presence or absence of a work may complete the Statement of Concern Regarding Library Resources form available at the library service desk. The library director and board of trustees review these written challenges. The patron is informed of the trustees' decision regarding the challenged material. The decision of the library board is final.

## STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Resource on which you are commenting:

_____ Book	_____ Audio-visual Resource
_____ Magazine	_____ Content of Library Program
_____ Newspaper	_____ Other

Title: \_\_\_\_\_

Author/Publisher or Producer/Date: \_\_\_\_\_

1. What brought this resource to your attention?
2. To what do you object? Please be as specific as possible.
3. Have you read, listened, or viewed the entire content? If not, what parts?
4. What do you feel the effect of the material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you want the library to do with this material?
8. Additional comments: