

# Collection Development Policy

Adopted by the JFHML Library Board on February 25, 2014.

## Mission Statement

The mission of the Jessie F. Hallett Memorial Library is to inform, educate, and culturally enrich the entire multigenerational Cuyuna Lakes Community

- By offering a broad range of library materials and information services;
- By providing a helpful and knowledgeable staff with quality services and programs;
- By providing a welcoming and safe environment to foster positive social interactions and connectivity;
- By encouraging and creating opportunities for lifelong learning, knowledge through self-education, and the joy of reading.

## Introduction

The materials collection, one of Jessie F. Hallett Memorial Library's major assets, is developed and managed to meet the cultural, informational, educational, and recreational needs of library patrons in the geographic area of the Crosby-Ironton School District. Library staff build and maintain a patron-focused collection by anticipating and responding to patron needs and expectations. Staff recognize the necessity of balancing budget, staffing, and building concerns when making decisions either to acquire or to provide access to materials and information. The materials budget allocation is set annually. Allocation decisions are based on factors including demand, cost of materials, publishing trends, changes in the information marketplaces, and JFHML's strategic plans.

## Purpose

This policy guides staff in and informs the public of the principles upon which collection development and management decisions are based. Collection development and management is the ongoing process of assessing the materials available for purchase or licensing and making the decision, first, on their inclusion, and, second, on their retention. This policy describes the role of collection development and management in achieving the library's mission and strategic objectives. It defines the scope of the collection, provides a plan for the continuing development of resources, and identifies collection strengths. It outlines the relationship of collection development and management to the library's goals and intellectual freedom principles.

## Collection Responsibilities

Responsibility for the collection rests with the Library Director, under the authority of the Library Board of Directors. Securing funds for materials is included in the Library's annual budget process. The Director delegates library collection development to specialists who most closely manage the wide range of services related to particular collections.

All staff contribute to the development of a collection driven by patron needs and expectations by:

- engaging in open, continuous two-way communication with patrons and other staff, both in person and online;
- interacting with understanding, respect, and responsiveness to all;
- applying collection development policies and practices equitably to all material requests;
- understanding and responding to rapidly changing demographics, as well as societal and technological changes;
- recognizing that materials of varying complexity and format are necessary to satisfy diverse needs;
- balancing individual and community needs;
- seeking continuous improvement through ongoing measurement of collection use.

The community has a role in shaping library collections by participating in the collection development process through suggestions and feedback.

## Scope of Collection

The collection offers materials in choices of format, treatment, language and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print and electronic formats. "Collection" is defined as materials that are selected for the JFHML Public Library. "Selection" refers to the decision that must be made to add a given item to the Jessie F. Hallett Memorial Library collection and made accessible either at the main library or electronically. This includes ebooks, and websites accessed free over the internet. See the [Internet Use/Safety Policy](#) for additional information on general use of the Internet in the Library.

The JFHML collects, organizes, and makes available materials of contemporary significance and long-term value for its community. The collection is reviewed and revised on an ongoing basis to meet contemporary and future needs. Collections are broad, current and popular. General collections of unique historical value to the Cuyuna Range are collected and retained when possible. Collections provide general coverage of subjects and reflect the characteristics of the community. Materials are withdrawn from the collection to maintain the collection's usefulness, currency, and relevance. Withdrawn materials are given to the Friends of the Jessie F. Hallett Memorial Library to dispose of to the best advantage, such as through sales by the JFHML Friends Foundation, distribution to other community organizations, repurposing, or recycling.

The Library strives to meet the collection goals described in the current edition of [Standards for Minnesota Public Libraries](#). The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

## Collection Development and Management Criteria

To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

- current and anticipated needs and interests of the public
- suitability of physical form for library use
- suitability of subject and style for intended audience
- evaluations in review media - this may include authoritative review journals and popular reviews from a variety of sources

- accuracy and timeliness of content
- author's, artist's, or publisher's qualifications and/or reputation
- contribution of a work to the diversity or breadth of the collection and its relation to other materials on the subject
- representation of unique or controversial points of view
- receipt of, or nomination for, major awards or prizes, or inclusion of the title in standard bibliographies or indexes
- quality of productions
- requests by the public
- affordability

Additional criteria will apply to specific collection areas as detailed below:

- **Adult books** are selected according to the criteria listed above. The library does not typically add abridged versions of books to the collection. As a general rule the library will acquire only works of interest to the layperson. Price, accuracy, and timeliness are other factors influencing selection. The library does not commonly purchase out-of-print material for the collection. No attempt is made to purchase all the works by a certain author.
- **Audio recordings** - the library collects a wide range of musical and non-musical recordings including foreign language instruction, literature, sound effects, a variety of musical styles and more. Unabridged editions are preferred; however, the library selectively adds abridged versions to meet popular demand. As technology changes, the library will acquire audio recordings in the prevailing formats.
- **Children's books** and other materials expressly purchased for children are selected to meet the informational needs of children from birth through grade eight and recreational needs of children from birth through grade eight. The criteria of patron demand and need are also considered in acquiring children's materials.
- **Historical materials** dealing with the Cuyuna Range are sought by the library. The library prefers printed, audio, visual and electronic databases for this collection. The library does not attempt to include artifacts as part of the collection. The library recognizes the important role of the Cuyuna County Historical Preservation Society and its library and does not seek to duplicate the materials or services they provide.
- **Newspapers** - the library attempts to provide representation from different local sources.
- **Periodicals** - the library subscribes to a wide variety of magazines covering general interest subjects such as news, sports, fashion, cooking and hobbies. Magazine title selection is based on patron requests, interest in a subject as demonstrated in book circulation, and magazine reviews. Older issues of most magazines are available for lending in the circulating magazine collection. Withdrawn periodicals follow the same policies as books under the scope of collections.
- **Reference materials** most reference materials are available online and can be accessed via computer.
- **Textbooks.** The library does not support educational curricula through the purchase of textbooks. However, textbooks may be added to the collection if they provide the best or only sources of information on a subject or if they complement an existing area with another perspective
- **Visual media** - popular feature films, documentaries, instructional videos and other visual media are added to the library's collection in a manner consistent with patron demand and budget constraints. As technology changes, the library will acquire visual media in the prevailing formats.
- **Young adult collection** - the library selects materials for youth in grades nine through twelve for its specialized young adult collection according to the criteria listed above. This

collection in this area consists primarily of fiction, a small collection of popular non-fiction, and selected circulating magazines. More in-depth non-fiction and other media titles are available for this age group in other areas within the library.

"Weeding", the review and removal of materials from the collection, is an ongoing process directly related to collection development. Materials that are worn, damaged, outdated, duplicated, or no longer used may be removed from the collection. Other factors taken into consideration are frequency of use, community interest, and availability of other material on the subject. Materials removed from the collection are given to the JFHML Friends Foundation for sale, use, or distribution. To accommodate the space limitations of the library, the physical collection generally does not exceed 45,000 volumes.

## **Intellectual Freedom**

A democracy presupposes an informed citizenry and the public library has an integral role in achieving that goal. The Library provides an impartial 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 Jessie F. Hallett Memorial Library had adopted the [American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements](#). These principles guide the JFHML's materials selection and use policies.

Collection development and management decisions are based solely on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community; decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered.

The Library recognizes that many materials are controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians have the responsibility for their children's use of library materials.

## **Access to Collection Materials**

All library materials are available for use by all patrons. Access to materials is ensured by the way materials are cataloged, organized, managed, and displayed, through staff interaction, and through the delivery of materials.

The Library organizes its collection through a standards-based cataloging and classification system. Staff is available to assist patrons in the selection and location of materials of interest. Electronic resources, such as the catalog and e-books, are also made accessible through the JFHML website, <http://www.hallettlibrary.org>.

To ensure equitable and efficient access, materials may be subject to use limitations. Remote electronic access to the library catalog and electronic resources is provided within technical, budgetary, and licensing constraints.

## **Reconsideration of Library Materials**

Individuals may request reconsideration of a selection decision of library material by submitting a [written request](#) for reconsideration to any Jessie F. Hallett Memorial Library service desk using established Library procedures and guidelines. The Library Director responds in writing to an individual's written request.

The JFHML Library Board, upon request, hears appeals of the Library Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, and Library policies including: this policy, the [Library Bill of Rights](#), the [Right to Read](#) and the [Right to View](#) and the [American Library Association's guidelines on intellectual freedom](#). The final decision on appeals rests with JFHML Board of Directors.

## **Donated Materials**

The Library does not accept materials that are not outright gifts. Materials donated to the Library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as material acquired for purchase.

All gifts of books and materials must be in usable physical condition. Because of limitations of space, money, and staff, the Library reserves the right to accept or discard, at its discretion, any materials given to the library. Because of wear, theft and mutilation, the Library cannot guarantee the permanence of a gift in the collection.

If a patron wishes a book returned if it cannot be shelved, the patron must indicate that to the library when the books are delivered. The Library will be happy to comply. Tax receipts will be provided if requested, although the Library will not list the books nor assign a value to them.

Donated materials not added to the collection are not returned to the donors. The Library makes every effort to dispose of any gift materials it cannot use to the best advantage, such as through sales by the Friends of the Library, distribution to other community organizations, repurposing, or recycling.

## **Review of Library Collection Policy**

This policy will be reviewed by the Library Board at least every five years.

## Library Bill of Rights

Reviewed and Adopted by Jessie F. Hallett Memorial Library, February 25, 2014.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

## The Freedom to Read

Reviewed and Adopted by Jessie F. Hallett Memorial Library, February 25, 2014.

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and book sellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

## The Freedom to View

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The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

## Internet Use/Safety Policy

The Jessie F. Hallett Memorial Library provides free public access to the Internet, a medium that offers a wealth of educational, recreational, and cultural information for Library users. Because the Internet is a vast, unregulated medium, the Library cannot control and is not responsible for the content or accuracy of information accessed over the Internet, including information contained in electronic mail, chat rooms, and other forms of electronic communication.

The Library uses filtering software to block access to some Internet sites. Since no filtering system is completely effective or efficient, further restriction of a minor's access to the Internet is the responsibility of the parent or legal guardian. Adults (age 18 or older) may bypass the filter by requesting that a Library staff member override the filter at selected Library computer stations. Internet users in the children's area of any Library location are not permitted to access Internet sites which may be unsuitable for minors. Users in all areas of Library locations may not use Internet sessions in a manner that is deliberately offensive or creates a hostile or intimidating environment.

To address issues of safety and security of minors when using electronic mail, chat rooms, and other forms of electronic communication, parents and legal guardians should urge minors to follow basic safety guidelines: never give out personal information (name, address, phone number, etc.), never arrange via a computer to meet someone and never respond to messages that are threatening or suggestive, remembering that people online may not be who they say they are.

While accessing the Internet at the Library, users must comply with all applicable federal, state and local laws. Users may not attempt in any way to alter, damage, or sabotage computer hardware or software (practices known as hacking), and will be financially responsible for any malicious damage to hardware or software. The Library is not liable for any damage to a patron's disk or computer that may occur from use of the Internet at the Library, nor is the Library responsible for any liability that may occur as a result of the disclosure of financial or other personal information while accessing the Internet at the Library.

The Library does not release information on the use of the Internet by Library users except as required by law.

The Library may limit the amount of time of individual user sessions on the Internet and may charge a fee for printing from the Internet.

Failure to comply with this policy may result in loss of access. Illegal acts may be subject to prosecution by local, state, or federal authorities.

## Request for Reconsideration of Library Material



Specify Material, eg. books, magazine \_\_\_\_\_

Author: \_\_\_\_\_

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

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

Hardcover or Paperback (if book): \_\_\_\_\_

Request Made By: Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

1. To what specifically do you object? \_\_\_\_\_

\_\_\_\_\_

2. What do you feel might be the result of using this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What do you wish the library to do about this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complainant's Signature: \_\_\_\_\_

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

Member of the library staff will assist if needed.

Staff Member's Name \_\_\_\_\_