

Policies of the Albion Municipal Library and Heritage Center

Section 5 – Collection Development

Policy Section 5.1 - Collection

1. Responsibility
 - a. The responsibility for material selection rests with the Director operating within the framework of policies determined by the Library Board. The following guidelines are considered in the selection process. An item does not need to meet all of the criteria in order to be acceptable.
2. Criteria of the collection
 - a. Relevance to community interests and needs
 - b. Expressed public demand
 - c. Current usefulness
 - d. Opinions of critics, reviews, the Director, Library Board
 - e. Reputation and/or significance of author
 - f. Original point of view, or challenging statement
 - g. In relation to existing collection
 - h. Quality of content, format and binding
 - i. Availability of materials in specific subject matter
 - j. Budget
 - k. Space considerations
3. Scope of the collection
 - a. The library does not generally purchase the following classes of books/printed materials
 - i. Expensive editions
 - ii. Collector's items
 - iii. Textbooks or materials for school assignments
4. Maintaining the collection
 - a. Books may be repaired or rebound if the physical condition warrants; items which are obsolete or not repairable will be disposed of appropriately.
5. Interlibrary Loan
 - a. Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from participating libraries requested materials that are beyond the scope of this library.
6. Weeding
 - a. An up-to-date, attractive and useful collection is maintained through a continual discarding and replacing process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions and availability of newer editions. Weeding is the responsibility of the Director.
7. Problem Areas
 - a. Albion Municipal Library recognizes that some materials are controversial and that any given item may cause offense to someone. The selection of materials will not be made on the basis of anticipated approval or disapproval. It will be made solely on the basis of the principles stated in this policy.
 - b. The responsibility for the reading selections of minors rests with the minor's parents or legal guardians. The library does not limit its materials or withdraw access to its materials depending on a patron's age. The complete collection is available to all patrons all the time.
 - c. Library material will not be marked or identified to show approval or disapproval of its contents.

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Policy Section 5.1 – Collection cont.

8. Challenged Materials
 - a. In the event of a patron complaint at Albion Municipal Library, referring to an item in the library's permanent collection, the following procedure will be followed. Note that all complaints will be taken seriously, and handled sensitively.
 - b. The patron will be asked to complete the *Challenged Material* form and submit it to a library staff person.
 - c. Staff person will sign and date form, keeping the original and giving a copy to patron.
 - d. Library Director will arrange an interview with the complainant as soon as possible. During the interview, the Director will give complainant a copy of the Library Collection policy, the American Library Association's Bill of Rights, and the Right to Read statement.
 - e. If patron is not satisfied with dialog shared with the Director, he/she may request a public hearing with the Albion Library Board of Trustees.
 - f. Decisions made by the Albion Library Board of Trustees will be final.

*Form: Statement of Concern about Library Resources: Albion Municipal Library & Heritage Center
Complainant's Contact Info and Date*

Resource on which you're commenting

Title

Author/Publisher or Producer/Date: _____

_____ *Audio-visual Resource*

_____ *Book*

_____ *Content of Library Program*

_____ *Magazine*

_____ *Newspaper*

_____ *Other*

1. *What brought this resource to your attention?*
2. *To what do you object? Please be as specific as possible.*
3. *Have you read or 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:* _____