

INF-1: Materials Selection Collection Development Policy

Adopted: 3/20/2014; Last Revised: 3/20/2025

Policy Statement

This policy informs the community of the principles in accordance with the library's mission and identified roles that guide collection development and establish the criteria for the selection of library materials. Basic to this policy is the American Library Association's *Library Bill of Rights*, *Freedom to Read Statement*, and *Freedom to View Statement*, as affirmed in the library's *Philosophical Principles Policy*.

Objectives

- Provide collections that meet the informational, educational, cultural, and recreational needs of the residents in the library's service area
- Balance collections to incorporate both popular materials and those of lasting value
- Provide open, free, non-judgmental access to collections and services without discrimination as defined in the Elliott-Larsen Civil Rights Act of Michigan, MCL 37.201 et seq.
- Support intellectual freedom and promote the dissemination of a wide range of ideas and information representing a variety of viewpoints
- Create an inviting environment with a broad selection of timely materials that encourages patrons to encounter the rich diversity of ideas on which our democratic society depends

Scope of collection

Orion Township Public Library provides collections that encompass materials with popular, contemporary appeal as well as those with permanent, historical value in a wide variety of formats from print to digital. The library also provides collections to support a wide audience including the needs of specific populations such as children, teens, adults learning to read, world language readers and the disabled.

Controversial Materials and Intellectual Freedom

The library collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, sexual orientation, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection. The library contains materials that some patrons may find objectionable. The library may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

Selection Guidelines

1. 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 selects materials in accordance with state law and the principles and practices of collection development.ⁱ
 - A. Local and self-published book donations will be reviewed by a librarian from the appropriate department for physical quality, connection to Orion Township, and whether it is suitable for our collection.
 - B. Librarians will look for items that are professionally bound and printed, have proper grammar and punctuation, and local interest.
 - C. Items will not be accepted if they are hand, spiral, or otherwise non-professionally bound, handwritten, pornographic, illegible, unreadable, or inaccurate.
2. There are general criteria of quality of content, and suitability and sustainability of format, taken into consideration for selections; however, each item within the collection is given individual consideration for selection in terms of its own merit, demand, popularity and the audience for whom it is intended.
3. 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 collections to reflect the changing times.
4. The library identifies and acquires materials in a number of ways.
 - A. Librarians identify materials for potential purchase through print and digital selections and reviewed titles in professional journals.
 - B. Librarians elect to 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. All donated items become the property of the Orion Township Public Library. Items not included in the library collection will be donated to the Friends of the Library for their used book sale or discarded. 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 accepts local and self-published books on a donation basis and are accepted only if they are created by a local resident or if they are set locally. Authors may donate up to two items per year to the collection and items must be accompanied by a donation form, which includes information about the author. Due to staff time constraints, library staff cannot meet with authors about their items. However, the library will send a letter or email to the author letting them know if their book was accepted into the collection or not.
 - F. The library provides the opportunity for patrons to request purchase of materials not owned by the library through the Purchase Consideration Request form available on the OTPL web site. Requests for items will be considered if they fit within collection development guidelines for the specific area.
5. 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 the public demand for best-sellers and other heavily used materials. The library does not duplicate every title, however, nor can it duplicate specific popular titles in sufficient quantities to fill every request

- immediately given budget constraints and the necessity of meeting other collections 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 who live in the library service area can borrow materials from other libraries to fulfill their information needs. See *Interlibrary Loan Policy*.
6. 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.
 7. 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.
 8. 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 distinguishes its youth collections by age-appropriate levels.
 9. Any patron who lives in the library service area who objects to the presence or absence of a work may complete the Request for Reconsideration of Library Materials form available at any 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. See Reconsideration of Library Materials Form.
 10. A patron may contest a library policy or any portion of a library policy by following the procedures as outlined in MGT-15: Appeals Process Policy.

ⁱ MCL 397.605 et seq. Library Privacy Act