Collection Development Policy

Updated January 2022

Introduction

The mission of the McPherson Public Library is to enrich, inspire, and enlighten our community through exceptional collections, services, and programs. The collection development policy is designed to guide selectors in developing the collection and in allocating resources to meet the needs of the McPherson community, as well as to explain collection building principles and processes to staff and to the public. This plan outlines the responsibilities of persons involved in selection, explains special circumstances and provides guidelines for development.

The library's service roles guide staff in the development of services and allocation of funds for all collections and services. Collections are developed to stimulate the imagination and to provide materials for reading, viewing and listening for education and pleasure for all ages. The library also supports early literacy, with collections which help prepare young children for entering school ready to learn, read, write and listen.

Collections include materials which help residents find information and answers to questions they have and to develop skills to learn to locate, evaluate and use information to meet their needs.

The selection of any title does not constitute endorsement of its contents. The library strives to provide a wide range of resources. Decisions are made solely on the title in relation to the building of the collection and the serving of customers' interests.

Definition:
Collection development includes the process of adding and withdrawing materials from the library's collection, including print, audio visual, electronic, and subscription formats in order to fulfill the service roles of the library. The library may belong to a cooperative e-resource consortium which performs its own collection development without the input of this library.

Materials Selection

Criteria:
Materials selected are intended to meet the diverse reading, viewing and listening needs of library users, either expressed or those determined from community demographics and areas of interest. Any or all of the following criteria are considered in evaluating material for the collection, including popular demand for a title or subject matter, reputation of author or publisher, timeliness, accuracy, indexing and other organization of material, reviewers' opinions, literacy or artistic merit, social significance, cost, condition, quality, local interest and availability of materials elsewhere. The availability of information is an important consideration in selection and in use of resources.

Collection Responsibilities:
The Director is responsible for selecting all materials for the Adult Division. The Youth Services Coordinator selects all materials for the Children's Division and the Young Adult Division. The Director is ultimately responsible for coordinating the selection of materials for the library, monitoring materials, and for ensuring a continual supply of new resources.

Materials are selected based on reviews in professional journals, popular magazines, newspapers, subject bibliographies, recommended lists, publishers' catalogs, media interviews, Internet sites, and staff or customer requests.

Customer requests, comments and ideas about the collection and its development are always welcome. Selectors give high priority to purchasing requested items for customers. Customer requests are usually honored, unless the item requested does not fit the library's selection criteria. Library staff may participate in the selection process by making suggestions for purchase.

Factors such as prohibitive cost, narrow range of interest or unavailability may prevent purchase. In those cases, the library will attempt to obtain requested materials through interlibrary loan by request.

Scope:

The collections of the library focus on current information that reflects a wide range of differing viewpoints. As a result, preference is given to general materials that provide an overview rather than those that are scholarly, specialized, or professional in nature and selected materials are therefore intended for use by the general public. The collection includes popular materials, significant classics, and prominent current editions that are systematically evaluated and withdrawn in order to support the general interests and needs of the community.

Formats:

Formats should be appropriate for library use, including a size that can be accommodated by shelves, racks or other library furnishings. Paperback editions are purchased because of their popularity for recreational reading and for multiple copies of titles expected to be in high demand for a limited period of time. In general, books should have durable bindings, good quality paper and clear print.

Consumable books, such as workbooks, spiral-bound items, stapled items, etc. are not desirable but are purchased if the specific item under consideration is needed to meet demand. Circulating materials in all formats should be durable and suitable for multiple uses.

General Limitations, Priorities & Acquisition Policies

Retrospective Coverage

The only segment of the collection which is collected at a retrospective level is that covering the history of McPherson County and Kansas. This includes books, magazines, documents, newspapers, maps, audio/sound recordings, photographs, and other archival materials.

The library will purchase replacement copies for books which are damaged, incomplete, or in various stages of disintegration only if they meet the current collection development criteria. Books which have been declared as lost or stolen also will be replaced if they meet the criteria.

Special Funding

The materials budget is funded primarily by revenues from the city library budget, SCKLS grants, and state aid. However, annual distributions from the McPherson Public Library Endowment Fund make a significant contribution to the acquisitions of new library materials and resources.

Gifts

Adding gifts of materials to the collection entails expense to the library for processing costs and maintenance. The Director reserves the right to accept or dispose of gifts of materials if they are not compatible with the collection development policy.

Gifts that are lost or damaged will be replaced at the discretion of the Director.

Collection Maintenance

Titles are withdrawn from the library's collection through systematic weeding by selectors on a routine basis, depending on the collection area and nature of the materials. Systematic evaluation and weeding of the collection are required in order to keep the

collection current, responsive to customer needs, to insure its vitality and usefulness, and to make room for newer materials. Staff involved in the collection maintenance process identify items which are inaccurate, outdated, trivial, damaged, available elsewhere, or irrelevant to the community needs.

Collection maintenance also helps selectors evaluate the collection by identifying areas or titles where additional materials are needed or where updated editions are desirable. Holdings of other libraries in the area are considered in collection maintenance decisions. Withdrawn materials in good condition are removed from the catalog and given to the library bookshop for purchase. Materials that are not placed on the bookshop shelf are disposed of at the discretion of the library.

Challenged Materials

The library's collection reflects a variety of viewpoints on a wide range of subjects. Because a collection of diverse materials may result in concerns about materials or requests for reconsideration, the library has a process for the reconsideration of library materials to assure that concerns are handled in a timely and consistent manner.

The selection of any item does not imply endorsement of any expressed viewpoint. Library material will not be identified to show approval or disapproval of the content, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Residents of the City of McPherson may schedule a time to voice concerns with the Director and a staff member. If they wish to pursue their concerns after meeting with the Director, they may fill out a Request for Reconsideration of Library Materials form (see Appendices).

The Director will inform the board of trustees of all requests for reconsideration of library materials in a timely manner. Within 30 days after receipt of the reconsideration request, the Director will inform the complainant of the results of the evaluation by staff and any action which will be taken by the library. In the event of an appeal of the decision of the Director by the complainant, the issue will be placed on the agenda of the next regular board meeting and the library board will serve as the final arbiter.

APPENDIX A

MCPHERSON PUBLIC LIBRARY

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Board of Directors of the McPherson Public Library has established reconsideration procedures to address concerns with a particular material or item. Completion of this form is, the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Director, McPherson Public Library, 214 W. Marlin, McPherson, KS 67460. The completed form and a copy of the material in question will be evaluated by the Director and staff by consulting authoritative lists and critical reviews and the library's selection policy. Within 30 days of receipt of the reconsideration request, the Director will inform the complainant of the results of the evaluation of the material or item by the Director and any action which will be taken by the library. In the event of an appeal of the decision of the Director by the complainant, the Library Board will serve as the final arbiter at the next regular board meeting.

Title: _____

Author: _____

Book ____ Audiobook _____ DVD _____ Magazine _____ Other ____

Request initiated by: _____

McPherson Address: _____

Phone: _____ Email: _____

Complaint represents:

Self _____ Organization (please specify): _____

_____

(Continued on the next page)

1. What do you believe is the theme or purpose of the material?

   _____

   _____

2. What conerns you about the resource(s)? _____

   _____

3. Did you read, view or listen to the entire work? _____

4. For what age group do you believe this material would be appropriate? _____

5. What brought this resouce to your attention? _____

   _____

6. What action would you recommend be taken regarding the use of this material?

   _____

   _____

Date: _____ Signature of Patron: _____

Date: _____ Received by Director: _____