

DELTA TOWNSHIP DISTRICT LIBRARY COLLECTION DEVELOPMENT POLICY

SELECTION OF LIBRARY MATERIALS

The Delta Township District Library will aim to provide a general collection of materials embracing knowledge as well as recreational pursuits. The collection will include books, media and technology to aid in meeting the needs of its community.

Thus the library collection, protected by the *First Amendment* and embodied in the *Library Bill of Rights*, is a marketplace of ideas which are contained in varied and divergent materials and formats.

Objectives of selection are to meet the educational, recreational and cultural needs of the library's service areas.

Demand and use are key factors in the development of the general collection, with due regard for variations in educational level, reading interest and users' special needs. Every effort is made to represent all sides of controversial issues. Materials will be selected on the basis of anticipated or expressed popular demand, educational or literary merit, and/or cultural value.

Within the framework of these broad objectives, selection is based more specifically on the particular needs and interests of the children and adults the library serves. In order to determine these interests, periodically the staff may analyze demographic information based upon patron needs assessment, and patterns of past circulation.

SELECTION OF LIBRARY MATERIALS

SELECTION AIDS

The primary sources of information about potential library materials are the lists, selections and reviews found in professional library publications. The Delta Township District Library staff members rely on such professional resources to select print, electronic and audio-visual materials. Other selection resources may be used for specific subject areas, such as publishers' catalogs, popular periodicals, format specific review periodicals, newspaper reviews, and bibliographies.

RESPONSIBILITY FOR SELECTION

Material selection is accomplished under the policies adopted by the Board. The authority for selection of all print and non-print materials lies with the Library Director, who delegates the responsibility to staff members as appropriate.

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SELECTION CRITERIA

Factors to be considered in adding adult and children's materials to the library collection shall include one or more of the following:

- Present collection composition
- Collection development objectives
- Interest and demand
- Currency and accuracy
- Intended audience
- Significance of subject, author, or title
- Diversity of viewpoint
- Effectiveness of the format in conveying information
- Space and budget considerations
- Availability of special materials in other library collections in the area

Public demand for an author, title or subject is an important criterion. All requests from patrons for specific titles or subjects will be considered. Materials that are requested infrequently may be supplied through Interlibrary Loan from MeLCat.

Specialized materials of limited community interest will not ordinarily be purchased. Referral to other library collections and Interlibrary Loan will be used to supply patrons with these materials. Supplementary materials for students and information for specialists are provided in a limited number of fields, but the library seeks to avoid unnecessary duplication in subject areas which are the special prerogative of other community resources.

No materials shall be excluded because of race, nationality, religion, political or social view of the author.

WITHDRAWING MATERIALS GUIDELINES

1. Publication date of material
2. Condition of material
3. Duplication of titles or subjects

CONTROVERSIAL MATERIALS

The library board recognizes that many materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval by individuals or groups, but solely on the merits of the work in relation to the building of the collections and serving the interests of readers. The choice of library materials is an individual matter. While a person may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Library materials will not be marked, altered, identified or shelved in a special manner due to controversial contents and no item in the library collection will be sequestered, except for the express purpose of protecting it from injury or theft.

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Although the staff exercises professional judgment in the selection of all materials, the responsibility for a child's use of library materials rests with his or her parents and/or legal guardians.

The Library Board heartily supports the American Library Association's "*Library Bill of Rights*", "*Freedom to Read Statement*", and "*Freedom to View Statement*".

If a patron finds any portion of the library's collection objectionable, he or she may file a formal request for reexamination of materials by completing a *Request for Reevaluation of Library Materials form*, which is available at the Library. A completed reconsideration form will be reviewed by the Library Director and, if necessary the Reconsideration Committee. Membership of the committee is as follows; the Library Director, a library staff member from the department where the item is located and a Library Board member.

The Library Director will respond to the patron in written form describing the action the Library will take in regard to the challenge. The Collection Development Policy will act as the basis for the response. If a patron is not satisfied with the response, the request for reconsideration may be taken to the Board of Trustees. The Board will decide what course of action to take.

Please see attached form.

Approved by the Delta Township District Library Board – August 18, 1998
Revised by the Delta Township District Library Board – May 2, 2002
Revised by the Delta Township District Library Board – December 12, 2011

**DELTA TOWNSHIP DISTRICT LIBRARY
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REQUEST FOR RE-EVALUATION OF LIBRARY MATERIALS

**Delta Township District Library
5130 Davenport Drive
Lansing, MI 48917
(517) 321-4014**

If you wish to recommend the removal or relocation of a particular item for the library's collection, you must answer the questions listed below.

Author _____

Title _____

1. How was this material brought to your attention?
2. Do you know what literary critics and/or reviewers think of it?
3. Have you read, viewed or listened to the entire item?
4. In your opinion, what is the theme of this material?
5. Are you objecting to the entire item or to specific portions of the item?

6. What is your objection to the material? Please cite specific examples and their location.

7. What do you feel might be the result of reading, viewing or listening to this material?

8. Do you feel other library patrons would enjoy this material?

Print Name: _____

Address: _____

City, State, Zip Code: _____ Phone: _____

Email address: _____

Signature: _____ Date: _____