

Collection Development Policy - Mooresville Public Library

Purpose

The collection development policy is to provide guidance for selection and deselection of library materials, within space and budgetary limitations. It explains criteria used for decisions made with regard to adding and withdrawing items in the library collection for the understanding of both staff and the public. Materials include both traditional library resources such as books and media, as well as nontraditional items, such as games, tools, toys, etc. This policy supports Mooresville Public Library's mission to provide access to a diverse collection of material and the discovery of information for the citizens of Brown Township and Mooresville.

Responsibility for Selection

The Library Director has the ultimate responsibility for collection decisions, based on policies of the Board of Trustees. He or she directs the professional staff who are responsible for selection in their areas. Materials in the adult collection are selected by adult services librarians, and materials in children's and young adult collections are made by youth services librarians.

Intellectual Freedom

The Mooresville Public Library supports and is guided by the American Library Association's *Library Bill of Rights* and the *Freedom to Read Statement*. Individuals have a right to free and convenient access to a variety of ideas, information, and opinions. In a free and open society, content of published material may be considered controversial, unorthodox, or unacceptable to some individuals, but may appeal to others. A resource that may offend one person may provide value and meaning to another. The Library seeks to have a collection of materials that represent a diversity of viewpoints to enable citizens of this community to make their own informed choices and develop their own opinions.

The inclusion of any item in the Library's collection does not constitute endorsement by the Library, its staff, or the Board. Similarly, deselection does not mean disapproval of any Library item. Parents are guardians are responsible for use and choice of library material for their children. Selection of library material will not be restricted on the possibility that it may come into the view or possession of children.

The Library is not responsible for any action taken based on library material. The Library is not responsible for any injuries in the use of materials and objects borrowed from the library.

Scope of the Collection/Description of the Collection

The library houses approximately 75,000 physical items across all collections. We are a member of the Indiana Evergreen (EI) consortium, which includes approximately 7 million items from over 120 libraries across the state, as of 2019. Many of the items held by EI libraries can be transited to patrons of MPL. We also make much of our collection available to patrons of other EI libraries. The availability of material available in other EI libraries can factor into selection decisions.

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However, the consortium collection is not a substitute for the development of an excellent collection at the Mooresville Public Library for our local patrons.

The library is also a member of the eIndiana Digital Consortium (eDIC). This consortium is a group of libraries that selects, purchases, and shares digital items from OverDrive. We follow the policies and procedures of eDIC outlined here: <https://blog.evergreen.lib.in.us/wp-content/uploads/2015/10/eIDC-Policies-and-Procedures.pdf>

Selection Criteria

Professionally trained and experienced librarians select library material within their areas of expertise. Librarians consult a variety of print and online review sources including, but not limited to:

- Kirkus Reviews
- Publisher's Weekly
- Booklist
- Library Journal
- School Library Journal
- Baker & Taylor's Forecast
- Baker & Taylor's Booking Ahead
- Publisher catalogs
- New York Times Book Review
- New York Times Bestseller lists

Criteria for selection of items include one or more of these factors:

- Community need and interest
- Relevant subject matter and scope of the material
- Reputation and authority of the author
- Reputation and authority of the publisher
- Literary merit
- Timeliness of the material
- Accuracy of the material
- Suitability of format
- Quality of format/production
- Cost of the material and space for shelving
- Balance of viewpoint and contribution to diversity of the collection
- Popularity of the author
- Receipt or nomination for awards

Suggestions for Purchase

The Library will seriously consider any suggestions or requests by MPL patrons or staff for purchase of materials. Patrons need to be current Mooresville Public Library cardholders and will need to fill out a *Patron Request for Material* form. This form is available at the circulation desk. Patrons who hold library cards from other libraries will be encouraged to contact their home library

for purchase requests. The form will be given to the appropriate selector, who will determine the suitability for selection. Requests for older materials that are available in other E.I. libraries may be better fulfilled by placing a hold and obtaining the item through transit.

Self-Published or Independently Published Material

The Library will consider recently published material from independent publishers. This includes self-published or vanity press publications that the author pays to be produced. However, the material must meet selection criteria defined in this policy. Self-published or independently published material will receive careful scrutiny before selection. Material receiving one or more positive reviews in one of the major review journals are more likely to be selected.

Unsolicited Material

Unsolicited material or preview copies sent to the Library becomes the property of the Mooresville Public Library, treated the same as a donation. The Library makes no promise that such material will be added to the collection.

Gift/Donations

Books and DVDs in decent condition are accepted by the Library as donations. Donors of materials should understand that the material becomes the property of the library and can be retained or disposed of at the discretion of the Library. Items are judged according to the same criteria as new material as to whether they will be added to the collection. Material not added to the collection may be given to the Friends of the Library to be sold.

The Library can provide a receipt stating the number and type of items donated but cannot assign a monetary value to them.

The Library does not accept magazines or formats not currently circulated by the library (such as VHS tapes or cassette tapes).

Donations of large collection may not be accepted due to space limitations.

Replacement of Damaged or Lost Material

When an item is damaged beyond repair, it will be withdrawn from the collection. The item may or not be replaced regardless of a patron's payment for damage. The need for replacement of damaged or lost material will be based on:

- Age of the item
- Number of copies available elsewhere in the consortium
- Demand for the specific title or author or subject area
- Availability and/or cost of replacement material

Multiple Copies of Material

In general, the Library purchases one copy of an item. However, if a particular title has a high holds ratio (holds per available copies), another copy may be purchased for popular items.

Reconsideration of Library Materials

The library will reconsider the selection or placement of a specific item in its collection upon submission of a properly completed *Citizen's Request Form For Reconsideration of Library Materials*. These forms are available at the circulation desk of the Library. Forms will be accepted from adult cardholders who are residents of Brown Township and who have read, viewed, or listened to the material in its whole.

[NOTE: I didn't see any specific policy or procedure for when the form is turned in. Do we want to expand on this or put our procedure in writing?]

Collection Maintenance/Weeding

The Library maintains an attractive, up-to-date collection through continual evaluation of material. As with selection of material, decisions to withdraw material is made by professional staff according to a variety of criteria. Criteria includes:

- Insufficient use (determined through circulation reports)
- Excessive wear and tear
- Space availability
- Changing interests of the community
- Items superseded by new editions of the same or similar work.
- Formats no longer current or used by patrons
- Obsolete information

Periodical subscriptions are reviewed annually.

Weeding is the process of removing material from the collection and withdrawing such material from the system. Mooresville Public Library reserves the right to determine how materials are weeded. Items that are damaged or outdated may be thrown away. Items in good condition may be given to the Friends of the Library to be sold or donated to charitable agencies.

References

"The Freedom to Read Statement", American Library Association, July 26, 2006.
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed April 23, 2019)

"Library Bill of Rights", American Library Association, June 30, 2006.
<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed April 23, 2019)

Mooreville Public Library Censorship and Challenges Statement

Indiana libraries, along with the rest of the nation, are experiencing unprecedented numbers of censorship attempts. More book challenges were reported to the American Library Association in 2021 than in any year since data collection began. 2022 is shaping up to outpace 2021 with the majority of censorship efforts hitting school and public libraries.

The Indiana State Library, the Indiana Library Federation and the Board and staff of Mooreville Public Library fully supports the American Library Association's Statement on Book Censorship (<https://www.ala.org/advocacy/statement-regarding-censorship>).

We champion the public's constitutional right to access a broad array of information, services, and programs. As professionals, librarians rely on policies and local knowledge to create collections, services, and programs that serve their entire community. Individuals make their own decisions about what they read and what they believe and patrons and parents have the freedom to determine which of these offerings fit their individual needs. These ideals are rooted in the First Amendment and the American Library Association's [Bill of Rights](#), including the [ALA Freedom to Read](#) statement.

Mooreville Public Library reviews its **Collection Development Policy** [which is available on our website or a printed copy may be requested at the library] annually to ensure that the library's acquisition and collection procedures are standardized and follow the *ALA Bill of Rights* and the *ALA Freedom to Read statement*. There is a procedure for Citizen's Request for Reconsideration of Library Materials; it is available on our website and in print form at our circulation desk.

Mooreville Public Library Board of Trustees
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