

## **MATERIALS SELECTION POLICY FOR MOORESVILLE PUBLIC LIBRARY**

Adopted on June 18, 1948.  
Amended on February 2, 1961, on June 27, 1967,  
and on January 23, 1980, by the ALA Council.  
Reviewed and adopted September 8, 1987, July 5, 1994  
and October 3, 1994, July 1, 1996. Revised August 2006, June 2007. Amended August 2019

Every library must select, from the extraordinary mass of recorded knowledge, those materials that best contribute to the particular objectives of the individual library. The purpose of the Materials Selection Policy is to serve as a guideline for the library staff and to answer questions of patrons regarding the selection of materials.

Mooreville Public Library has adopted the following Library Bill of Rights:

### ***LIBRARY BILL OF RIGHTS***

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community served by the library. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

## **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. 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
- Bakery & 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.