

COLLECTION DEVELOPMENT POLICIES

MISSION & GOALS

Library Mission Statement

The mission of the North Manchester Public Library is to provide materials, programs, and services necessary to meet the recreational, and educational needs of the community in a comfortable and easily-accessible facility, which is a community center of activity and information.

Collection Goal Statement

The North Manchester Public Library seeks to develop a broad scope collection of print materials, electronic materials, and non-print materials that meet the ever-changing needs of our community. The North Manchester Public Library proudly adheres to the American Library Association's "Freedom to Read" Statement, as well as its "Library Bill of Rights" in selecting content for the collection. Promoting intellectual freedom and access to information are core values of the library.

The collection development policy guides library professional staff in the development and maintenance of its collection of materials, and informs the public of the methods and criteria involved. The policy outlines the principles and criteria for the acquisition, maintenance, and deselection of materials in various formats. This policy assists the staff in building collections that uphold the library's mission and are responsive in supporting the broad range of educational, informational, and recreational interests of the community.

A broad scope of materials is required to provide diverse viewpoints. The library's acquisition of items does not constitute endorsement of their content but rather makes available its expression and supports the principle of intellectual freedom.

Responsibility for materials chosen by minors rests with their parents or legal guardians. Selection of materials for the collection will not be restricted by the possibility that items may come into possession of minors, nor does the library use any system of coding, rating, or labeling to identify or segregate materials for the purpose of censorship.

MATERIAL SELECTION

Selection Responsibility

Ultimate responsibility for the development of the collection rests with the Director, who operates within the policies determined by the Board of Trustees. It is at the discretion of the Director to delegate collection development responsibilities to trained professional library staff. In addition to selecting materials, these librarians are responsible for monitoring the materials budget to ensure that new materials are acquired throughout the year, according to budget allocations.

Due to the library's membership in a consortium and subscriptions to online databases, many print and digital items are selected by other consortium members.

SELECTION GUIDELINES

Collection

A work will not be excluded from the Library's collection solely because the content may be or may become controversial. Materials are evaluated as complete works and not on the basis of a particular passage.

Minors

Selection of materials will not be restricted by the possibility that items may come into the possession of minors.

Local Authors, Self-Published Materials, Publisher Inquiries

Inquiries may occur from authors and publishers requesting that materials (including ebooks) be added to the Library collection. All materials requested to be added to the collection are subject to the same selection criteria as materials purchased by the Library. The Library may acquire self-published material if it fits within the scope of the Library's collection plan, meets the Library's selection criteria, and has received independent, positive reviews in one or more of the major professional review journals; paid reviews do not qualify. The Library will not notify submitters whether or not material is selected.

SELECTION AIDES

Librarians responsible for collection development will use a variety of resources to find, learn about, and potentially select materials for the collection. These resources include, but are not limited to:

- Baker and Taylor - Baker and Taylor provides reviews for all items that it sells. These reviews are noted before purchases.
- *Publisher's Weekly* - Publisher's Weekly will be used for their quality reviews and lists of newly released items.
- *Kirkus Reviews* - Kirkus provides academic reviews that will be used to select items in all departments.
- *Library Journal* - Library Journal provides academic reviews that will be used to select items in the adult department.
- *New York Times Book Review* - A weekly supplement to The New York Times in which current nonfiction and fiction books are reviewed. It is one of the most influential and widely read book review publications in the industry.
- *School Library Journal* - School Library Journal provides academic reviews that will be used to select items in the children's and young adult department.
- Professional Organizations and Literary Web Resources - Professional Organizations provide places to get academic feedback from other librarians. This includes, but is not limited to our ebook consortium, Northeast Indiana Digital Libraries.
- *Public Library Core Collection* - A guide to building and maintaining a well-rounded collection of the most highly recommended references and books for readers.

REQUESTS

- A patron can submit a request by emailing, calling, or filling out a request form.
- The requests will go to the Circulation Librarian or Department Head who review them with the following criteria.
 - If any items have incorrectly been requested when they are available in the catalog.
 - If any items would qualify for an Interlibrary Loan request.
 - Availability, format, and cost.

AVAILABILITY, FORMAT, & COST

For all items added to the collection availability, cost, and format will be considered.

- Availability--All items purchased by the library must be done so from a reputable, trustworthy company.
- Cost -- Material cost will be considered for all potential purchases. Items that will circulate often are more likely to be purchased at a higher cost. High cost items that are not likely to circulate will have a lower priority.
- Format -- The library will take into consideration suitability of format before purchasing an item. Certain formats are not purchased by the library, such as e-books.

The North Manchester Public Library is a circulating library. Hence, items for archival purposes will not be purchased unless they are unique to or for the town of North Manchester.

INTERLIBRARY LOAN

Interlibrary loan is a process by which NMPL tries to obtain materials directly from another library on behalf of a patron, or another library borrows materials from NMPL on behalf of its patrons. The purpose of interlibrary loan is to obtain materials which would not ordinarily be purchased by the NMPL and to provide material from NMPL's collection to other libraries. Patrons in good standing may request items not found in NMPL's collection or other local library collections through interlibrary loan.

GIFTS AND DONATIONS

- The library gladly accepts gift and memorial contributions.
- Memorial gift materials are chosen by the Director, Department Heads, or Circulation Librarian with advice from donors.
- Book plates, listing the name of the donor and the honoree, are placed in each memorial gift item. A notice of the donation will be sent to an appropriate relative.
- Donations of materials are added to the collection only if they are in keeping with the Materials Selection Objectives and Policies of the North Manchester Public Library. The addition of materials is left to the discretion of the Director, Department Managers or Circulation Librarian.
- Items which will not be added to the collection will be donated to the Friends of the Library, placed on the Free Shelf, or recycled.
- All materials, including those donated or purchased as gifts, are subject to the Deselection Process. Materials may be disposed of without notifying the donor.
- Unrestricted monetary donations shall be placed in the library gift fund and spent at the discretion of the Director, Department Heads, Circulation Librarian and the notification of the Library Board.

EVALUATION & DESELECTION

EVALUATION

The following will be considered when adding materials to and removing materials from the collection.

- Relevancy of the material
- Physical condition of the item
- Expertise of the author or editor
- Accuracy and validity of the content
- Usage and circulation
- Core Collection aids
- Representation of diverse points of view
- Relationship to the existing collection

DESELECTION PROCESS (WEEDING)

Library materials are continuously assessed for their condition, accuracy, relevancy, and performance within the context of the total Library collection, as well as for their continuing relevance to library users. The withdrawal of materials is a formal process conducted by knowledgeable staff as a necessary method to maintain collection vitality, size, and scope. Established weeding approaches (such as MUSTIE or CREW) will also be referenced as part of the deselection process, particularly in cases where the decision is not straightforward. The Director, in collaboration with the Department Heads and Circulation Librarian, will maintain a schedule of what sections will be done when.

INVENTORY

Inventory will be completed every three years. All items not inventoried will be marked as lost. The Department Heads and Circulation Librarian will make the decision to reorder or delete items.

REQUEST FOR RECONSIDERATION

A patron who requests material to be reconsidered will be treated fairly and courteously.

- The patron will be required to fill out a Request for Reconsideration form.
- Only current library card holders are eligible to fill out a Request for Reconsideration form.
- A single patron may only submit three Request for Reconsideration forms once within a six month period.
- The form will be reviewed by the Director, Department Heads, and Circulation Librarian based on whether the particular item conforms to the Collection Goal Statement and the Selection Guidelines in the Board approved Collection Development Policy, IC 35-49-2-1, and IC 35-49-2-2.
- A decision will be made within 30 days regarding the request.
- The patron will be notified in response of the decision by email or letter.
- If the patron indicates dissatisfaction with the decision, they may appeal. The appeal request must be submitted within fourteen (14) days of receiving notification. The Board of Trustees will review the material and the staff decision based on whether the particular item conforms to the Collection Goal Statement and the Selection Guidelines in the Board approved Collection Development Policy, IC 35-49-2-1, and IC 35-49-2-2 at the next monthly board meeting. The patron may provide comments to the Board of Trustees during the Public Comment Period of the meeting, adhering to the Public Comment Policy.
- The patron will be notified of the board decision by email or letter.
- The library will only review a title once every three years. Once it has gone through the review process, it will not be eligible for review again until three years have elapsed.