

RIVER ROUGE PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

Mission Statement

The mission of the River Rouge Public Library is to serve people of all ages and diverse backgrounds by actively promoting easily accessible information, materials, services and programs designed to meet the community's evolving educational, recreational, cultural, and informational needs.

Purpose

The purpose of a Collection Development Policy is to guide librarians and to inform the public about principles upon which decisions are made when adding or withdrawing materials from the library's collection.

Definition

Collection development refers to the on-going activity of systematic acquisition and removal of library materials. Library materials can be in various formats, including print, audio, video or electronic.

Goals of Collection Development

- A. To maintain a well-balanced, diverse, and broad collection of materials for information, reference and research to meet the needs of the community.
- B. To insure that all parts of the collection are up-to-date, attractive and maintained.
- C. To continually evaluate present print, non-print and electronic formats and to identify new formats that will make the collection more valuable.

Responsibility

The responsibility for collection development lies with the Library Director, who operates within the framework of policies determined and adopted by the Library Commission. The Director may delegate to staff authority to interpret and apply policy on a day-to-day basis.

The Library Director welcomes, and will consider for possible inclusion in the collection, recommendations from River Rouge residents.

General Principles of Collection Development

The River Rouge Public Library will adhere to and support the Library Bill of Rights, the Freedom to Read, and the Freedom to View, as adopted by the American Library Association, a copy of each is included in the appendix. The River Rouge Public Library is committed to honor the rights of an individual to use the library regardless of age, race, religion, national origin, or social or political views.

Responsibility for children's reading and viewing rests with parents or legal guardians. Library collection development should not be inhibited by the possibility that materials should not inadvertently come into possession of children.

Library materials will not be marked or identified to show approval or disapproval of the contents, nor will they be sequestered except for the purpose of protection from damage or theft.

Standards of Selection

Selection is based on the merits of a work in relation to the needs, interests and demands of the residents of River Rouge. In addition materials will be selected based upon accuracy, permanent value, authority of author, relation to existing collection, scarcity of information in subject area, format, case of use, popular demand, and availability through inter-library loan.

The following sources may be used to help in the selection process:

Advertisements

Patron Requests

Publishers' Catalogs

Standard Sources

Amazon.com

Audiofile

Baker & Taylor Forecasts

Barnes & Noble

Booklist

Books in Print

Borders Books

Library Journal

New York Times Book Review

School Library Journal

Publisher's Weekly

WorldCat

Vendor/Sales Representatives

Textbooks

The River Rouge Public Library will not ordinarily purchase textbooks, except in subject areas where materials in another form are not readily available.

Gifts

The library welcomes gifts of books and other materials with the understanding that they will be considered for the collection according to the same criteria used for purchased materials. We strongly discourage the donation of old textbooks, magazines, or items in poor condition. Gifts that are not added to the collection will be included in our used book sale.

Gifts of books and materials will be acknowledged in writing at the request of the donor, but will not be assigned a monetary value by any member of the library staff. If requested, an appropriate bookplate may be included in each gift identifying the donor.

Maintenance of the Collection

The Collection of the River Rouge Public Library is maintained through judicious weeding of outdated, outmoded, and/or worn materials. Decisions will be based on accepted professional

practice as described in The CREW Method and/or the professional judgment of the Library Director and library staff.

The weeding of a book collection is part of book selection – it is book selection in reverse – and therefore an important and conscientious effort to achieve a well-balanced collection relevant to the people served. It needs to be a continuous, consistent process. Factors to consider in weeding are the following:

To identify and withdraw incorrect or outdated materials

To remove from the collection those materials that is no longer being used

To remove worn or damaged materials

To increase circulation by eliminating overcrowding and making the desired materials more accessible

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding into the trash, recycling of paper, or placing them in the Used Book Sale. Discarded magazines and newspapers may be given to the River Rouge High School Library or social service agencies at the discretion of the Library Director.

Objections to Library Materials

Residents of River Rouge who hold a valid library card may express his or her objections to library materials by completing a “Request for Reconsideration Form.” Staff will follow the “Procedure for Handling a Library Patron’s Complaint about Materials and the Request for Reconsideration Form.”

Revision of Policy

This policy may be revised as time and circumstances require.

Commission approved 7/11/06