

COLLECTION DEVELOPMENT POLICY

Table of Contents:

- I. [Mission Statement](#)
- II. [Purpose of the Collection Development Policy](#)
- III. [Collection Responsibility](#)
- IV. [Selection](#)
 - a. [Philosophy of Selection](#)
 - b. [General Selection Tools](#)
 - c. [Selection Criteria](#)
 - d. [Types of Formats](#)
 - e. [Suggestions for Purchase](#)
 - f. [Web Link Policy](#)
- V. [Donations and Gifts](#)
- VI. [Collection Maintenance](#)
 - a. [Weeding](#)
 - b. [Criteria for Weeding](#)
 - c. [Evaluations and Development](#)
 - d. [Censorship and Reconsideration of Library Materials](#)
- VII. [Appendixes](#)
 - a. [Donation Form](#)
 - b. [Reconsideration of Library Materials Form](#)
 - c. [Library Bill of Rights](#)
 - d. [Freedom to Read Statement](#)
 - e. [Freedom to View Statement](#)

I. Mission Statement

The Marysville Public Library provides quality information resources and services to educate, entertain, enrich and strengthen our diverse community.

II. Purpose of the Collection Development Policy

The Collection Development Policy contains the policies relative to the selection, retention and withdrawal of library materials.

The purpose of the collection development policy is:

- To document the current collection management policies and procedures.
- To inform the public of the philosophy of collection development and the policies involved in the process.
- Provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the Marysville Public Library service area.
- To establish a framework for continuous collection evaluation and development.

As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

III. Collection Responsibility

The Marysville Public Library's Board of Trustees is charged with being ultimately responsible for the selection of all materials in the collection. The Board has chosen to delegate full responsibility for the selection of all materials and the allocations of the materials budget to the Director of the Library.

Under the authority of the Director, the Library Management Team selects and deselects library materials including links on the Internet. High priority is given to selection requests from patrons, advisory boards, educators, and staff. Library Management Team may also consult citizens with areas of special expertise in developing the collections.

Acknowledging that evaluation is an on-going process, the Director and the Library Management Team will review the collection development plan at the end of every fiscal year and develop goals and objectives for the upcoming year.

IV. Selection

a. Philosophy of Selection

1. Materials are selected and retained on the basis of their content. The Marysville Public Library collections represent diverse points of view. The library collections, as much as possible, reflect the community and its diversity of interests, perspectives and backgrounds. The library also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community.
2. In compliance with our constitutional rights of freedom of speech and freedom of the press, the Marysville Public Library will attempt to provide the widest range of viewpoints based on the quality, cost, budgetary constraints, and availability of the materials for purchase.
3. The Selection principles promote the American Library Association's Library Bill of Rights" and interpretations, "Freedom to Read Act," "Freedom to View Act," "Intellectual Freedom Statement," and "ALA guidelines for Access to Electronic Information." (see appendix)

b. General Selection Tools

Materials are selected from reviews in professional journals and general publications; standard collection guides, annual selected bibliographies of recent publications; patron recommendations, publishers' and booksellers' catalogs and flyers and by inspection of materials at professional conferences, trade shows and retail outlets. Marysville Public Library also subscribes to a number of professional journals used in selections. There are also many collection development resources, reviews, web sites (both commercial and nonprofit) lists and recommendations, including those from other libraries on the Internet.

c. Selection Criteria

- Public demand and interest
- Critical and scholarly reviews
- Accuracy
- Presentation and readability
- Representation of diverse sides of issues
- Author's reputation and significance as a writer without regard to political, racial, or religious affiliation
- Reputation and standing of the publisher
- Availability of the material or information from alternative sources
- Local or national significance

- Date of publication
- Quality of the physical format
- Price

d. Types of Formats

The library collects materials in print and alternative formats. Alternative formats such as videocassettes, DVDs, audiocassettes, CDs, CD-ROMs, online database, etc. offer a dimension and often a timeliness to the subject areas they represent which book collections alone are unable to provide. Criteria for selection of alternative formats do not differ from the criteria mentioned above.

e. Suggestions for Purchase

The library strongly encourages input from the Marysville School District community concerning the collection. A *Suggestion for Purchase Form* enables patrons of the Marysville Public Library to request that the library purchase a particular item or subject. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help the library in developing collections that serve the interests and needs of the community. *Suggestion for Purchase Forms* can be found at the Library's Circulation Desk or from the Library's website.

f. Web Linking Policy

Library Management Staff will identify and recommend interesting and useful Internet destinations and resources from the Library's home page, which support the Library's Mission and service roles, as we do for the in-house library materials collection. Links to information resources are based on staff's judgment of the best resources available and do not imply endorsement. Users should recognize, however, that the Library is not responsible for the content of linked sites, nor for the content of sources accessed through subsequent links. The library cannot control or monitor material that may be accessible from Internet sources because the Internet is a vast and unregulated medium with access points that can and do change frequently and unpredictably.

V. Donations and Gifts

Gifts of books and other library materials are accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Collection Development Policy. The Library reserves the right to sell or otherwise dispose of gift material not added to the collection.

If the title is already in the collection, it will be added based on the following condition:

- It is in good condition
- A duplicate is needed
- Existing copy needs replaced
- Title has not been superseded

If the title is not in the collection, it will be evaluated based on the selection criteria mentioned above.

Generally, the library cannot accept books with restrictions that necessitate special housing or which prevent integration of the gift into the general Library collections.

Donors may specify the branch where gift material is to be placed, and the material will carry the name of the donor on a gift bookplate if requested by the donor.

The Marysville Public Library will not assign an appraisal value to any gift materials. However, the Library will make available to patrons a receipt for the total number of items donated, with comments on overall condition. Monetary donations to purchase materials are always welcome and appreciated. Recommendations from the donor are honored so far as the suggestions are in accord with the Collection Development Policy of the Marysville Public Library.

We are glad to accept:

- Hardcover books in good to excellent condition and usually published in last 1-5 years
- Children's books that are in excellent condition
- Good condition books-on-tape (audiocassettes or CD)
- Good condition music CDs
- Newer VHS and DVDs in excellent condition

We will not accept:

- Older editions of encyclopedias and reference books
- Copied versions of audio or videocassettes
- Music on audiocassettes
- Old magazines
- Materials that exhibit signs of smoke, mold, pests or water damage
- Self Published Materials (unless they are reviewed in established review journals; exceptions may be made for materials of local interest that meet the Collection Development Policy)

Self Published Materials

In most cases, the library will not add self published materials to the collection that are not reviewed in professional review journals. Exceptions may be made for self-published materials of local interest that meet the selection criteria.

VI. Collection Maintenance

- Most library materials are processed in such a way as to insure their maximum use under normal circumstances
- All materials returned to the library are inspected for damage
- Patrons may be charged a small fee for materials damaged but still useable
- Patrons are charged a replacement cost for materials they check out that are irretrievably lost or damaged.

a. Weeding

Library Management Staff reviews the collection on an ongoing basis with the goal of maintaining the quality and vitality of library resources. This process of collection management incorporates the use of output measures, circulation reports, and other statistical information for continuous collection

evaluation. Worn, damaged and dated materials are weeded from the collection on a regular basis. Materials may also be withdrawn if they are not used or are superseded by a new edition or a more authoritative work on the subject.

b. Criteria for Weeding

Selection of materials for discarding is based on the following criteria:

- Materials worn out through use
- Ephemeral materials which are no longer timely
- Materials no longer considered accurate or factual
- Materials which have had little recent use and are of questionable value
- Excess copies of a title no longer in demand

While the library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection will also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

c. Evaluation and Development

Marysville Public Library recognizes the need for ongoing evaluation of its collections to assure currency, accessibility and visually inviting. This ongoing maintenance includes weeding, replacement, repair, restoration, and review of standing order agreements. The most cost-effective option is selected when making replacement versus repair decisions

VII. Censorship and Reconsideration of Library Materials

- (A) The Board of the Marysville Public Library endorses the FREEDOM TO READ STATEMENT and its interpretations. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution.
- (B) The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in this policy.
- (C) Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect it from injury or theft.
- (D) Responsibility for reading and the use of the library by children rests with their parents or legal guardians. At no time will library staff act *in loco parentis*. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.
- (E) Patrons requesting that an item be withdrawn from the collection may complete a "Reconsideration of Library Materials" form, a copy of which is included as part of the appendix to this policy.

VIII. Appendixes

Donation Form

Receipt for donation of materials to the
Marysville Public Library
Main and Raymond Branch

Date _____

Name _____

Address _____

City, State Zip _____

Has donated books and/or other materials to the Marysville Public Library. This form will serve as a receipt for purposes of income tax deduction. The Internal Revenue Service advises the Library that it is the responsibility of the contributor to determine the fair market value of the contribution.

This donation is made with the understanding that such materials may be added to the Library's collection if they meet with the criteria for inclusion in our collection development policy. Donated items will not be returned.

Signature of Donor _____

Signature of Library representative _____

Number and description of items: _____

Note to staff: please keep one copy of this form and return original to donor.

Marysville Public Library
Reconsideration of Library Materials Form
Page 1 (front)

We are sorry if you have been offended by any material in our collection. The Marysville Public Library subscribes to the Library Bill of Rights as adopted by the American Library Association June 27, 1967 and its subsequent amendments. This document reads, in part: "As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community." We realize that everyone's tastes are different, and that it is our responsibility to provide materials on a multitude of subjects and viewpoints, in many styles.

If you honestly feel that a book or other item in our collection does not belong in the library of a free society, we invite you to fill out the form on the reverse side of this sheet and leave it at the front desk. The desk clerk will see that it is given to the library director, who will be in touch with you regarding your complaint.

The Marysville Public Library believes in the rights of a free press guaranteed by the Constitution of the United States of America. We further believe that the parents of a child are the only people who should be allowed to monitor the reading, watching or listening activities of that child. Conversely, we believe that it is every parent's duty to monitor his or her child's activity, and that this is not the prerogative of the library.

Name of Person making request:		
Address:		
City:	State:	Zip:
Phone:		
Title of work:		
Publisher (if known):		
Form of Material (book, video, recording, etc.):		
Have you read the library's Collection Development Policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Whom do you represent?	<input type="checkbox"/> Myself	
	<input type="checkbox"/> Organization	Please Specify:
	<input type="checkbox"/> Other	Please Specify:
Did you read, see, listen to or otherwise use the material in its entirety?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, then which part?		
Have you seen or heard reviews of this material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please name source:		
What do you think the material is about?		
To what in the work do you object? (please be specific)		
What do you feel might be the result of reading, viewing, or hearing this work?		
For what age group would you recommend this work?		
Is there anything good about the work?		
What would you like your library to do about this material?		
In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?		
Signature:		Date:

The Library appreciates your interest.
Your comments will be forwarded to the Director, who will respond to you by letter.

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which 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.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee. A Joint Statement by: [American Library Association](#) and [Association of American Publishers](#)

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990