

POLICY 1: MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY

The purpose of the Materials Selection/Collection Development Policy is to guide library staff and to inform the public of the principles upon which selections are made and managed. Library materials are selected to support the mission of the library. The mission of the Henry County Library is to enrich lives, promote knowledge, and provide recreation.

All libraries stand strongly for the freedom of thought, the freedom of intellectual activity, and the freedom of communication. Therefore, Libraries must select materials with the view to present all sides of an issue, not just one particular opinion. The Henry County Library adheres to best practices as endorsed by the Library Bill of Rights, Intellectual Freedom, the Freedom to Read Statement, and the Freedom to View Statement. These documents may be accessed on the American Library Association website at <https://www.ala.org>.

This policy defines the scope and nature of our existing collection, and the plans for continuing development of resources as they relate to library goals, general selection criteria, and the rights of the library users to receive information.

"Library collections" includes all resources in all formats acquired for use by the public, including resources obtained through the library's membership in selected consortia or contracts with other libraries.

1. Responsibility for Resources Selection and Collection Development.

The Board of Trustees delegates administrative authority for the selection of resources and the development of library collections to the Director, operating within the framework of policies determined by the board. The Director has the authority to approve or disapprove any selection decision.

2. Core Priorities for Collection Development.

- A. To meet the diverse information needs, interests, and demands of the library community.
- B. To encourage individual self-directed lifelong learning for personal growth, enjoyment, and career development.
- C. To promote early literacy skills and the power of information.

3. General Criteria for Selection.

- A. Appeal to the educational, informational, cultural, or recreational interests and needs of the community.
- B. Favorable reviews from professional and reputable resources.
- C. Subject, style, and reading level are age-appropriate for the intended audience.
- D. Timeliness or permanent value.
- E. Quality of writing, design, illustration, and production based on professional standards.
- F. Diversity of sources: independent or new publishers, as well as long-established publishers.
- G. Expressed or anticipated popular demand.
- H. Presents alternative or diverse voices and viewpoints.
- I. Local or community relevance.
- J. Price, effectiveness, and suitability of format, durability, and ease of use.
- K. Availability of information in a subject area.
- L. Replacement of lost, worn, or outdated materials.
- M. Budgetary considerations.
- N. Accuracy or authenticity of materials.
- O. Inclusion of materials in a special bibliography or index.
- P. Format suitable for inclusion in our public library collection. In considering which materials to place in the library, we will not automatically include or exclude an item based on any of the

following criteria: race, religion, nationality, ethnicity, gender, social, or political views; frankness or coarseness of language; controversial or objectionable nature of an item; endorsement or disapproval of an item by any individual or organization in the community. We judge materials based on the overall content or style, not by isolated or random portions.

Q. Space constraints and the ability to house materials.

R. Publication date of materials.

S. Availability of materials.

4. Use of Selection Aids. To select library materials, the staff makes use of selection aids such as reviews, basic general lists, current general lists, bibliographies, and professional book review journals.

5. The Collection.

A. Adult Collection. This collection is recommended for mature readers, ages 18+. Adult fiction is selected for its appeal to members of the community and its quality as literature. The library attempts to provide a wide selection of standard fiction titles as defined in recognized bibliographies, as well as the best current titles. Non-fiction items are selected in an attempt to educate and inform readers, some of these titles are also appropriate for younger readers, in particular, young adults doing research for a school project. Items of lasting interest are preferred, but it is recognized that titles of current interest are also appropriate purchases.

B. Youth Collection. Youth materials are selected to include the best available titles of fiction and non-fiction for ages birth through young adults. Titles are chosen that may enhance the intellectual, cultural, social, and ethical development and growth of individuals. Such a collection should provide a background for

the development of critical reading and thinking, in addition to recreational reading.

There may be some variation in the age appropriateness of each

collection. Patrons are not limited by these age recommendations.

All patrons are welcome to check out any materials in our collection.

The responsibility for materials used by a minor rests completely with their parents or legal guardians.

Separate collections are available for children and young adults, but it is not the responsibility of the library staff, its Board of Trustees, or volunteers to determine which collection they should use or what item in the collection is suitable for an individual.

- I. Easy (E) Collection - This collection is recommended for ages birth to 7.
- II. Juvenile (J) Collection - This collection is recommended for readers ages 8 - 12.
- III. Young Adult (YA) Collection - This collection is recommended for young adults, ages 13-17.

6. Electronic Database Collection. This collection is a diverse selection of reference and circulating materials that are accessed electronically and is developed with the same criteria as print materials. In some cases, because of inclusion in consortia agreements for electronic resources, local control of selection is not an option.

7. Media Collection. The goal of this collection is to provide instructional, educational, and recreational audio-visual material that will enhance the existing fiction and non-fiction collections. The library recognizes that patrons desire information and popular materials in various forms. Purchases in this collection are in the form of audiobooks on CD, Playaway devices, movies, television shows, and various non-fiction works on DVD.

8, Periodical Collection. This collection consists of magazines and newspapers providing a broad range of general interest subject areas.

9. Reference Collection. The historical and genealogy collection is intended to preserve materials of importance to our library community and surrounding areas including Henry County, mid-Missouri, and when useful, the entire state of Missouri. The materials themselves and/or the subject areas they represent have permanent value to the community and are made available to the general public for research on local, genealogical, and historical issues.

10. Gifts, Donations, and Memorials. The policies which apply to the selection of purchasing materials also apply to materials that are donated or given to the library. Once an item has been given to the library, the Director shall determine whether it will be added to the collection, sold at the Friends of the Library Group book sale, or discarded. Items not added to the collection may be donated to local organizations. Items added to the collection become the property of the library and are subject to the same standards as any other library material. The library will accept financial donations to buy materials following the same guidelines used in any other selection decision.

Memorials may be accepted through the Henry County Library.

11. Suggestions for Purchase. Patron suggestion requests are accepted and will follow the same guidelines as any other material purchased by the library. The submission of a request does not guarantee it will be purchased. If a work is not selected for purchase, patrons are encouraged to utilize Interlibrary Loan (ILL) for requested materials.

12. Requests for Reconsideration. Only requests from residents of Henry County, or parents or legal guardians of minors who reside in Henry County, will be considered. The Henry County Library selects and acquires a wide variety of materials and programming for access by

library patrons. The Henry County Library seeks to provide information on all sides of every issue, including controversial issues. The Henry County Library values the opinions of its patrons. If a patron objects to an item, he/she may complete the Request for Reconsideration form, outlining concerns as concisely as possible. The Director will respond to the inquiry. If a patron is dissatisfied with the Director's response, he/she may appeal in writing to the Board of Trustees.