Alpena County George N. Fletcher Public Library's

Collection Development Policy

Purpose

The Collection Development Policy ("Policy") of the Alpena County George N. Fletcher Public Library ("Library") is designed to serve as a guide for selecting, acquiring, maintaining, and weeding of materials within the Library.

Authority

The Board, under the Library Bylaws and applicable laws and ordinances, has the final authority, and responsibility to determine if ~~the~~ Library material meets this established Collection Development Policy.

The Library acknowledges both the constitutional rights of adults and the responsibility to protect minors. ~~Materials meeting the definition of harmful to minors under MCL 722.671-722.684 shall be placed or classified in a way that minimizes inadvertent exposure to children by relocation to the adult section, while not infringing upon adults and parental access rights.~~

Responsibility for Selection

The responsibility for selection lies with the Library Director, in accordance with the selection ~~policies~~ criteria set forth in this Policy by the Board of Trustees. This responsibility may be shared with other library staff under the Library Director's supervision.

Definitions

The term "Library Materials" means books, magazines, DVDs, CDs, library programs, Library of Things, or other synonyms as they may occur in the Policy having the broadest possible meaning. This statement of Policy applies to all library materials in the collection, including adult, young adult, and juvenile; however, this Policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has limited control over the content of the Internet.

The term "selection" refers to the decision to add, retain, or withdraw materials in the collection. It does not refer to reader guidance. Please see the Internet Use Policy for any issues related to computer or Internet use.

General criteria for selection:

The selection criteria outlined in this section are used for all acquisitions, regardless of format, as a guide for selection decisions. An item is not required to meet all selection criteria to be accepted.

- Relevance to the needs, interests, and demographics of the community with current and historical significance
- Local significance of author or subject

• Suitability of format to library use
• Availability elsewhere including area libraries and other formats
• Price and availability within the scope of the overall budget
• Relation to the existing collection
• Extent of publicity and current or anticipated demand
• Relation to other resources in the community
• ~~Positive~~ Favorable reviews from reputable sources that ensure serious literary, artistic, political, or scientific value

[note: Display section moved for better flow of information.]

Criteria for electronic formats:
Certain databases and digital collections may change in format or content after they are acquired. When selection involves a remote resource, such as a digital collection or database, it is possible that the content of said resource may not conform to the library's selection criteria at any given time. Library staff will review the content of such resources on a regular basis to assess their continued value.

The following selection criteria will also be considered for electronic formats:
• Ease of use
• Available to multiple, concurrent users
• Technical quality
• Remote access
• Technical and support requirements
• Vendor data privacy practices
• No restrictions by location
• Digital licensing requirements

Selection Criteria for Minors

The Library refrains from purchasing or otherwise acquiring materials advertised for consumers under the age of 18 if they contain sexually explicit content or other material which meets the definition of sexually explicit or harmful to minors under MCL 722.671-722.684. Materials related to religion, history, biology, or human anatomy that are deemed age-appropriate and serve educational or informational purposes are not subject to this policy. Such materials may undergo evaluation by the Library Director and/or Board based on their relevance to the library's collection development goals and the needs of our patrons.

It is the responsibility of the parent or guardian to review and approve the content their child selects as stated in the ACL Library Card Policy.

Display

All materials to be displayed are approved by the Library Director within the selection criteria framework of ~~policies approved~~ the Policy. ~~by the Library Board of Trustees~~ This responsibility may be shared with other library staff under the Library Director's supervision.

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Gifts and Donations

Gifts of materials and items donated become the property of the Library and are accepted with the understanding that they are subject to the same selection criteria as purchased materials. Items not selected for the collection may be disposed of or processed pursuant to the Library's Gift Acceptance Policy.

Weeding

The collection undergoes ongoing review and evaluation to maintain a high-quality and relevant collection. Materials are replaced and disposed of as needed based on the selection criteria herein, as well as the changing needs and interests of the community, physical condition, quality, relevance, accuracy, budget, and usage.

Physical Location and Relocation ~~Policy~~

Materials to be placed in children and young adults areas will adhere to the ~~s~~Selection ~~c~~Criteria for Minors as stated above. Materials related to religion, history, biology, or human anatomy that are deemed age-appropriate and serve educational or informational purposes are not subject to this policy.

The Library reserves the right to weed or relocate materials;

a. During routine collection maintenance
b. The Library Director determines that such materials may have been classified/cataloged inappropriately.
c. The Board of Trustees determines that such materials may have been classified/cataloged inappropriately.

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