

ROSEVILLE PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

I. Mission

The Roseville Public Library's mission is to serve as the cultural and informational center of the community. The library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections.

II. Definitions

The term "Collection" means books, magazines, DVDs, CDs, library programs or other synonyms as they may occur in the Policy having the widest 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 "Collection" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

II. Goals of Collection Development

The library's materials collection is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the library's service area. The Collection Development Department builds and maintains a patron-oriented collection by anticipating and responding to needs and expectations.

Collection decisions are made in conjunction with the strategic initiatives, especially the following:

- Positioning the library as the preferred partner for lifelong learning
- Embracing diversity
- Developing library services that incorporate both physical and virtual collections
- Committing to excellence in service to improve effectiveness and remove barriers

Staff contributes to the development of patron-oriented collections by:

- Engaging in open, continuous two-way communication with library patrons and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics
- Interacting with patrons with understanding, respect, and responsiveness
- Handling all requests equitably
- Working in partnership with one another to understand and respond to community needs

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- Understanding and responding to rapidly changing demographics, as well as societal and technological changes
- Recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of library users
- Balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information
- Seeking continuous improvement through ongoing measurement
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened

IV. General Principles.

Public libraries are diverse and represent a broad demographic. With a patron base that can include infants to the elderly, selection criteria should take into account the various interests and needs of the patrons the library serves. Criteria for selection of materials should also depend on the goals and mission of that particular library/system. In general, public libraries provide collections containing a wide variety of material formats, including print, audio-visual, and electronic. In selecting materials and developing collections for adults, as well as for children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity not only of the region it serves but also the larger global perspective. Library collections will provide a broad range of opinion on current issues.

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building collections, library staff is guided by the principle of selection, rather than censorship. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials

V. Principles for Selection

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable.

General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by library patrons

Content Criteria:

- Authority
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

Special Considerations for Electronic Information Sources:

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of the physical space needed to house and store the information or equipment

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- Available in full text

Recommended Public Library Reviewing Sources:

- Booklist
- Goodreads
- New York Times Book Review
- Publishers Weekly
- Kirkus Reviews
- Shelf Awareness
- Library Journal
- School Library Journal

VI. Special Collections

Special collections vary depending upon the needs of the community. The library maintains a local history collection based upon important figures or events related in the Roseville area. The library also maintains a local author collection and a small collection of historical children's literature.

VII. Responsibility for Development.

The public library has a number of selectors on the staff, each responsible for a different level of collection development:

The librarians have the responsibility for the overall selection and maintenance of all materials and formats within the collection of the library. This responsibility is monitored by the library director and assistant director and is delegated to these individuals as a result of their education, training, experience, and job classification.

VIII. Gifts

Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases. The library reserves the right to dispose of any gifts that are given to the library. If approved as an addition to the Collection, the library will determine how to best incorporate such materials into the existing Collections. Materials not added to library collections become property of the Library and may be used for programs, or given to other local organizations such as schools, senior centers, or the Friends of the of the Roseville Public Library for their used material sales. The proceeds from these sales shall accrue directly to the benefit of the library, in a fashion consistent with accepted library policies and services as determined by the Library Commission. Any items unsold by the Friends of the Library may then be donated to another organization or discarded.

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Funds may be given for the purpose of acquiring materials recommended by library staff as prescribed in this policy, or for purchase of specific items suggested by the donor. When the library receives a cash gift for the purchase of materials, the library staff must make the selection with the general selection principles set forth in this policy.

IX. Maintenance of the Collection.

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection,

X. Challenges to Materials

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials. No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Patrons ("Requester") who object to Library Materials will be sent to the Director.
- B. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
- C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall convene the Reconsideration Committee comprised of youth and adult librarians and headed by the Director. The Committee shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Committee may consult with any other staff or consultants when making this decision.
- E. The Library Director shall send the decision in writing to the complainant within thirty (30) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should

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be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.

- F. A written appeal of the Committee's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is sent by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.
- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

XI. Revision of this Policy.

This Policy shall be reviewed and revised to be consistent with the objectives of the Library.

Materials Selection Policy adopted February 13, 1995
Replaced by Collection Development Policy revised and approved February 2, 2004
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