

*Hackley Public Library
316 W Webster Avenue
Muskegon, MI 49440*

===POLICY===

COLLECTION DEVELOPMENT

Mission

The Hackley Public Library's mission is to inform, delight, and inspire our diverse community by providing and promoting access to resources and programs.

The Library is dedicated to 1) promoting knowledge, understanding, and wisdom; 2) combating ignorance, intolerance, and indifference; 3) promoting the free exchange of ideas; and 4) promotion and awareness of cultural diversity

Purpose of a Collection Development Policy

The following collection development policy intends to provide guidance, within budgetary and space limitations, to select and evaluate materials that anticipate and meet the Hackley Public Library community's needs. It directly relates the collections to the Library's mission statement and defines the various collections' scope and standards. As the community changes, the Library will reassess and adapt its collections to reflect new and differing areas of interest and needs. The collection development policy will be evaluated at least every three and revised (at least every three years)

I. Intellectual Freedom

A. General Statements

The Hackley Public Library believes in the right to read is an essential part of the intellectual freedom that is basic to democracy. Therefore, it adopts the American Library Association's [*Library Bill of Rights*](#) and the [*Freedom to Read*](#) statement appended.

Diverse points of view, including controversial and unorthodox subjects, are available in this collection. Inclusion in the collection does not imply library approval of or agreement with the contents.

The library materials' selection is based on the library patron's right to read and freedom from others' censorship. Choices are not made based on any anticipated approval or disapproval. The

merits of any material within the context of the established selection criteria will be the primary consideration.

Parents or legal guardians have sole responsibility for their child's reading, viewing, and listening of Library materials. Neither the Library nor Library staff shall act in loco parentis. Selection and shelving of materials will not be influenced by the possibility that materials might inadvertently come into minors' possession.

II. Material Selection

To maintain a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other library staff, and evaluation of review copies from publishers while ensuring adequate literary availability staples. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions.

A. Responsibility for Selection

The ultimate responsibility for selecting library materials rests with the Library Director or designee, who operates within the framework of the Hackley Public Library Board's policies. The Director delegates selection responsibilities to a group of professional staff called the Collection Development Team with authority to interpret and apply selection policy.

Staff assigned to the Collection Development Team provide continuity in collections through an organized structure for budgeting, selecting, acquiring, and managing library materials.

B. Collection Priorities

In general, priority is given to:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for the 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 and interest
- Requests by library patrons
- Popular titles

C. Selection Tools and Criteria

Selection tools include but are not limited to:

- Booklist
- Goodreads
- New York Times Book Review
- Publishers Weekly
- Library Journal
- Shelf Awareness
- Amazon.com
- Baker and Taylor
- Publisher Catalogs

Using the selection tools described above, professional staff evaluate each title according to the following criteria:

- Qualification/reputation of the author or artist
- Scope and authority of the subject matter
- Quality of the writing (i.e., style, readability)
- Appeal to the general-interest reader
- Date of publication
- The reputation of the publisher
- Physical format (binding durability, access provided, typography, design, etc.)
- Current and anticipated needs and interest of the community
- Accuracy of content
- Evaluations in review media
- Inclusion in standard bibliographies or indexes
- Receipt of or nomination for significant prizes or awards

- Affordability
- Holdings and availability of other area library resources
- Support of the Library's mission and roles
- Library's existing collection and its material budget
- Age appropriateness of art, text, and topic

D. Other Selection Considerations

Patron Requests - Patrons may request that a particular item be purchased by submitting completed Request for Purchase forms. If the requested item meets the collection development guidelines and the item is not readily available through ILL, it will be added to the collection.

Multiple Copies - Multiple copies are added to the collection to meet public demand, or when the title is of local interest and may go out of print or the definitive title on a particular subject.

Local Interest - Special efforts are made to include local authors and illustrators and materials about people and places in Muskegon and this region in the Library's collection. Such materials must meet selection criteria.

Format

a. E-resources

The Library continually assesses new electronic media, including ebooks, audiobooks, comics, movies, and more, and evaluates the capabilities and enhancements over existing formats. When deciding whether to replace or augment existing platforms with new media, the following factors are considered:

- availability of easy to navigate device apps
- availability of streaming and downloading options
- anticipated improvements in storage and retrieval
- user demand
- ease of use
- cost
- staff requirements for processing, maintenance, and training

Research databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the library staff to enhance and supplement reference service and are available for patron use both in the Library and remotely. Many of the databases contain specialized information beyond the scope of the Library's print collections; others have information that does not exist in print format.

b. Large Print

The large-format print collection meets the needs of visually challenged or impaired patrons. The collection's focus is popular fiction, including mysteries and romance and high-interest nonfiction such as biographies and health-related materials.

c. Sound Recording and Video

Movies and Documentaries – The Library collects DVDs to meet the recreational and educational needs of the community. Videos of feature films include highly rated feature films, TV shows, documentaries, and film classics with a broad family appeal or potential cultural, historical, or aesthetic significance. Widescreen versions are preferred to the 4:3 ratio versions made to fit TV screens.

Music and Audiobooks - Compact Disc is the preferred format for recordings and the only format considered for purchase.

III. Special Collections

A. Local History and Genealogy

The Local History Collection's emphasis is on documenting Muskegon area government, settlement, industry, commerce, education, recreation, and historically significant individuals, as well as the history of its civic, religious, cultural, and social organizations.

Genealogical materials are available for researchers to trace their family backgrounds and help research an individual's history. The collection supports historical and genealogical research, exhibits, community outreach, organizational events, and publications. The collection mainly serves the public and supports scholars and professionals' research activities, graduate students, undergraduates, and high school students.

The Local History Collection is primarily housed in the Torrent House and are not lent out as much of it is fragile or irreplaceable. Some duplicate copies of frequently used items are housed in the circulating nonfiction. A portion of the collection has also been digitized and is available through the Library website.

Formats collected include, but are not necessarily limited to, the following:

- Atlases
- Audio recordings
- Books
- Broadsides
- Brochures
- Census records

- City and county histories
- Town directories
- Digital files
- Organizational directories
- Ephemera
- Institutional or organizational records
- Manuscripts
- Maps
- Microfilm
- Newspapers
- Pamphlets
- Periodicals and journals
- Personal papers: account books, diaries, financial records, letters, memoirs
- Photographs
- Scrapbooks
- Serials
- Video recordings

B. Federal Government Publications

The Hackley Public Library is a selective depository in the Federal Depository Library Program. The government documents collection provides information about the operation and activities of the United States Government and public access to authoritative data from government sources. The collection level is aimed at a general audience consisting of engaged citizens and residents, business people, and researchers of all ages.

C. Storage

The Library maintains a remote storage/closed stacks area in the Torrent House. Materials housed in the remote storage/closed stacks are accessible and retrieved at the user's request. The selection criteria for transferring materials to the remote storage/closed stacks vary, but typical factors include age circulation history and whether additional copies or later editions are available.

D. Rare Book Collection

Rare books that are part of the Hackley Public Library Collection have an exceptional value and are stored in climate-controlled, secure cabinets on the book stacks' second floor. Patrons who wish to view an item in the rare book collection must fill out a request to do so

The Library does not actively collect rare or unusual books that would require special handling. However, if we discover that a book already owned has now become rare, we will either move it to the Rare Book Collection or find an appropriate library or archive that can house it.

E. Donations and Gifts

Gifts are accepted with the understanding that they become the unconditional property of Hackley Public Library. The Library will make all necessary decisions about their retention, location, cataloging, and other considerations related to their use and disposition.

The same criteria used for the selection of all other materials will be used in evaluating gift materials. Materials not used by the Library are given to the Friends of the Hackley Public Library or other local charitable organizations.

The Library does not appraise books or other materials for income tax purposes. Upon request, the Library will provide the donor with a written acknowledgment of the number of items received.

IV. Collection Maintenance

The Library shall establish and maintain a workflow for ensuring the organization, attractiveness, and usefulness of the collection. Materials are kept organized and shelf read in an ongoing process.

Collection development staff will set annual objectives for improving the quality of the materials collected in accordance with the Library's mission and collection development goals.

The professional staff will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the CREW method of evaluation developed by Joseph

A. Mending and Replacement

Damaged materials may be mended. Mending is only done when the result is an attractive appearance. If mending is impossible, the item will be reviewed for withdrawal or replacement. Items damaged by library users will be charged to the user's account unless considerations for item life expectancy are met.

The Library does not automatically replace, repair or rebind all materials that have been lost, damaged, or worn out. Factors used to determine if an item will be replaced or repaired include the number of duplicate copies, other similar material in the collection, the adequacy of coverage of the subject, the availability of more up-to-date items, demand for the particular title or subject, and cost.

B. Weeding

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, genealogy, and

rare books 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.

Withdrawn books are donated to the Friends of the Library. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of the Friends of the Library.

The Collection Development Team of the Library utilizes the MUSTIE system for the weeding of materials.

MUSTIE is an acronym for six factors that frequently degrade a book's usefulness and can be a factor in deciding it for weeding:

M	Misleading (and/or factually inaccurate)
U	Ugly (worn and beyond mending or rebinding)
S	Superseded (by a truly new edition or by a much better book on the subject)
T	Trivial (of no discernible literary or scientific merit)
I	Irrelevant to the needs and interests of your community
E	The material may be obtained expeditiously Elsewhere through interlibrary loan or reciprocal borrowing

Other weeding criteria suggestions and considerations

- Hardback materials that have not circulated in five years
- Paperback materials that have not circulated in three years
- Media materials that have not circulated in two years
- Materials that are damaged or show unattractive aging or wear are to be withdrawn
- percent of holdings in a particular subject area compared to the percent of circulation from that area
- the proportion of subject area in circulation at any given time
- the median age of publication
- representation of diverse viewpoints
- completeness of sets or series

C. Inventory

A periodic inventory will identify materials that are "missing" or "lost" from the collection. These titles will be evaluated for possible replacement in accordance with the criteria stated above.

V. Access

Cataloging, classification and shelving of materials shall in no way reflect a value judgment on the value of the material. Items will not be labeled and there will be no indication in the public catalog

regarding point of view or bias. All materials will be shelved in their proper order within collection designation.

The Library assures free access to its holdings. Library users are free to select or reject for themselves any item in the collection . Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Due to space problems, some materials are placed in a storage to provide more room for popular items. These can be requested and will be retrieved for customer use. The Library also maintains an archival collection of older, more fragile items and items that cannot be replaced. These materials are available for serious users and require prior request so they can be retrieved. These items are for use in the Library only.

Request for Reconsideration of Material

Whenever any library user objects to the presence or absence of any library materials, the following procedure will be followed:

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the Library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a [reconsideration form](#) to the library director.
3. With an appropriate professional committee, the Director will review the reconsideration form and the material in question to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the Director will decide and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within ten business days to the Board of Trustees.
6. If the board plans to address the appeal at their board meeting, the individual will be notified.
7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the board is final.

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