

Chelsea District Library

Policy and Procedure

Policy Section: **3. Collections & Services**

Board Approval Date: December 17,
1991

Revision Date: March 18, 2014

Revision Date: January 18, 2022

Subject: **320 Materials Selection**

Background:

It is the objective of the Chelsea District Library to provide materials from all possible media for the enlightenment of the community, the advancement of knowledge, and the pleasure of recreation. The selection policy is designed to meet the needs and requirements of the community and to provide service, on equal terms, to all groups and individuals.

The Chelsea District Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available through the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community.

Policy:

I. Introduction

The goal of this document is to set a standard for how our library grows and maintains the materials and resources it offers. It is intended to give guidelines to staff, transparency to the public, and a general statement of our mission and intentions.

The Chelsea District 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 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. An accessible, balanced, and diverse library collection is crucial to a vibrant community.

II. Collection Background and Scope

The goal of this policy is to provide popular, topical, and relevant materials in formats including print, digital, nontraditional, and audiovisual. Our staff makes selection and maintenance decisions about our materials by considering industry trends, patron feedback, circulation statistics, space, and budget. We also consider new and changing technologies in terms of item format and availability.

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 Chelsea

District Library 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 and inclusion
- Developing library services that incorporate both physical and virtual collections
- Committing to excellence in service to improve effectiveness and remove barriers

We strive to provide an active collection, with in-demand materials, including bestsellers, and focused on relevant and timely topics. Materials that become out of date, experience little use, or are in poor condition will be withdrawn. The CDL collection is a responsive collection, attempting to identify community interests and provide resources on these topics.

The library is a member of The Library Network library cooperative. This membership gives our patrons access to a wider pool of materials owned by other member libraries in the cooperative through reciprocal materials lending between libraries. For materials outside of our scope, we maintain an Interlibrary Loan Service which can tap into an international network of libraries to meet specific patron needs.

III. Responsibility for Selection

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
- 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 assessment
- Reviewing the collection on a regular basis to identify areas of the community's interest that may need to be strengthened

Staff members are responsible for areas of the collection under the Library Director's supervision; responsibility for the collection ultimately lies with the Board of Trustees and the Library Director.

IV. Selection Criteria

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 is dependent on the mission, goals, and strategic plan of the Chelsea District Library. The Library provides collections containing a wide variety of material formats, including print, audio-visual, non-traditional, 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.

The Chelsea District Library's collection contains 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 the Chelsea District Library's collection should not be interpreted as an endorsement of a particular viewpoint.

To select items, the library actively solicits recommendations from the public and monitors community interests to ensure that the collection best fits the community's needs. Additionally, librarians consult professional journals for reviews and publishing trends. The Chelsea District Library buys to meet demand, purchasing multiple copies of the most popular titles.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item might not meet all of these criteria in order to be included. Other criteria may be identified from time to time.

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 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
- Available in full text

V. Collections of the Chelsea District Library

Youth Collection

The Youth collection is geared toward ages 0-14 and includes fiction and nonfiction books for a range of reading levels. We offer board books, picture books, early readers, juvenile nonfiction, juvenile fiction, graphic novels, series fiction, Big Books and a small non-circulating reference collection. There are magazines focused on juvenile interests and reading levels.

We have juvenile audiobooks, digital audiobooks and pre-loaded educational tablets. Our media collection includes family DVDs, nonfiction DVDs, and CDs. Our video game collection is located in the Youth Area, but contains items for all ages and covers multiple consoles.

The Chelsea District Library youth collection maintains special collections including our Leveled Reader collection, aimed at emerging and struggling readers, which includes mentor instruction sheets for additional support, and Lit Kits, which offer literacy-based learning tools. Our Parenting collection is housed in the Youth Area and maintained by Youth staff, but the primary audience is adults. Online resources for the 0-14 age group include products made available through the Michigan Electronic Library (MeL) and our own subscriptions on topics including research support, foreign language learning, early literacy and more.

Teen Collection

The Teen Collection provides fiction and nonfiction materials focusing on content popular for teens age 13 to 19. There is a separate large selection of manga and graphic novels, along with magazines focused on teen interests. We also have teen audiobooks and digital audiobooks. In media, our DVD anime collection is popular with a range of ages, but the primary audience is teen. Online resources for this age group include products made available through

the Michigan Electronic Library (MeL) and our own subscriptions on topics including research support, foreign language learning, book recommendations, interactive tutorials and more.

Adult Collection

The Adult collection includes books, including large print, oversize, and paperback. Our periodicals include a range of local, regional, and national newspapers and magazines covering a wide range of interests, and we maintain back issues for two years. We have audiobooks and digital audiobooks. Our media collection includes feature DVDs, nonfiction DVDs, television shows, music CDs in a wide range of genres and local interest items including recordings of public meetings, locally produced television shows and recordings of library events, and library-produced documentaries. Online resources for this age group include products made available through the Michigan Electronic Library (MeL) and our own subscriptions on topics including consumer recommendations, genealogy research, foreign language learning, book recommendations, interactive tutorials and more.

The Adult collection also features special collections, including the Business Resource Center, featuring titles related to starting and growing businesses, and a Local History Collection, featuring books about our region, state and community. These collections include circulating materials as well as reference materials. We maintain a small non-circulating reference collection including encyclopedias, Consumer Reports, and other reference materials. We also circulate items such as energy meters and thermal leak detectors as well as items in our Low Vision collection, which features magnifiers of various strengths and formats.

Chelsea District Library maintains a Local History special collection with the goal of preserving artifacts and information relevant to the community's past including photographs, yearbooks, and assorted ephemera. Due to the fragile nature of these artifacts, they are not available for circulation, but can be viewed by appointment. We have Chelsea newspapers dating back to 1873 available on microfilm and in digital format. Selections of the Local History Collection can be viewed on StoriesofChelsea.org. This local history website contains additional content created to document Chelsea's history, including Oral History documentaries and interviews with prominent community members.

Downloadable Collection

The Chelsea District Library subscribes to a number of downloadable services, which give patrons in our service area access to downloadable e-books, e-audiobooks, magazines, television shows, movies, and music. These can be downloaded to users' computers, e-readers or mobile devices. We buy additional copies of high-demand titles of e-books and e-audiobooks in order to better meet demand.

These collections aim broadly to serve all ages and interests.

Garage Collection

The CDL Garage is a collection of unusual items available through the Chelsea District Library to help our patrons Create, Design, and Learn in a hands-on way. We offer a variety of "things"

for check-out, including wifi hotspots, knitting needles, Arduino electronics kits, a digital microscope, and portable projectors.

VI. Service Points

In addition to offering a variety of materials and resources in the physical library building, Chelsea District Library aims to provide services outside the library walls.

Chelsea District Library's CDL Delivers handles the selection, procurement, drop-off, and pick-up of materials to eligible patrons with limited mobility documented by a physician.

We provide deposit collections of large print books to senior living facilities in the community, making library services available off-site.

The library's online resources, including databases, Local History website (StoriesofChelsea.org), and downloadable content apps, can be accessed 24 hours a day by our service population.

VII. Collection Maintenance and Weeding

To keep our holdings up-to-date and effective, the Chelsea District Library regularly weeds or de-selects materials from its collection.

In weeding or de-selecting materials, our professional library staff considers the following criteria:

- Item condition
- Demand
- Frequency of circulation
- Publishing date
- Availability of newer or more valid materials
- Space
- Relevance

As new media formats are introduced or older formats become outdated, the library may choose to add or remove formats from their collection. These decisions will be made by considering factors such as community interest, format availability, physical condition, and material costs.

Self-published materials will be considered by these same guidelines, with additional emphasis on local interest and demand. Donations of used books will be considered by these same guidelines, and are subject to the Library's Gifts Policy #530.

Withdrawn books are donated to the Friends of the Chelsea District Library for book sales. 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 Chelsea District Library.

VII. Selecting Materials on Controversial Topics

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allows. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions 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 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.

VIII. Reconsideration of materials

Please see the Library's policy #310 Request for Reconsideration.

IX. Gifts Policy

Please see the Library's policy #530 Gifts

X. Evaluation/Updating of Policy

This revised Collection Development Policy will be reviewed by the Library Director and professional staff on a regular basis. If, in the interim, any member of the above personnel believes a change should be made, they may present it for consideration.

Anne Merkel

Anne Merkel, Board Secretary

1-18-22

Date