

# Materials Selection/Collection Development Policy

## Policy Statement

This policy informs the community of the principles in accordance with the library's mission and identified roles that guide collection development and establish the criteria for the selection of library materials.

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## Regulations

1. The goal of selection is to provide collections that meet the informational, educational and recreational needs of the patrons in the library's service area.
2. The library upholds the following principles of service:
  - A. Provide open, free, non-judgmental access to collections and services regardless of age, gender, sexual orientation, race, ethnicity, disability, language proficiency, and social or economic status.
  - B. Support intellectual freedom and promote the dissemination of a wide range of ideas and information representing a variety of viewpoints.
  - C. Create an inviting environment with a broad selection of timely materials that encourages patrons to encounter the rich diversity of ideas on which our democratic society depends.
3. The scope of the collections encompasses materials and equipment with popular, contemporary appeal as well as those with permanent, historical value in a wide variety of formats. The library also provides collections to support a wide audience including the needs of specific populations such as children, teens, adults learning to read, world language readers, and those living with a disability.. The library has some distinguishing features within its collections that guide the emphasis for collection development:
  - A. Main Library collection
    - i. The Main Library acquires a circulating collection of print, non-print, and experiential learning materials and serves as a central resource center for research resources and backlist titles.
    - ii. The Main Library collects electronic books, electronic audiobooks, streaming music, movies, graphic novels, comics, magazines, and research databases.
    - iii. The Main Library also acquires materials for specialized collections such as literacy materials, English as a second language (ESL), world language, local history, and innovative items and equipment

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- B. Bookmobile and mini-branch collections
  - i. The bookmobile and mini-branch collections offer print and non-print materials with a focus on popular materials. The emphasis is on collecting current, timely materials to satisfy popular demand rather than creating comprehensive collections.
4. Selection of all materials shall be the responsibility of the library director who operates within the framework of policies determined by the Library Board of Trustees. Under the director's guidance, a staff of librarians with professional education and training selects materials in accordance with state law and the principles and practices of collection development.<sup>1</sup>
5. There are general criteria of quality of content, and suitability and sustainability of format, taken into consideration for selections; however, each item within the collection is given individual consideration for selection in terms of its own merit, demand, popularity and the audience for whom it is intended.
6. The library monitors advances in print and digital publishing, as well as future trends and the emergence of new formats, and adjusts the emphasis within collections to reflect the changing times.
7. The library identifies and acquires materials in a number of ways:
  - A. Based on reviews in professional journals or using advanced, professional training and judgement;
  - B. Through automatic purchase plans for new publications by specific authors or series with perennial appeal, and reference materials updated on a regular, periodic basis;
  - C. As a gift donation of materials, which meets the same standard of quality as purchased materials; See *Gifts and Donations* policy.
  - D. Providing resident patrons with a Rochester Hills Public Library card in good standing, the opportunity to request purchase of materials not owned by the library through the Request an Item form available on the RHPL website.
8. The library attempts to collect materials on a wide range of subjects but may be unable to meet every need with on-site materials.
  - A. The library strives to meet public demand for best-sellers and other heavily used materials with duplicate copies.

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<sup>1</sup> MCL 397.605 *et seq.* Library Privacy Act  
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- B. For school assignments which cannot be satisfied with the library's collection, a librarian can provide a *School Assignment Letter* available on the RHPL intranet that indicates the reasons for the unfulfilled request.
  - C. The library participates in consortia and networks to obtain access to information sources and services it cannot provide on its own. As part of these services, patrons can borrow materials from other libraries to fulfill their information needs. See *Interlibrary Loan* policy.
9. The library does not generally purchase academic textbooks.
  10. The library keeps its collections vital and useful by retaining and replacing essential materials, and by removing on a systematic and continuous basis those works that are worn, outdated, of little historical significance, or no longer in demand.
  11. The library selects materials and organizes its collection to facilitate patrons in making choices about the materials that are appropriate for them.
    - A. The library purchases rated feature films whenever possible.
    - B. The library distinguishes its youth collections by age-appropriate levels.
  12. Any resident who objects to the presence or absence of a work may complete the *Statement of Concern Regarding Library Resources* form available at the library service desk. The library director and board of trustees review these written challenges. The patron is informed of the trustees' decision regarding the challenged material. The decision of the library board is final. See *Reconsideration of Library Materials* policy.

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Approved: January 12, 2009, October 11, 2021  
Rochester Hills Public Library Board of Trustees