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Maryville Public Library Policy

Section E: COLLECTION DEVELOPMENT

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Collection Development Policy

1. The Maryville Public Library endeavors to maintain a collection of good, representative books of permanent value and current interest. Principles subscribed to in the selection of books and the building of the book collection are contained in the American Library Association's statements, "The Library Bill of Rights" and "The Freedom to Read" (Sections E-200 and E-300) and the Education Film Library Association's "Freedom to View" (E-400). ("Books" as used in this statement includes all kinds of materials acquired for library use.)
2. The Library shall maintain a collection of materials for all ages from pre-school to maturity. Because of budget limitations, careful selection must be made from the hundreds of thousands of books and electronic resources that are published annually. This selection shall be made by the Director in accordance with the general policy outlined above. In making selections for acquisition, the Director should read reviews, consult recognized book lists, and consider the interest, reading tastes, and educational level of the community, and the need for the book in the library to strengthen the versatility of the collection. If time permits, the Director should examine or read the book.
3. Books shall be ordered regularly consistent with the budget. Non-book materials shall be ordered as the budget permits.
4. Regular weeding of the library collection is a vital part of the collection development cycle. Weeding not only makes space available for new materials, but also contributes to an attractive library where the best materials are easy to find and the convenience of the user is a top priority. The Maryville Public Library employs several established library standards in choosing which materials to weed from the collection. The CREW method (Continuous Review Evaluation Weeding) is used, which takes into account the age of the item, the length of time since the last circulation transaction, and the presence of one or more MUSTIE factors (Misleading content, Ugly appearance, Superseded by newer or better material, Trivial value, Irrelevant to community needs, and Expediently available elsewhere). Other factors that may be considered include inclusion in standard indices of best books, bibliographies, core collection lists, and local interest. Items withdrawn from the library collection will be made available to the public in a used book sale, with the exception of materials in very poor condition. Withdrawn items that are not purchased by the public may be given away or recycled.
5. Items donated or purchased with memorial funds will be subject to the same selection and deselection criteria as the rest of the collection. Suggestions may be made as to the type of book or books to be purchased, but in the event the library is well provided with books in the suggested category, the condition of receiving said gifts shall be that the Director is free to augment some other area. It is understood that gift money is not to be spent on books of a controversial nature unless so requested.

6. The library's print and electronic resource collections are intended to support, but not duplicate the collection of local schools. Priority will be given to materials aimed at populations not currently being served by school libraries and other institutions such as children ages birth to three and older adults.

7. Complaints concerning books or materials in the collection must be filed in writing using a Citizen's Request for Reconsideration of Library Material form (E-500). The request will be reviewed by the Library Director and any appropriate staff. The Director will respond to the individual in writing with the library's decision, based on such factors as the information provided by the user, personal examination, how well the item meets the criteria for materials selection, consultation of review sources for the item, and how the item fits within the overall collection.

Individuals who still have concerns about the material may request a hearing before the Maryville Public Library Executive Board of Directors by making a written request to the President of the Board. The Board reserves the right to limit the length of presentation and number of speakers at the hearing. After receiving testimony from the public and from the library director, the Board will decide, based on the library's policies, whether to uphold or override the decision.