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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 enduring value and current interest. Principles subscribed to in the selection of materials 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).

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 here. The Director may delegate item selection and deselection to specific support staff members. In making decisions, the Director or designated staff shall consider the following:

- A. Cardholder direct feedback and requests, circulation data, and observed local interests.
- B. Current goals and objectives set by the MPL Board of Trustees.
- C. Available demographic data to ensure the collection reflects the physical, ideological, and generational diversity of the local service population.
- D. Perceived quality as reflected by inclusion in core lists, reviews, and recognized awards. Inclusion of primary source material and citation of sources should be another factor in choosing nonfiction materials. Award lists created by cultural peers or target audience members can hold more weight than award winners selected by book industry professionals.
- E. Inclusion across bestselling and recommended lists.

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 expeditiously 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 items 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. Missouri State funds shall not be used to purchase purchase or acquire material that constitutes "child pornography," is "pornographic for minors," or is "obscene," as those terms are defined in section 573.010, RSMo.
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. In accordance with the Missouri Secretary of State Regulation regarding protection of minors (15 CSR 30-200.015), all materials must include age-appropriate designations.
  - a. MPL is committed to providing access to a diversity of viewpoints throughout its collection. Therefore, the Maryville Public Library Board of Trustees defines "age-appropriateness" based solely in terms of the observed reading habits of specific age ranges, reading levels, and inclusion of pictorial depictions of specific and explicit sexual acts as defined in RSMo 566.010 and required by 15 CSR 30-200.015.
  - b. MPL's physical collection of materials are labeled and arranged among the following areas: "Easy" and "Easy Reader", intended for ages birth through seven; "Youth", intended for ages seven through 12; Young Adult, intended for ages 13-18; and "Adult", intended for ages 18 and up. DVDs are labeled either "Adult" intended for ages 18 and up, or "Family" intended for all ages.
  - c. MPL expects parents and caregivers to be present with all children while visiting the library. Library staff are not available to supervise children accessing the library collection.
  - d. Content within used book sales, and digital collections generally cannot be adequately labeled or separated by the library, so parents are advised to supervise their children's access to all digital resources, including ebooks and the library's Internet browsers, as well as book sales.
8. 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). This form is available at the library desk and the library website. 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.