

# Collection Development Policy

## Mission and Vision of Muncie Public Library

The Muncie Public Library will provide accessible and innovative services responding to the reading, informational, educational, and enrichment needs of the community.

We envision a future where people get excited by ideas and utilize the resources of the Library to explore, discover, imagine, and create. We seek to be recognized for providing access to new technology, print resources, and educational opportunities. We commit ourselves to the community and will strive to provide leadership in solving the problems facing the community through a variety of strategies, including public conversation and town hall meeting events.

## Purpose of Policy

The Collection Development Policy guides Muncie Public Library professionals in the selection and maintenance of the library collections and provides transparency of our practices to our customers and stakeholders.

## Responsibility for Selection and Collection Maintenance

Ultimate responsibility for collection development lies with the director, who delegates to professionals trained in selection and management of collections.

## Selection Philosophy

We follow the ideas espoused in the American Library Association's Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill>, The Freedom to Read Statement <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>, and the beliefs outlined below:

- It is in the public interest for libraries to offer the widest diversity of views and expression.
- It would conflict with the public interest for selectors to establish their own political, moral, or aesthetic views as a standard for determining which books should be circulated. Selection does not constitute endorsement of the ideas or views presented in the materials.
- There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading material deemed suitable, or to inhibit the efforts of writers to pursue artistic expression.
- It is the responsibility of selectors (within the scope of the Library's budget) to provide books that enrich the quality and diversity of thought and expression.
- Parents and guardians have the sole right and responsibility to determine what materials within the library's offerings they would like their children to listen to, view, or read.

## Selection Criteria

Selectors use a variety of sources when making choices including reviews, customer requests, demographics, and staff recommendations. Quality, past popularity of authors, and cost are important factors when making selections. Quality encompasses binding, readability, accuracy, and illustrations but is not limited to those criteria.

Since the Library is responsible for serving the whole community, titles and topics may be purchased that do not appeal to one group but will appeal to another. The Library seeks to provide materials on a variety of topics to satisfy a broad range of community interests. Whenever possible, materials will be reviewed in professional or credible publications prior to purchase, and one or more of the following criteria will be applied:

- Selections will include popular authors, titles, and subjects. Customer requests will be strongly considered.
- Limited resources preclude the purchase of costly or specialized items that can be obtained through Interlibrary Loan.
- Materials that focus on Muncie/Delaware County, especially those whose focus is local history or genealogy, will be added whenever possible. See Local History Services and Collections for more information.

### **Formats**

The Muncie Public Library collection comprises print and AV materials, as well as databases and e-resources. The budget will be allocated among the various formats according to usage and costs. All formats will be selected according to the criteria stated above, with possible exceptions when selection is provided by outside vendors or consortia members.

### **Demand**

As funding allows, print collections will include enough copies of high-demand items to fill the requests (based on a 4:1 ratio).

As funding allows, movie collections will include enough copies of high-demand items to fill the requests (based on a 6:1 ratio).

As funding allows, e-books and e-audio books will include enough copies of high-demand items to fill the requests (based on a 5:1 ratio).

### **Budget Expenditures**

The Indiana Administrative Code has defined standards for library budget expenditures for materials (590 IAC 6). These standards are defined as a percentage of the total library operating budgets. Current standards call for 8% of the operating budget to be spent on collection and Muncie Public Library complies with this standard.

### **Interlibrary Loan**

The Library will provide this option to customers seeking materials the Library does not own and cannot or will not purchase. Limitations may be set by the Library. The Library will seek to develop cooperative arrangements whenever feasible.

### **Gifts**

The Library accepts donations of books and AV items, reserving the right to evaluate every item using the same criteria for purchased materials. Donated items not added to the Library collection may be given to the Friends of the Library, recycled, or discarded. All donors may receive a "Donation" form for tax purposes. *See also: Donation Policy*

## **Deselection**

Materials will be withdrawn from the collection according to the following criteria:

- Lack of use
- Duplicate items
- Inaccurate or outdated information
- Poor condition
- Lack of shelf space

Withdrawn materials in acceptable condition will either be given to the Friends of the Library to sell, arranged for recycling, or otherwise dispersed at the discretion of the Library Director.

## **Reconsideration**

The Library recognizes the right of individuals to question materials in the Library collection.

Customers residing in the Muncie Public Library taxing district may ask for a "Reconsideration" form and submit it to a Library employee to begin the reconsideration process:

- Completed Reconsideration forms will be given to the Library Director who will convene the Reconsideration Committee chaired by the appropriate personnel.
- The Committee will read and/or view the contested item and develop a written response, which will be sent to the Director.
- The Director will contact the customer with the Library's decision regarding the material.