

COLLECTION DEVELOPMENT GUIDELINES GRAND RAPIDS AREA LIBRARY

These Guidelines are intended to assist staff members responsible for materials selection to develop a collection of resources in keeping with the Mission, Vision, Values Statements and policies of the board of Directors.

MISSION STATEMENT

The Grand Rapids Area Library is a welcoming place that builds an informed, engaged and enlightened community by helping children develop a love of reading, supporting lifelong learning, connecting individuals, and enriching leisure time.

VISION STATEMENT

We will be recognized as a source of knowledge and information; a place to gather and discuss; an encourager of reading; a partner in cooperation with the city, the county, the schools and our supporting organizations. We will be acknowledged as a gateway to lifelong learning, offering a full spectrum of services.

CORE VALUES STATEMENT

The Grand Rapids Area Library values:

- A literate community
- A place for learning and sharing information
- Reading for education and enlightenment in a digital world
- Responsiveness to the changing needs of the community
- A community that loves reading
- Intellectual property rights
- Ethical, fiscally responsible stewardship
- An affirmative approach for effectively converting information to knowledge
- Collaboration with our stakeholders
- Diversity of people and ideas
- Our staff
- The educational, social and cultural development of children
- Skilled, dedicated and respectful customer service

Guidelines for selection of materials for the Grand Rapids Area Library

Introduction: The Library's efforts in obtaining, developing access to, and withdrawing materials will be focused on fulfilling the Mission, Vision and Core Values as defined in the Long Range Strategic Plan of the Library Board. The Board's policy on collection development is as follows:

Statement of Collection Scope

The Grand Rapids Area Library Board of Trustees acknowledges the Library's responsibility, as a reference and referral library of the State of Minnesota, to provide materials to meet the varied information needs of the public it serves and to fill at least 95% of all information and title requests from locally available resources.

Inclusiveness: The Library collection shall include representative materials of all races and nationalities, and all political, religious, economic and social views. The collection will be carefully developed in order that a full range of opinion on controversial issues will be represented, and that the needs of special groups will be balanced with general demand.

Current content: The collection will be focused on currently useful materials. Specialized research materials will be made available through participation in the Arrowhead Regional Library System and other statewide programs.

In order to keep the collection current, the Board directs that procedures be implemented to weed five percent (5%) of the collection yearly.

1. Authority and Responsibility

- 1.1 Final authority for the determination of policy in the selection and acquisition of materials is vested in the Library's Board of Trustees.
- 1.2 Ultimate responsibility for book selection, as for all library activity, rests with the Director, who operates within the framework of policies determined by the Board of Trustees.

2. Objectives

The book selection policy is intended to implement the collection development policy of the Board.

3 Basic Criteria for selection of materials include:

- 3.1 Permanence and timeliness of contents
- 3.2 Accuracy of information
- 3.3 Authoritativeness of contents
- 3.4 Suitability of presentation and format for intended audience and subject matter.
- 3.5 Social significance
- 3.6 Quality and artistic merit as indicated in critical reviews in standard review sources relevant to the type of material
- 3.7 Reputation of publisher in regards to physical quality of products
- 3.8 Public interest in the item as evidenced by patron requests, circulation statistics for other books by the author or type, or inclusion on published "best seller" lists.
- 3.9 Cost of the item in relation to the total materials budget
- 3.10 Collector's items, as such, are not purchased.

4. **Special criteria: In addition to the general criteria, which apply to all purchases, special criteria should be applied when selecting for specific collections.**
 - 4.1 Special Criteria for the General and Reference Collections
 - 4.1.1 Selectors will give highest priority to materials providing access to information on frequently researched topics.
 - 4.1.2 Selectors will avoid duplication of resources readily accessible in other libraries in the community or system unless that duplication is needed to provide adequate access for all.
 - 4.1.3 Selectors will seek resources reflecting the special interests and needs of the community served.
 - 4.1.4 Selectors will make a significant effort to find and obtain materials providing information on the history of Grand Rapids and Itasca County and to maintain a wide variety of materials published in and about the State of Minnesota. General availability of these items shall be a consideration in the determination as to whether an item may be withdrawn from the collection due to lack of use.
 - 4.2 Special Criteria for Children's Materials
 - 4.2.1 Children's Department materials should promote the health, safety and well being of children
 - 4.2.2 Materials selected will deal with those concerns and topics of interest to children. Information of importance to children will not be excluded because some individuals might prefer that their children not have access to materials on the subject.
 - 4.2.3 Special care will be taken to select materials which allow children to explore areas of interest not normally found in school curricula.
 - 4.2.4 Titles that receive prestigious awards such as the Caldecott and Newbery Medals will be given high priority.
 - 4.2.5 Recipients of the Minnesota Book Award in children's literature will have high priority for selection.
 - 4.3 Special Criteria for Young Adult Materials
 - 4.3.1 Materials should be aimed at the special interests and needs of young adults.
 - 4.3.2 The paperback format will be given special consideration for materials of transitory interest and for fiction.
 - 4.4 Special Criteria for Audiovisual Materials
 - 4.4.1 Suitability of content to format is a special consideration for this collection.
 - 4.4.2 Materials will be selected with the balance of the entire collection in mind.
 - 4.5 Special criteria for periodicals
 - 4.5.1 Periodicals should be self indexed or included in periodical indexes available in the library
 - 4.5.2 Periodicals selected should have been in continuous publication for at least one year.

- 4.5.3 The availability of full text contents in existing library electronic subscriptions will be taken into account when choosing periodicals.
- 4.6 Gift materials Gift materials will be selected for addition to the collection under the appropriate criteria listed above. Donors will be informed at the time of the donation that materials not falling within the selection criteria of the library may be given to the Friends of the Library for their book sale room.

5. Materials Withdrawal Policy. The withdrawal of materials is an important aspect of collection development. When library materials lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of materials is based on the following guidelines:

- 5.1 Worn or damaged materials will be removed from the library and replaced if purchase of the replacement would fall within the guidelines of the selection policy.
- 5.2 Materials which contain information which is outdated should be withdrawn unless they are deemed important for maintenance of historic information on the topic. Materials withdrawn under this proviso should be replaced with more current information as needed.
- 5.3 Duplicate copies of titles which have waned in popularity will be removed by eliminating those most worn.
- 5.4 To control storage costs and provide room for new materials, little used materials will be considered for withdrawal

6. Implementation of Freedom to Read Statement

- 6.1 No materials shall be excluded because of the race, nationality, political, social or religious views of the author
- 6.2 No library materials will be labeled for the purpose of rating the suitability of its content for prospective readers.
- 6.3 No item will be sequestered except to protect it from damage or theft.
- 6.4 No library materials which was selected in accordance with the policies of the Board shall be removed from the collection except by express order of a court of competent jurisdiction or by the withdrawal policy of this board and established weeding procedures.
- 6.5 No library material shall be excluded from the collection because it may fall into the hands of children. Responsibility for a child's reading rests with the child's parent or legal guardian