

Policy: 401
Subject: Materials Selection
Reviewed:
Approved: 03/08/2000
Revised:

Statement of Purpose

The purpose of this policy is to:

- Inform staff, members of the Library Board and the public of the scope and character of existing collections and the plans for their continued development.
- Guide the development of print and non-print materials collections and electronic resources
- Assist staff with day to day selection and weeding activities

The Milford Township Library acquires and makes available materials which inform, educate, entertain and enrich persons as individuals and as members of society. The Library provides, within its financial and space limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value and timely materials on current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred from study of community demographics, evidence of areas of interest and selected library roles. Equal consideration is given to reference and circulating materials for adults and young people.

Mission Statement

The Milford Township Library has re-defined its Mission Statement and roles.

Mission:

The Milford Township Library, a dynamic community resource dedicated to knowledge, a love of reading, and lifelong learning, meets the educational, informational, recreational, and cultural needs of Milford area residents of all ages and abilities through quality materials in a variety of formats, innovative programs and service, and community outreach.

Roles:

- **Popular Materials Library:** *current, high-demand, high interest materials in a variety of formats for persons of all ages*
- **Preschooler's Door to Learning:** *the Library encourages young children to develop an interest in reading and learning through services to children and for parents and children together.*

- **Reference Library:** *the Library actively provides timely, accurate, and useful information for community residents.*
- **Community Information Center:** *the Library is a clearinghouse for current information on community organizations, issues, and services.*

Clientele Served

The Milford Township Library serves the Village and Township of Milford in Oakland County, Michigan, a northwestern suburb of the metro Detroit area. A portion of residents from Commerce Township is served under the terms of a contract shared with two other neighboring libraries. In 1999, the total population served was 15,081. Items interloaned to other libraries and residents of communities served by TLN indicate the larger population served by the Milford Township Library.

The Village of Milford includes a downtown business community with many shops and restaurants. The largest employers in the area include: GM Proving Ground, Kensington MetroPark, AB Heller, EDS, and Clarafin Corp.

The Library provides service to Huron Valley Schools students at: Baker, Country Oaks, Heritage, Johnson and Kurtz Elementary Schools; Muir and Oak Valley Middle Schools and Milford High School. A growing number of children are enrolled in area preschool and in-home daycare programs. Friends Preschool, Little Cottage I and II, Milford Country Day, and Milford Nursery School represent the preschool programs.

The Library strives to meet demands for materials and service to user groups in these general categories:

ADULTS: Adults comprise the largest single group of public library users and the availability of informational, self-educational library materials to this group is of major importance to the Library. Special attention is given to the needs of the business community, older citizens, and to the economically or educationally disadvantaged. Outreach services are offered to the homebound and residents of adult care and retirement facilities.

PRESCHOOLERS AND THEIR CAREGIVERS: The Library has traditionally maintained a high level of responsibility for preschool services, programming and materials. The Library continues to target this age group in the interest of encouraging children to develop an appreciation of the Library's resources during their formative years. The Library recognizes that the most effective way to reach preschool children is through their caregivers and therefore provides services for this group as well.

ELEMENTARY/SECONDARY SCHOOL STUDENTS: The Library attempts to supplement the information and services provided by the media centers of the

school districts within its service area. The Library also makes every attempt to respond to students' broad informational, recreational and cultural needs and encourages continuous use of the Library by collecting general materials which are of interest to these age groups.

COLLEGE/UNIVERSITY STUDENTS: The Library tries to meet the noncurricular needs of this student population. The Library places low priority upon the curricular needs of college and university students, as there are area academic libraries which exist to address these concerns.

Responsibility For Selection

All full and part-time professional staff members in areas of service to children, young adults and adults participate in the selection and purchase of materials following the Materials Selection Policy.

Department Heads ensure that choices reflect the Materials Selection Policy and oversee/coordinate the selection process according to budget allocations.

Ultimate responsibility for materials selection rests with the Director who operates within the framework of the policies determined by the Library Board of Trustees.

Local Resources

As a member of The Library Network, the Milford Township Library provides library users the opportunity to borrow materials from member libraries and other state resources. The shared catalog enables library users to place holds directly, and interlibrary loan offers supplementary service.

Electronic Resources

- Library Online Catalog
- General Reference Center Gold
- Health Reference Center
- SIRS Researcher
- FirstSearch
- NoveList Readers' Advisory
- MOODY'S Company Data
- Detroit Free Press Archives
- MOIS
- World Book
- SIRS Discoverer
- Electronic Library, Elementary
- Infotrac Kids (Primary TOM)
- The Internet
- Variety of educational youth software programs

Adult Materials

- Reference
 - General Reference
 - Business Reference
 - Genealogy Reference
 - Art Geyer Civil War Collection
- Circulating
 - Fiction
 - Mystery
 - Science Fiction
 - Non-Fiction
 - Biographies
 - Genealogy
 - Autism
 - Large Print Collection
 - Literacy
 - Audio-Visual Materials:
 - Books on Tape
 - Compact Discs (Music)
 - Videocassettes
 - Periodicals
 - Magazines
 - Newspapers

Youth Materials

- Board Books
- Toy Books
- Picture Books
- Readers
- Juvenile Fiction
- Juvenile Non-Fiction
- Biography
- Holiday Books
- Juvenile Reference
- Audio-Visual Materials
 - Books on tape
 - Media Kits
 - Compact Discs (Music)
 - Videocassettes

Young Adult Materials

- Fiction
 - Hardcover
 - Paperback
- Non-Fiction
- Magazines
- Audio-Visual
 - Books on Tape
 - Videocassettes
- Cliffs Notes/Study Guides

Criteria for Selection

In considering which materials to place in the library, an attempt will be made to provide a diversity of viewpoints in all areas, including political, social, and religious. Items will not automatically be included or excluded based solely on any of the following criteria:

- Race, religion, nationality, or political views of the author
- Frankness or coarseness of language
- Controversial nature of the item
- Endorsement or disapproval of an item by any individual or organization in the community

Items will be judged on the basis of overall content and style, not on the basis of any isolated or random portion.

Ideally, all publications in all media should be available to everyone. Because all libraries are limited by budget and physical space, it is necessary to establish qualitative and quantitative standards to assist in the evaluation of materials to be purchased or accepted as donations. Librarians consult a variety of sources to determine the value of an item to the collection. The following selection guides are examples of those used: Children's Catalog, Fiction Catalog, and Public Library Catalog. In addition, the following current reviewing aids will be consulted as appropriate: Booklist, Library Journal, School Library Journal, Publisher's Weekly, etc. Recommendations and reviews in subject-oriented journals will also be consulted, along with recommendations by other library or subject-area professionals.

Some criteria for selection of materials may include:

A. General

- Degree of expressed, perceived, or anticipated community interest
- Collection development guidelines which may be established for subjects, formats, and special collections

B. Subject

- Authority, skill, competence, reputation, and significance of author in the subject field
- Importance of the resource when compared with others that cover the subject
- Availability of other resources in the area
- Importance of the subject matter or point of view to the collection
- Current adequacy of subject representation in the collection

C. Style, accuracy, critical evaluation

- Artistic or literary merit
- Accuracy, clarity, objectivity, accessibility
- Responsibility and authority for the opinions expressed
- Reputation, standards, and authority of the publisher or producer
- Date of the resource or information and frequency of updating
- Attention of recognized, authoritative critics and reviewers
- Inclusion in professionally recognized bibliographies

D. Accessibility / availability

- Existence and effectiveness of internal and external indexing, cross-linking, and other methods of getting to the information
- Ability of the Library to make the resource available to its expected customer audience when they need it and in a way they find acceptable
- Availability of the information through other agencies or sites
- Degree of potential loss of the resource due to theft, misplacement, or physical quality of the item or associated hardware or software
- Speed and reliability of electronic access

E. Format / medium

- Appropriateness and effectiveness of the medium or format to the content
- Degree to which the format is in general use in the community

F. Electronic Resources

- Ease of access
- Hardware requirements
- Comparison of content with other available formats
- Licensing requirements
- Networking capabilities
- Staff training and customer assistance requirements

G. Other

- Price
- Quality and suitability of physical format to the content and to the Library
- Durability

Criteria for Replacement

Non-repairable damaged items, missing items (those 6 months or more overdue), and items lost and paid for by patrons should be evaluated for possible replacement, based upon the factors listed below:

- Currency
- Need for material in the subject area
- Popularity of item
- Status as a classic on standard lists

Collection Maintenance

Milford Township Library strives to maintain a relevant and useful collection. To do this, materials must periodically be removed from the collection. The Library uses CREW as a guideline for deselection. The reasons an item may be removed from the collection are:

- It contains dated or incorrect information
- It is damaged or worn beyond repair
- It has not circulated or been used in-house for 3 years
- It is one of multiple copies of a previously popular title
- A newer, revised edition has been released

Items that are removed because of damage or wear may be replaced if there is still an interest or need. Items with outdated or incorrect information should be replaced with updated editions of the same item or a different item on the same topic.

Items that have been removed from the collection will be discarded in one of the following ways:

- Sold
- Thrown away or recycled
- Donated

Gifts to the Library

Milford Township Library accepts monetary gifts and donations of other materials that are in good condition. Donors do not receive any compensation for these gifts, though a receipt may be given to the donor for tax purposes. No appraisal of value is provided for material gifts. If the item is thought to be rare or of historical value, the donor should have the item independently appraised before donation. The Library reserves the right to refuse any gift donated with specific conditions or restrictions, or which are not in accordance with the Library's objectives and policies.

Monetary Donations

Cash gifts are generally used for the purchase of new library materials. The donor may ask that specific titles, subjects or formats be purchased, and the Library will make every attempt to comply with these requests. However, materials purchased with gifts are subject to the same selection criteria that are used for any other purchase, and the final determination will be made by the Library. Letters of acknowledgement are sent to donors when materials are purchased, and gift or memorial plates may be placed in these items at the request of the donor.

Donation of Materials

Gifts of books, cassettes, compact discs and other materials are accepted on a conditional basis. Materials should be clean, undamaged, and free of odors and mildew. Patrons should be aware that the donated materials will not automatically be added to the collection. Donated materials are evaluated by library staff, and are subject to the same selection criteria as those that are purchased.

Items that are found to be unsuitable for the collection will be handled in one of the following ways:

- Items in good condition that are not added to the collection may be put in the Library's ongoing book sale or the Friends of the Library book sales. Proceeds from this sale go to the library general fund.
- Items that are not added to the book sale may be discarded or recycled or donated to other organizations.
- Generally, the donor will not be informed of the final disposition of the materials, and unwanted items will not be returned.

All donations of computers, printers, or other equipment are handled by the Library Director or Assistant Director.

The library does not accept donations of textbooks, periodical back issues, newspapers, Reader's Digest condensed books, records, 8-track tapes or music cassettes.