

## MATERIAL SELECTION AND COLLECTION DEVELOPMENT POLICY

### Library Vision

We spark creativity, curiosity, and connections in a space that is open to all.

### Purpose

This document informs our community's understanding of the purpose and nature of the Hussey-Mayfield Memorial Public Library's (Library) collection as well as provides guidance and direction to the Library staff for the development and maintenance of the Library's collection. The Library Board affirms the American Library Association's [Library Bill of Rights](#), [Freedom to View](#), and [Freedom to Read](#) policy statements in support of acquiring and managing collections.

### Definitions

The term "collection" means books, magazines, DVDs, CDs, library programs, Library of Things, or other synonyms as they may occur in the policy having the widest possible meaning. This statement of policy applies to all library materials in the collection, including adult, teen (ages 13-18), and juvenile. However, this policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection as the Library does not select the Internet content and it is not considered included in the collection.

The term "selection" refers to the decision to add, retain, or withdraw material in the collection. It does not refer to reader guidance.

The term "resident cardholder" refers to an individual who resides or owns property within the Library's established taxing district and whose household or business contributes to the Library through local property taxes. Resident cardholders are eligible for a full-service library card at no charge and have access to all services, materials, and resources available to resident borrowers, subject to Library policies.

### Scope

The primary objective of the Library's collection is to meet the diverse informational, intellectual, cultural, and recreational needs of the community. The Library selects materials to serve as many people within our service area as possible, including individuals of every age, ability, educational background, personal belief system, occupation, economic circumstance, gender, gender identity, gender expression, sexual orientation, race, and ethnic background, and to reflect the diversity of interests and viewpoints found throughout the community.

Selection of materials for the Library's collections reflects the community's needs and interests. The use of existing materials also provides a helpful indicator of the potential appeal of new selections and is therefore closely monitored. Professional library staff considers data such as checkout statistics, suggestions for purchase, and number of reserves placed on materials to inform the selection process. The Library always strives to add materials in new formats as they become

commonly used throughout the community.

The Library's collections emphasize up-to-date information that reflects a variety of viewpoints; Library staff retains or replaces older materials if they are considered standard works, are useful, or are in demand. Due to space and budgetary constraints, collection guidelines typically give preference to general treatments that appeal to a broad range of users over those that are specialized, scholarly, or intended for professional use. Support for the educational needs of local students will be considered, but textbooks are not selected.

The SullivanMunce Cultural Center (SMCC) and the Boone County Historical Society (BCHS) collect and provide access to materials relating to local history and genealogy. The Library will not duplicate their efforts but will maintain a smaller collection of materials on local history to meet access needs outside of the hours of SMCC and BCHS.

### **Responsibility for Selection and Management**

Ultimate responsibility for materials selection rests with the Executive Director who operates within the Library's policies. The Executive Director delegates the selection and management of materials and development of the collection on a day-to-day basis to professional Library staff.

Collection Development staff use their training, knowledge, and expertise to oversee the development of the collection by:

- Engaging in open, continuous, two-way communication with library patrons and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics
- Interacting with patrons with understanding, respect, and responsiveness
- Handling all requests equitably
- Working to understand and respond to community needs
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes
- Recognizing that the materials of varying complexities and formats are necessary to satisfy the diverse needs of library users
- Balancing individual needs and broader community needs in determining the best allocation of the collection budget for acquiring or providing access to materials and information
- Seeking continuous improvement through ongoing measurement

### **General Selection Guidelines**

The Library selects materials representing a wide range of viewpoints so that individuals may explore different perspectives and form their own conclusions. The Library does not promote particular beliefs or viewpoints, and the inclusion of any material in the collection does not constitute endorsement of the creator's ideas.

The Library strives to provide materials that reflect diverse perspectives, including differing

approaches to topics that may be controversial. Selection decisions are made based on the merits of the work and its contribution to developing a balanced collection that meets the varied needs and interests of the community.

The Library does not exclude materials solely because they contain depictions or descriptions of violence, sexual content, or language that some may find objectionable.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item does not need to meet all these criteria to be acceptable.

- Extent of current or anticipated popular demand, professional reviews, and publicity
- Relevance to community needs and interests
- Suitability of subject, writing or artistic style, and reading level for the intended audience
- Reputation and qualifications of the author, artist, publisher, or producer, with preference generally given to titles vetted by the editing and publishing industry
- Contribute to the diversity of the collection
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relationship to the existing collection
- Value of material in relation to cost
- Availability from established library vendors
- Library materials budget
- Suitability of format for library circulation and use
- Availability and accessibility of the same materials from another library

### **Criteria for electronic formats**

Certain databases and digital collections may change in format or content after they are acquired. When selection involves a remote resource, such as a digital collection or database, it is possible that the content of said resource may not conform to the library's selection criteria at any given time. Professional staff will review the content of such resources on a regular basis to assess their continued value.

The following selection criteria will also be considered for electronic formats:

- Ease of use
- Available to multiple, concurrent users
- Technical quality
- Remote access
- Technical and support requirements
- Vendor data privacy practices
- Not restricted by location
- Digital licensing requirements

## **Recommendations from the Public**

Library staff gives serious consideration to suggestions from the public concerning possible purchase of materials and uses the same guidelines that inform decisions on all other materials the Library purchases. Patrons can submit suggestions using a form made available to facilitate this process. Link to request form: <https://hmmpl.org/services/request-an-item/>.

## **Review Sources**

Staff use reviews from professionally recognized publications as their primary source for materials selection. Additionally, library staff may consult standard bibliographies, booklists by recognized sources, and the advice of experts in specific subject areas.

## **Self-published materials**

Staff may select self-published materials when they meet the same guidelines as other materials purchased for the collection.

## **Formats**

Materials are purchased in a variety of formats. Library staff monitor the development of new formats and, within budgetary and technical limitations, add these to the collection. Choice of formats will be based on patron demand, availability of items in the format, community trends, cost, maintenance needs, product development, and positive critical reviews.

## **Gifts and Tax Deductions**

The Library accepts gifts or donations of books or other materials with the understanding that they may be used or disposed of as Library staff determines is appropriate, using the guidelines set forth in this policy for the purchase and maintenance of materials. Staff also consider the costs associated with processing materials for use in the collection as well as the condition of the gift material. Gifts that Library staff choose not to add to the collection may be given to the Friends of the Hussey-Mayfield Memorial Public Library, or occasionally the Hussey-Mayfield Memorial Public Library Foundation, for sale or promotional use. Under existing law, gifts to libraries may be tax deductible; the deductibility is governed by the provisions of the Internal Revenue Code. Library staff shall not provide appraisals or establish value. Valuation of the gift is the responsibility of the donor.

## **Interlibrary Loan**

The Library provides interlibrary loan (ILL) service to our patrons. Interlibrary loan is not intended as a substitute for providing books and other materials in frequent demand, but as a means to supplement the collection by providing access to those materials which are less frequently requested, no longer available for purchase, or outside the guidelines set forth in this collection development policy. Materials provided through ILL and consortia are not under the selection purview of the Library.

## **Access to Materials Precepts of Freedom**

The Board and staff believe that the right to read and view is an important part of the intellectual freedom that is basic to democracy. The American Library Association's [Freedom to Read](#) Statement, [Freedom to View](#) Statement, and the [Library Bill of Rights](#) guide the Library in the selection of materials for its collections. The Library is a unique public institution charged with being an unbiased repository of recorded expression. Any attempt by a group or individual to remove items from the collection, or to add items not meeting standards set by this policy, shall be treated with the utmost seriousness by Library staff and the Board. While anyone is free to reject books or materials of which they disapprove, they cannot censor or restrict the freedom of others. The Board has a legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution. All public libraries contain materials that some patrons may find objectionable. This applies to materials for any age or audience. It is up to the patron to make decisions regarding the use of specific library materials, and the responsibility of parents, caregivers, and/or legal guardians to monitor children's and teen's (ages 13-18) use of library materials. Library staff does not serve in loco parentis. The library has procedures that patrons may use in requesting the reconsideration of materials.

Link to reconsideration form: <https://hmmppl.org/wp-content/uploads/2026/04/HMMPL-Request-for-Reconsideration-of-Materials-Form-2026-APPROVED.pdf>

## **Process for Reconsideration of Library Materials**

A patron may request reconsideration of a library item by completing a Request for Reconsideration of Library Materials form. If a material is challenged multiple times for the same reason, it will not be reconsidered more than once within a four-year period. Within ninety (90) days of receipt of the fully completed form, the Executive Director will send a written response to the patron. The material in question will stay in the collection during the reconsideration process.

If the patron is not satisfied with the decision, they may appeal the decision to the Board for consideration. In the event of such action, the Board's sole responsibility will be to determine whether the Executive Director's decision was in compliance with this policy. The Board's decision will be final.

## **Access**

The Library assures free and open access to its holdings. Children and teens may use all collections of the Library. Responsibility for reading and viewing activity of children and teens rests with their parents, caregivers, and/or legal guardians. The Library does not intrude on that relationship.

Processing and shelving materials does not reflect a value judgment. The Library uses directional and informational labelling to make it easier for patrons to locate and select materials; the Library does not use labels to discourage use or suggest moral or doctrinal endorsement. The Library shelves all materials in their proper order on open shelves freely and easily accessible to the

public, with the exception of a limited number of materials for professional use by Library staff.

### **Evaluation**

The Library evaluates the materials in its collection on a regular basis to determine if the collection meets the needs of the community. Methods used may include: analysis of turnover rates, circulation statistics, checks of holdings of titles from selected bibliographies, or other means.

### **Material Withdrawal Policy**

The Library maintains a vital, current collection of physical and digital materials which meets the needs of the community in keeping with the Library's mission, vision, and values. This is achieved through continuous review by professional library staff under the supervision of department managers. Decisions for removal of items from the collection are based on, but not limited to, frequency of circulation, physical condition, usefulness, accuracy, space limitations, and holdings of other libraries. For example, multiple copies purchased to meet patron demand will be reduced once the initial demand has passed. Professional library staff assess the need for replacing materials that are damaged, destroyed, or lost. Decisions are based on need, demand, and budget. Library staff generally follow the principles established in the [CREW Manual](#) for detailed weeding guidelines.

### **Disposition of Withdrawn Materials**

Withdrawn materials in acceptable condition will be given to the Friends of the Hussey- Mayfield Memorial Public Library for sale. Other materials may be given to other organizations for recycling or resale.

### **Policy Revision**

This policy may be revised and updated at any time as conditions warrant and will be reviewed at regular intervals as deemed necessary by the Hussey-Mayfield Memorial Public Library Board of Trustees.

Adopted by the Hussey-Mayfield Memorial Public Library Board on November 18, 2002; revised on 11/15/04; 11/20/06; 2/19/09; 11/15/12; 11/22/16; 11/15/18; 11/19/20; 2/11/22; 5/30/24, 4/16/2026.