

McARTHUR PUBLIC LIBRARY – COLLECTION DEVELOPMENT POLICY

The McArthur Public Library is committed to developing and maintaining a collection of materials that meets the needs, interests, and abilities of the diverse members of the community of Biddeford, ME. Criteria for selection include, but are not limited to, an item's potential popularity, quality, accuracy, timeliness, and ability to meet a unique need within the collection and the community. All collection development is done within the limitations naturally imposed by budget and space.

The Library adheres at all times to the principles outlined in the American Library Association's "Library Bill of Rights" (see attachment A); these ethics guide all decisions made with respect to the Library's collection.

I. SELECTORS

All materials are selected by one of three professional librarians on the staff of the Library: the Adult Services Librarian, the Young Adult Librarian, and the Children's Librarian, for their respective constituencies. At all times, it is their professional evaluation of a title's fit in the collection that is the determining factor in selection decisions. The Young Adult Librarian frequently takes into account the suggestions provided by members of the Library's Teen Advisory Group.

II. MATERIALS SELECTED

A. Books

Books are selected based on consideration of reviews appearing in the following published sources: *Booklist*, *Bulletin of the Center for Children's Books*, *Horn Book Guide*, *Horn Book Magazine*, *Kliatt*, *VOYA*, *Kirkus Reviews*, *Library Journal*, *the New York Times Book Review*, and *School Library Journal*. Additional sources for reviews and recommendations include, but are not limited to, published lists from such organizations as the American Library Association, the National Council of Teachers of English, and the New York Public Library. The local press is an additional source for reviews of materials of local interest. Occasionally nonreviewed material will be added to the collection if it is deemed by the appropriate selector to be of local importance and/or interest.

B. Audiobooks

Audiobooks on both cassette tape and CD are selected based on consideration of reviews of the printed books they are taken from, as well as reviews in such sources as *Horn Book* and *Audiofile*. Additional sources for reviews and recommendations include, but are not limited to, published lists from such organizations as the American Library Association.

C. Films

Films on both videocassette and DVD are selected based on consideration of reviews in *Library Journal*, *School Library Journal*, organs such as the *New York Times*, *NPR*, and the local press, and *Leonard Maltin's Movie Guide* and *Videohound's Golden*

Movie Retriever. Additional sources for reviews and recommendations include, but are not limited to, published lists from such organizations as the American Library Association.

D. Music

Music on CD and (in the case of the Children's Room) cassette tape are selected based on consideration of reviews in such organs as the *New York Times*, *NPR*, and the local press. Additional sources for reviews and recommendations include, but are not limited to, published lists from such organizations as the American Library Association.

E. Periodicals

The Library maintains a collection of newspapers that provide local, national, and world coverage. Magazines chosen for inclusion in the collection are primarily, although not exclusively, selected based on evaluations provided in *Magazines for Libraries*.

F. Other Formats

Video games geared for patrons ages 12-18 are collected by the Young Adult librarian. Games will be carried in formats to support a variety of consoles. Selections are based on reviews from sources including, but not limited to, *IGN Entertainment*, *Game Informer* and *Metacritic*.

III. DONATIONS

A. In-Kind Donations

All items donated to the Library are referred to the appropriate selector for evaluation for inclusion in the collection. Considerations used in evaluation include, but are not limited to, timeliness, condition, quality, ease of processing, fit with material already in the collection, and available space. Items not chosen for use in the collection are placed in the Library's book sale or given away for free. If a donor wishes material not chosen for selection to be returned, he or she must make that wish clear upon delivery of said material. As the Library does not employ professional appraisers, any written acknowledgement of in-kind contributions will list only the appropriate bibliographic information; it is up to the donor to set a value for tax purposes.

B. Monetary Donations

The Library welcomes unrestricted monetary donations for use in building the collection. If a donor wishes to specify a part of the collection the donation should be used for, he or she will be referred to the appropriate selector for discussion. Memorial gifts that have been specified for use in developing the collection will be recognized with bookplates. The Library is not required to accept monetary donations that are restricted to the acquisition of specific titles.

IV. REQUESTS FOR PURCHASE

At any time a patron may request that the Library purchase a specific title. Such requests are referred to the appropriate selector for evaluation. In the event that a title is purchased based on such a request, the requesting patron will be notified when the item is available for circulation.

If any selector chooses not to purchase a specific title, every effort will be made to acquire that title for the requesting patron through interlibrary loan. If a specific title is

not available through these means, the selector will notify the patron and will discuss alternative titles, if any, that may meet the patron's needs.

V. DESELECTION

The health of any library collection depends on periodic deselection, or "weeding." It is the responsibility of each selector to assess on a regular basis the totality of the collection under his or her oversight in order to weed out superfluous items. Criteria for weeding include, but are not limited to, condition, duplication within the collection, circulation (or lack thereof), accuracy, and timeliness. At no time will a title be removed from the collection for ideological reasons.

VI. REQUESTS FOR RECONSIDERATION OF MATERIALS

In the event that a patron feels a specific title should be removed or relocated, he or she will be encouraged to discuss the matter with the appropriate selector. If, after discussion, the patron wishes to pursue the matter further, he or she must fill out a "Request for Reconsideration Form" (see attachment B). A reconsideration committee comprised of all three selectors and a member of the McArthur Library Association's Library Committee will evaluate, based on independent personal examination, the title and will then make a recommendation for removal, relocation, or no change. The decision of this committee is final.

Attachment A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be
- II. excluded because of the origin, background, or views of those contributing to their creation.
- III. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- IV. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- V. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- VI. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VII. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Attachment B

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Board of Directors of the McArthur Public Library has delegated the responsibility for selection and evaluation of library resources to the Director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Director of the McArthur Public Library, 270 Main St., Biddeford, ME.

Name _____

Date _____

Address _____

City _____

State _____ Zip _____

Phone _____

Do you represent self? _____ Organization? _____

1. Resource on which you are commenting:

_____ Book _____ Video _____ Display _____ Magazine _____ Audio Recording

_____ Newspaper _____ Electronic information/network (please specify) _____

Library Program _____ Other _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? (please indicate the portion[s] you have examined, being as specific as possible)

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?