

2.0 COLLECTION DEVELOPMENT POLICY

2.1 Materials Selection

The purpose of this policy is to provide guidance for staff in selecting materials for the Howard Miller Library collection and to inform the public of the principles underlying the selection process.

The Library's materials selection policy aligns with the American Library Association's (ALA) Library Bill of Rights and related interpretive documents, which are formally endorsed by the Howard Miller Library Board. Furthermore, the Library's stated purpose *"to be a welcoming community hub that provides opportunities for lifelong learning by connecting people to information, diverse resources, and technology"* guides all aspects of collection development.

As a public library, Howard Miller Library is committed to offering accurate and timely resources that support individual learning and lifelong education, as well as materials for recreation and leisure. Howard Miller Library ensures that materials are accessible to all community members, regardless of gender, age, education, religion, ethnicity, culture, or physical and mental ability.

2.2 Standards for Selection

The Library Director holds overall responsibility for the selection and development of the collection and may delegate this responsibility to designated staff. Materials are selected to meet community needs and reflect a wide range of perspectives. As not all materials can be included, the following criteria are used in evaluating potential additions to the collection:

- Popular demand
- Literary merit
- Enduring value
- Accuracy
- Authoritativeness
- Local interest
- Social significance
- Relevance to existing collection
- Timeliness
- Cost
- Scarcity of information on the subject
- Availability in other libraries
- Quality and suitability of format

Collection Composition:

- *Fiction*: Includes a broad array of genres and literary styles to meet varied interests.
- *Non-fiction*: Emphasizes reliable, general knowledge materials; legal and medical resources are written for a general audience.
- *Youth materials*: Selected to encourage reading and exploration, representing a range of topics and reading levels. Illustrations receive equal consideration alongside literary quality.
- *Media formats*: Includes music, movies, and audiobooks. Selection criteria for media are the same as for print materials. The Library remains responsive to changes in technology and format.

2.3 Intellectual Freedom

Howard Miller Library affirms the ALA's principles of intellectual freedom as stated in the Library Bill of Rights and the Freedom to Read Statement, which are included at the end of this policy section.

The Library is committed to equal access to its resources, within the scope of Michigan law. Individuals are free to select or reject any item. No material will be restricted or removed based on individual or group objections, except through the formal reconsideration process.

2.4 Collection Maintenance

The Library staff routinely evaluate the collection and withdraw materials based on professional weeding standards. Reasons for removal may include:

- Physical wear and damage
- Outdated content
- Redundancy or low demand
- Obsolescence of format
- Low circulation history

2.5 Gifts

Howard Miller Library welcomes monetary and material donations that support the Library's strategic goals. All gifts must be:

- Unconditional
- Non-returnable
- Subject to use at the Library's discretion

Low circulation history Conditional gifts may be accepted with Library Board approval.

Material Donations:

- Must meet the Library's selection criteria to be added to the collection
- Become property of the Library
- May be repurposed or disposed of at staff discretion if not added to the collection

The Library does not provide appraisals for donated items. Upon request, donors will receive a receipt acknowledging the quantity of materials donated. Donors are responsible for determining the fair market value.

2.6 Reconsideration of Materials

Only individuals living within Howard Miller Library's legal service area or contracted service areas may request reconsideration of materials.

Procedure:

- A *Request for Reconsideration of Library Materials* form must be obtained from the Library and completed in full. (see Appendix A)
- The requestor and the Library Director must both sign and date the form for it to be valid.
- The requestor must have fully read, viewed, or listened to the item in question.

The Library Director and designated staff will evaluate the material and the reconsideration request based on this policy and professional reviews. A written response will be issued within 30 days of submission.

Appeals:

If the requestor believes the reconsideration process was not properly followed, they may appeal to the Howard Miller Library Advisory Board, which will review the process and issue a final response.