

Farmington Community Library Collection Development Policy

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Collection Development Policy

1. Mission Statement

The Library facilitates independent learning and encourages the love of reading from early childhood throughout one's lifetime. Information formats and service delivery will evolve as the community's demographics change and technology improves. Our mission statement provides a philosophical framework for the services, collections, and programs offered by the Farmington Community Library. This statement was approved by the Library Board of Trustees in April, 2004.

2. Purpose of Collection Development Policy

The Collection Development Policy, approved by the Library Board of Trustees, is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Farmington Community Library's collections, the practices that maintain it over time, and the guidelines that help the collection respond to community interests while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, the Farmington Community Library's collection will remain on course, reflecting the interests of the Farmington/Farmington Hills community, while creating unique experiences of meaning and inspiration for the individual patron.

3. Philosophy and Scope of the Collection

The Farmington Community Library collects materials, in a variety of formats, which support its function as an information source for the needs of a suburban population. The collection also serves the general educational, recreational, and entertainment interests of the public, and reflects the racial, ethnic and cultural diversity of the community.

Widespread interest and usage are the most powerful influence on the Library's collection. The other driving force is the Library's strategic plan. Selections are made to provide depth and diversity of viewpoints to the existing collection. Inherent in the collection development philosophy is an appreciation for each patron of the Farmington Community Library. The Library provides materials to support each individual's journey, and does not place a value on one patron's needs or preferences over another's.

The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. The Board of Trustees of the Farmington Community Library opposes restricting access to library materials and services for minors and holds that it is the parents – *and only the parents* – who may restrict their children – *and only their children* – from access to library materials and services. The Farmington Community Library does not intrude on that relationship. The Library and its staff are responsible for providing equal access to library materials and

services for all library patrons (see Appendix E). The restriction of certain materials to protect those materials from damage is not hereby opposed, but rather recognized as part of reasonable stewardship.

4. Selection Criteria

Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication, with preference given to items published in the last six months
- Price, availability and Library materials budget
- Online resources are also evaluated based on accessibility and the availability of library licensing

5. Patron Suggestions

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria. Requests are not guarantees of purchase, including works by local, self-published and/or aspiring authors.

6. Requests for Reconsideration

The Board of Trustees recognizes the right of citizens to request that the Library reevaluate any item in the collection. Residents of Farmington and Farmington Hills wishing reconsideration of an item must complete and sign a *Request for Reconsideration of Library Materials* form available at each FCL location or online. The completed form will be forwarded to the Library Director, who will appoint a committee of 2 or more members of the professional staff to research published reviews and evaluate the material being reconsidered. The item in question will not be removed from the shelf during the reconsideration process. Neither selection nor removal of material will be determined by pressure from a group or individual. The committee will make a recommendation to the Director as to its disposition. A decision on the material's status will be made by the Director, who will prepare a written reply to the individual submitting the form. The decision may result in maintaining the same status, changing the location, or, in rare cases, removing the item from the collection. The Library will not convene a Review Committee relative to the same request for reconsideration for a period of three years.

7. Collection Management

Philosophy of Collection Management

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Responsibility for Collection Management

Implementation of collection development policy and management of the collection is assigned to Library staff. The Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends of the Library serve as an instrument for the Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

Criteria for Weeding and Withdrawal

The following criteria are used in selecting materials for withdrawal, employing the CREW method (see Appendix G):

- Damage or poor condition
- No longer relevant to the needs and interests of the community
- Superseded by a new edition and/or new item on the subject
- Infrequent use and lack of demand
- No longer accurate
- Availability elsewhere including other libraries and online

Gifts

The Farmington Community Library accepts donations of books, other materials, and monetary gifts. Gifts are evaluated in the same manner as materials considered for purchase by the Library. The Library retains the authority to accept or reject gifts. Library staff and/or representatives of the Friends of the Library make all decisions as to the use, housing and final disposition of donations.

Areas of Limited Acquisition

The library's capability to provide service is limited by the size of physical and financial resources and by the size of the library staff. Patrons seeking resources in specialized subject areas, such as textbooks, may be referred to academic or other institutions.