

Collection Development Policy Mid-Mississippi Regional Library System

Purpose and Mission Statement

The Mid-Mississippi Regional Library System (MMRLS) Collection Development Policy documents the process by which materials are selected for the collection of the system's thirteen branch locations. In addition, it acts as an informational resource for selection librarians, public service staff, and others interested in the material collection of the library system.

MMRLS is committed to a collection that meets the needs and interests of the public it serves. This policy sets the standard for the selection of materials and the maintenance of the collection to support the MMRLS mission statement:

"The mission of the Mid-Mississippi Regional Library System is to promote literacy, learning, growth, creativity, and curiosity by providing free and easy access to information, ideas, materials, and technology."

Collection Development

MMRLS selects materials for its collection based on literary, educational, informational, and recreational value. Immediate selection responsibility rests with MMRLS Librarians at the branch level and the MMRLS Acquisitions Coordinator at the system level. As with all other library activities, the ultimate responsibility rests with the MMRLS Executive Director, who operates within the framework of the policies approved by the MMRLS Administrative Board of Trustees.

MMRLS strives to offer free access to ideas and information encompassing all areas of knowledge and opinion, reflecting different points of view in an open, non-judgmental atmosphere. MMRLS does not advocate for particular beliefs or views. Selected materials do not express or imply endorsement of the viewpoint of the author, publisher, or vendor. Library materials will not be marked to show approval or disapproval of the contents, nor will items be sequestered or access denied.

Materials are ordered in various formats, including books, magazines, newspapers, electronic databases, and digital content in multiple formats. As formats continue to evolve, the primary formats collected may change.

Selection

Selection is a discerning and interpretive process involving a general knowledge of the subject and a knowledge of literature relevant to the topic, a familiarity with materials in the collection, awareness of the bibliographies of the subject, and recognition of the community's needs and interests.

Among the criteria considered when selecting is available funding, critical consensus among recognized subject authorities, literary merit, enduring value, accuracy, authoritativeness, social significance, the importance of the subject matter to the collection, timeliness, popular and local demand, cost, scarcity of material on the subject and availability elsewhere, appropriateness to

the collection, quality, and suitability of the format. Customer suggestions are encouraged and will be given due consideration.

Tools used in selection include professional journals, trade journals, subject bibliographies, publisher's catalogs and promotional materials, reviews from reputable sources, lists of recommended titles, bestseller lists, online storefronts, sales representatives, and MMRLS patrons.

Standard review sources include Booklist, Publisher's Weekly, Library Journal, and School Library Journal.

Collections

The adult collection comprises fiction and non-fiction materials in various formats, including books, downloadable formats, DVDs, Blu-rays, magazines, newspapers, electronic databases, large print and paperback books, and books in international languages.

The teen collection comprises fiction and non-fiction titles that support the educational and recreational needs of young people aged 12 -17. This collection allows teens to investigate and develop their interests, thus helping them better understand the world around them as they mature. The teen collection is also available in a wide range of popular formats.

The children's collection comprises library materials for reading, listening, and viewing levels for various educational and recreational subject interests from birth through age 11. Materials are also collected to support the efforts of parents, guardians, and teachers to develop children's interests, experiences, and knowledge. Library materials are provided in various formats to develop reading, listening, viewing, and thinking skills.

Collection Evaluation and Material Removal

Regular evaluation of existing library materials is essential to maintaining a collection that is responsive to the needs and interests of library customers and helps to ensure the usefulness and vitality of the collection. When considering the withdrawal of library materials, staff will examine several factors, including the age and condition of the item, the item's circulation history, the interests of the community and patrons, the accuracy of the information presented, the location's role in the community and library system, and the availability of the materials at other locations. Staff will also consult the CREW Manual for guidance, the industry-standard criteria for material removal developed by the Texas State Library and Archives Commission.

There are five approved removal methods for materials withdrawn from MMRLS collections: friends of the library book sale, library book sale, sale to a dealer, donation, and disposal. Disposal may occur when the material is damaged, items are hard to sell, or storage space for the withdrawn materials does not exist. The director must approve donations of withdrawn materials to other organizations.

Donations/Gifts

MMRLS accepts material donations or gifts that support and further the library's mission, goals, and objectives.

When considering accepting material gifts, staff will follow the same selection criteria and factors involved in the purchase of materials. Materials that are accepted as gifts become the property of MMRLS without condition. Gift items may be added to the collection, sold, donated, or discarded based on the decision of the branch librarian or MMRLS Cataloging Coordinator.

Customers who donate materials may request a "Books and Materials Donation Form." This document will serve as a gift-in-kind receipt that provides a count of the items donated. MMRLS cannot assign a dollar value to gift materials. Any appraisal of the donated items is the donor's responsibility and should be completed before the donation is made.

Reconsideration of Library Materials

MMRLS welcomes our customers' opinions concerning the library collection or individual items. Customers who request the reconsideration of library materials will be asked to complete a Citizen's Request for Reconsideration of Library Materials form.

Upon submission of the form, the request will be reviewed by the MMRLS Material Review Committee. The committee will generally be comprised of the library director, assistant director, acquisitions coordinator, one branch librarian, and one member of the MMRLS Administrative Board of Trustees. If one of the assigned committee members is unavailable, the remaining committee members may name a replacement from other MMRLS staff or administrative board members. The director will communicate the committee's decision in writing to the customer who initiated the request within 30 business days. After making a decision, a report will be submitted at the next meeting of the MMRLS Administrative Board of Trustees outlining the committee's actions. Once the review committee's decision is finalized, it will be valid at all MMRLS locations for five years or a time frame determined by the MMRLS Administrative Board of Trustees.