

LOUTIT DISTRICT LIBRARY COLLECTION DEVELOPMENT POLICY

Statement of Purpose

The purposes of this policy are first, to serve as a guide for the staff of Loutit District Library in the process of materials section, and second, to inform the public of the principles upon which selections for the library are made.

The mission of the Loutit District Library is to provide exceptional library services and resources to the public that increase knowledge, inspire imagination, and strengthen the community. The library serves residents of the City of Grand Haven, the City of Ferrysburg, Grand Haven Charter Township, Robinson Township and that part of Port Sheldon Township in the Grand Haven Area Public Schools' service area.

The library strives to provide current and factual information to supplement and enrich individual learning, and to provide materials for recreational reading and other leisure time activities. This information should be readily available to the total community regardless of gender, sexual orientation, gender identity, age, education, language, religion, ethnic and cultural background, or mental and physical ability.

Responsibility for Selection

The Board of Trustees has delegated to the Library Director the authority and responsibility for selection of all print and non-print materials. Responsibilities for actual selection rests with appropriately trained staff who discharge this obligation consistent with Board's adopted selection criteria.

Budget Allocation

The materials acquisition budget is prepared annually and presented to the Board of Trustees for approval. Factors considered in allocating the materials budget are: circulation statistics by age level, format, or subject area, extent of reference demand, cost of materials and special collection needs.

Criteria for Selection

Loutit District Library is a popular materials library and maintains a varied and up-to-date collection. It attempts to acquire materials of both current and lasting value. Since one library cannot afford all the available materials, it must employ a policy of selectivity.

All materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. Criteria for consideration include anticipated and demonstrated demand, literary merit, enduring value, accuracy, authoritativeness, local interest, social significance, importance of subject matter to the collection, timeliness, cost, scarcity of information on a subject, availability elsewhere, and quality and suitability of format.

Fiction – The library maintains a representative collection of novels and works of fiction to satisfy a wide range of tastes. Ideas of literary merit vary greatly between individuals. Therefore, the library purchases fiction in many categories.

Nonfiction – The library maintains a large general collection of reliable materials embracing the broader fields of knowledge. Legal and medical works will be selected to the extent that they are useful to the lay person.

While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchase in this collection.

Juvenile/Tween – Materials are selected to encourage children and families to discover the joy of reading. In order to meet the varied abilities and interests of children, the collection includes materials covering a wide range of knowledge and reading levels. The illustrations in books for young people are given as much critical attention as the literary quality of fiction. While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchase in this collection.

Young Adult - Young Adult materials are purchased to support a wide variety of interests from adolescence (age twelve) through adulthood. Selection is influenced by the special interests and developmental and informational needs of young adults and the bridging from the children's to adult resources. While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchase in this collection.

Audiovisual Materials – The library recognizes its responsibility to provide access to information, cultural enrichment, and recreation through as wide a variety of media as possible. As new technologies are developed, the library will investigate the appropriateness of new media formats and will acknowledge the need for experimentation.

Digital Materials – Digital items such as ebooks, downloadable audiobooks, digital magazines, and other digital resources will be selected using the same criteria as printed materials described above.

Online Databases – The library makes available a variety of online resources to supplement and enhance the library's collection. These resources are evaluated for cost, currency, ease of use, and their ability to meet patrons' information needs.

Special Collections

Local Author/Artist Collection – Local authors/artists are defined as residents of West Michigan (Ottawa County or one of the surrounding counties). This collection does not include established local authors/artists who are popular within the publishing community (i.e. large publisher and/or professionally reviewed). For an item to be included in the Local Author/Artist collection, the following criteria must be met:

- Items to be considered for inclusion must be bound in such a way as to withstand the day-to-day handling of circulating materials.
- The author/creator or his/her family must reside in the LDL service area.
- Materials to be considered for this collection must be donated to the library. Once donated, materials become the property of Loutit District Library.
- Items in this collection are weeded according to the same criteria used for purchases and may not be retained indefinitely.
- All donations to the local author/artist collection must be approved for inclusion by a library selector. Materials deemed inappropriate for the library's collection will not be added.

Local History and Genealogy Collection – This collection contains a wide variety of primary and secondary paper and electronic materials relating to the history of Grand Haven and the Tri-Cities area. Hard copies of newspapers and three-dimensional objects are excluded. Family histories are not purchased, but researchers who use the department are encouraged to donate a copy of their work.

- Digital materials: digital items such as scanned documents, photos, etc. will be selected using the same criteria as printed materials.

- Online databases: The library makes available a variety of online resources purchased to supplement and enhance the Local History and Genealogy department.
- Deaccessioning: The library may deaccession materials because they are badly decomposed and beyond preservation or are no longer within the library's collection scope.

Library of Things – This collection may contain a variety of materials, toys, games, devices, tools, or similar items. Examples include laptops, mobile hotspot devices, board games, household tools, sporting equipment, etc.

Interlibrary Loan - The library's collection is supplemented and enhanced through interlibrary loan transactions in which materials are made available to district residents from libraries outside of LDL's service area (and vice versa). A fee may be charged for this service. Certain types of materials may not be available through interlibrary loan.

Description of Selection Process

Materials are selected through the consultation of reviews in professional journals, publisher's catalogs, and sales information from distributors. Materials selection is also guided by staff or local subject expertise and takes into consideration suggestions from LDL patrons.

Gift/Donation Items

In accordance with the Loutit District Library Gift Acceptance and Donation Acceptance Policy, Loutit District Library may legally receive gifts as authorized by the Public Library Gifts and Donations Act 1921 PA 136 (MCL 397.381 et seq.). LDL accepts monetary gifts as well as certain gift materials that reflect the library's strategic plan. Gifts must be unconditional and non-returnable.

Weeding/Deselection

Loutit District Library staff routinely evaluates the collection and removes materials in accordance with LDL's weeding guidelines. These materials include those that are worn out, out of date, no longer needed in the quantity originally purchased, no longer circulating, or in formats that have become obsolete.

The professional staff will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the CREW method of evaluation developed by Joseph P. Segal; the full text can be found online at <https://www.tsl.texas.gov/ld/pubs/crew/index.html>

Materials that have been weeded from the library's collection may be donated to the Friends of Loutit District Library Cheapstacks Used Book Store.

Materials Challenges

Intellectual Freedom – Loutit District Library supports the principles of intellectual freedom adopted by the American Library Association as stated in the Library Bill of Rights (Appendix A), Freedom to Read Statement (Appendix B) and the Freedom to View Statement (Appendix C). The library assures equal access to all library resources by patrons within the constraints of federal and Michigan law. Patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Parents or legal guardians have the right and the responsibility to restrict the access of their children to library resources. Parents or legal guardians who do not

want their children to have access to certain library services, materials, or facilities should so advise their children. Library staff cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Reconsideration of Materials – Whenever any patron objects to the presence, absence, or classification of any library materials, the complaint will be given a hearing. All complaints must be submitted in writing using the Request for Reconsideration form (Appendix D). The patron must provide name and contact information and reside within the LDL service area. The completed form will then be submitted to Administration, who will examine review sources and determine whether the item conforms to the selection standards of this policy and respond to the request in writing. If not satisfied with the written request, the patron may make an appointment with Administration to discuss the matter further. If the patron is still not satisfied, the Board President will refer the matter to the Policy Committee for review. The Committee will make a written response to the request. Should the patron wish a further hearing, he or she may bring the matter before the Board of Trustees during a regularly scheduled meeting. Materials subject to complaint shall not be removed from use pending final action.

Originally adopted: November 11, 2003

Revised: March 7, 2017

December 7, 2021

April 11, 2023

American Library Association

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 excluded because of the origin, background, or views of those contributing to their creation.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

American Library Association

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up

their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

American Library Association

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

**Loutit District Library (LDL)
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

LDL welcomes the opinions of our library patrons concerning materials in our collection. The library's Collection Development Policy is attached for your review. To help us understand your concerns please answer each question as completely as possible. **Only residents of the Loutit District Library may request reconsideration of library materials.*

*Do you live in the LDL service area? Yes No

I represent: Myself An Organization

	Your Name & Contact Information	Organization Name & Contact Information
Name		
Address		
City & Zip Code		
Email		
Phone		

TITLE of material: _____

Author/Producer: _____

Format: Book eBook Audiobook Magazine DVD Music CD Vinyl Other: _____

1. Date you checked the material(s) out from LDL: _____ LDL Call# _____

2. Have you read, viewed, or heard the entire work? Yes No
For reconsideration of materials, requestors must review the entire work.

3. What are your specific concerns about this work? *(Include page numbers, time stamps, etc.)*

4. What item(s) of equal quality and content coverage would you recommend to replace this item?

5. What action do you want the library to take related this material?

Signature _____ Date _____

Thank you. The library's administration will respond to you in writing within 10 business days.

For Office Use:

Date Received: _____ Received by: _____

Resident of LDL service area? _____

Date checked-out: _____ Date returned: _____
(if available)

Review Completed: _____ Reviewed by: _____

LDL action: _____

Response mailed on: _____ Mailed by: _____

*Attach a copy of LDL's response.

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