MARINETTE COUNTY CONSOLIDATED PUBLIC LIBRARY SERVICE MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY

Collection development, collection maintenance, and weeding is a professional responsibility. The library welcomes questions and concerns regarding selection and deselection decisions. Patrons are encouraged to discuss concerns with library staff or submit a Request for Reconsideration form. All concerns are expected to conveyed in a respectful manner. Staff have the right to work in an environment free from harassment, intimidation, abusive language, or threatening behavior. Concerns expressed through abusive or disruptive conduct will be addressed under the library's Disruptive Behavior Policy.

A. Objectives

- Support the mission of the MCCPLS to provide Marinette County with open access to information and ideas through a wide range of print, audio/visual, and electronic resources in an accessible, efficient, and cost-effective manner
- Guide the Library Director and staff in the selection and management of materials for the library
- Inform the general public about the guidelines for selection and withdrawal of library materials
- Assert MCCPLS' adherence to the principles of intellectual freedom as expressed in the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View statements, which are in integral part of this policy
- Support diversity, equity, inclusion, and accessibility by developing and maintaining a collection that reflects a broad range of experiences, viewpoints, cultures, identities, and abilities, and that serves the needs of all members of the community.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the Library Service Director who operates within the framework of the policies determined by the Marinette County Consolidated Public Library Service Board of Trustees. This responsibility may be shared with other members of the Library Service staff; however, because the Director must be available to answer to the Library ~~**Service**~~ Board and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff. Recommendations from the public are encouraged and considered in the selection process.

C. General Principles and Criteria for Materials Selection

MCCPLS collects material at a popular information level to support lifelong learning and education, early literacy, general interest, basic skill building, and entertainment. In general, the

library does not provide materials of a higher academic content nor does it strive to be comprehensive in any subject.

MCCPLS subscribes to commercial digital collection services such as Hoopla. Titles in these collections are selected by the vendors, not by MCCPLS staff. Selections in Wisconsin's Digital Library (accessed through Overdrive/Libby), a digital service provided to all Wisconsin library cardholders, are made by a statewide committee under the direction of the Wisconsin Public Library Consortium (WPLC).

Primary criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- The literary/artistic merit of each item and its relation to its subject area
- Relation to existing collections, including the holdings within the resource sharing consortium (OWLSnet)
- Public demand, interest, or need
- Contemporary significance, popular interest, or permanent value
- Prominence, authority, and/or competence of the author, creator, or publisher
- Presentation of challenging, original, or alternative point of view
- Suitability, quality, and accessibility of format
- Local relevance
- Replacement of outdated, worn, or damaged items
- Budget and space considerations

In selecting materials, staff apply knowledge and insight gained from their professional education, training, and experience. Staff consult professional review sources such as Library Journal and School Library Journal, vendor publications such as Baker and Taylor Forecast, publisher catalogs (print and digital), established book awards, and news sources such as newspapers or websites for information during selection. However, the lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Formats

MCCPLS collects materials in a variety of print and non-print formats including, but not limited to, hardcover and paperback books, large print, graphic novels, microfilm, DVD, Blu-Ray, books on CD, music CDs, and video games for a variety of platforms. MCCPLS also subscribes to a variety of online databases and resources, and digital collection services. New formats will be considered on the basis of community demand, availability of titles, availability of necessary technology, price, and the library's ability to circulate, maintain, and store the collection. MCCPLS also considers accessibility features such as captioning, readability, and adaptive technologies when evaluating formats.

D. Interlibrary Loan
Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

E. Gifts and Donations
The Library Service accepts gifts of books and other materials with the understanding that they will be judged by the same selection criteria as other materials and accepted or rejected accordingly. The library retains unconditional ownership of all donations; the Director makes the final decision on use or disposition.

When the library receives a cash donation for the purchase of materials, whether as a memorial or for any other purpose, the donor's wishes will guide the general nature or subject area of the materials purchased. Library staff will choose items that meet the library's selection criteria, taking into consideration patron requests for specific titles. Bookplates acknowledging the gift may be requested by the donor and will be designed and supplied by the Library Service.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

F. Collection Maintenance, Replacement, and Weeding
The withdrawal of items from a library collection is a standard part of the collection development process. An up-to-date, attractive, and useful collection is maintained through continual withdrawal and replacement practices. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Director and is authorized by the MCCPLS Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

MCCPLS does not promote particular beliefs or views. It does strive to provide information from various points of views so that an individual can examine issues freely and make their own decisions. Some materials are controversial; any given item may offend someone. Selection of materials for the library will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Parents or legal guardians are responsible for monitoring materials chosen by their own children up to age 16. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to indicate controversial content, and no library material will be sequestered except to protect it from damage or theft.

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons who wish to comment on a specific item in the collection are referred to the Statements of Concern About Library Resources Policy and may complete a "Statement of Concern about Library Resources" form which is available from any Marinette County Library service desk. Requests will be considered within the context of the principles set forth in this policy document.

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