



# COLLECTION DEVELOPMENT POLICY

## 1. BASIS

The attached Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement as established by the American Library Association, are endorsed by the board and form the principles for the development of the library's collection.

## 2. OBJECTIVES

- A. The library will use library taxpayer funds as well as donated funds for the benefit of Marion County citizens to achieve the following goals:
  - 1) To provide resources which educate, inspire, and entertain in a welcoming environment;
  - 2) To serve as a conduit to open minds, expand horizons, and improve lives;
  - 3) To support the principles of intellectual freedom, which guarantee access to varied expressions of knowledge.
  - 4) To use the library's funds in the most effective manner possible to provide all significant and representative materials in a variety of forms for all intellectual levels.
  
- B. The library will coordinate with the Arkansas State Library and the public school libraries in Marion County in collection development and acquisition to reduce unnecessary duplication and to facilitate efficient sharing of materials and information.

## 3. SELECTION OF MATERIALS

- A. Selection and purchase of library materials is the responsibility of the library Director, who may delegate specific responsibilities to other staff members.
  - 1) The director and staff will adhere to accepted professional practices when making selection decisions.
  - 2) Prior to the beginning of each budget year, the director will develop a working estimate of how media budgeted funds will be allocated among the major collection subdivisions, print and non-print.
  
- B. Selection decisions will consider the following:
  - 1) Circulation statistics and in-library use of materials;
  - 2) Positive reviews in professional journals or actual examination and evaluation of materials;
  - 3) Popular demand, *e.g.*, bestsellers, school bibliographies, or local interests;
  - 4) Comments and suggestions from the community;
  - 5) Durability of format *i.e.*, print, audio, video;
  - 6) Need for multiple copies of a specific item *e.g.*, bestsellers, resume guides;



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- 7) Need for continuing purchases necessitated by an item being part of a set or series;
- 8) Longevity of patron interest in a specific topic or format.

### 4. DE-SELECTION OF MATERIALS

- A. Material, which no longer meets the needs of the community or the library's collection principals or service priorities, will be withdrawn from the collection.
  - 1) Materials which are damaged, include obsolete information, or have not been used within a reasonable period of time will be withdrawn.
  - 2) Decisions for withdrawal will be based on accepted professional practice, such as those described in *The CREW Method*, and the professional judgment of the director or designated staff.
  - 3) When appropriate, local specialists will be consulted to determine the continued relevance and reliability of materials.
- B. Items withdrawn from the collection will be transferred to the Friends of the Marion County Library (FOMCL) for sale, or be recycled if damaged, dirty or dangerously outdated.
  - 1) Withdrawn items may not be sold or given directly to individuals or groups; however, items which do not sell at periodic FOMCL sales may be transferred to other nonprofit organizations or offered free to patrons or the public.
  - 2) Discarded magazines and newspapers may be given to other area libraries, recycled, or offered free to patrons, at the discretion of the director.

### 5. REFERENCE COLLECTION

- A. Selection of reference materials, in print and other formats, will be consistent with this Policy and also consider the following:
  - 1) Quick consultation and ease of use, authoritative, based upon evaluation of the subject content and the author's/producer's/publisher's credentials.
  - 2) Preference will be given to items with favorable reviews in reputable sources. Certain print reference materials may be designated for in-library use only.

### 6. LOCAL HISTORY/GENEALOGY

- A. The Marion County Historical and Genealogical Society collects and maintains material of local historical or genealogical interest, which are housed at the library, free of charge and available to library patrons.
  - 1) Library staff will assist in locating materials, but will not perform genealogical research for the public.



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### 7. LOCAL AUTHORS

- A. Materials written or produced by local authors must be consistent with this Policy to be included in the library collection.
- B. No materials will automatically be added to the collection; however, if donated, the material may be added to a special collection of "Items of Local Interest."

### 8. MATERIALS IN LANGUAGES OTHER THAN ENGLISH

Developing collections of materials in other languages is limited by fiscal constraints. Materials to help in the naturalization process and which support the learning of English as a second language may be included in the collection.

### 9. REQUEST FOR RECONSIDERATION OF MATERIALS

- A. If individuals take issue with library materials which do not support their own views or values on a subject or which are not compatible with their beliefs, the director and staff is available to discuss these concerns and to identify alternate materials which may be available.
  - 1) If a patron's concern is not satisfied after discussion, a formal, written request for reconsideration of materials may be submitted to the director.
  - 2) Copies of this form are available at the circulation desk.
- B. For a request for reconsideration to be considered, the form must be completed in full.
  - 1) The patron submitting the request must be a resident of Marion County and hold a valid borrower's card.
  - 2) The library staff and director will consider each request in terms of the criteria outlined in this Policy and the principles of intellectual freedom, printed reviews, and other appropriate sources.
  - 3) The director will respond in writing within 30 days of receipt to the patron's request for reconsideration.
  - 4) The response will indicate the action to be taken and reasons for or against the request.
  - 5) An item will be evaluated for reconsideration only once in a 12-month period.

### 10. GIFTS

- A. Monetary gifts, bequests, memorial or honorary contributions are welcomed.
- B. Funds donated will be used to purchase items in accordance with this Policy.



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- 1) Books and other materials purchased with gifts will be identified with special donor plates whenever possible.
  - 2) If sufficient information is provided at the time the donation is made, notification of memorial or honorary contributions will be sent to the family/person being recognized.
  - 3) Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent that such suggestions meet this Policy.
- C. Gifts of new materials will be added to the collection in accordance with this Policy.
- 1) Once donated, an item becomes the property of the library and may be transferred to other nonprofit organizations, sold, traded, or recycled if not added to the collection.
  - 2) Conditional gifts will not be accepted and donated items will not be returned to the donor.
- D. The library will acknowledge receipt of donated items, but is unable to set fair-market or appraisal values.
- 1) The library will recommend that the donor make a list of items donated.
  - 2) If items are being donated to obtain a tax benefit; it is the donor's responsibility to establish fair-market value or obtain expert assistance in establishing any value.
  - 3) Once a donated item has been added to the library collection, it is subject to all other library policies and may be withdrawn according to this Policy.

Adopted by the Marion County Library Board  
March 4, 2020

  
Judith R. Bearden, Chair