



Collection Development Policy

This policy provides guidance, within budgetary and space limitations, for the evaluation, selection, acquisition, organization, display, maintenance and withdrawal of materials which anticipate and meet the needs of our diverse community. It informs the public of the philosophy of collection development and the policies involved.

Novi Public Library (NPL) collects materials in a variety of popular formats. The collection serves the general educational and recreational interests and needs of the community, and reflects its racial, ethnic and cultural diversity. Selection includes recognition of diversity, equity, inclusion and awareness of the role diversity plays in responding to the needs and interests of our guests and community. Selections are made to provide depth and diversity of viewpoints to the existing collection, including content created by and representative of marginalized and underrepresented groups. Access to the collections will not be limited or denied because of origin, race, religion, age, background, sex, sexual orientation, gender identity, disability, or political views. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

The Library collections will be organized and maintained to facilitate access. No collection materials or displays of those materials will be labeled, restricted, sequestered, or altered because of any controversy about the author, subject matter, or intended or potential audience.

Materials are intended to broaden vision, support recreational reading, encourage and facilitate reading skills, supplement education needs, stimulate and widen interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world.

The reading and viewing activity of minors is ultimately the responsibility of parents or guardians who guide and oversee their own child's development.

Definitions

The term "Library Materials" means circulating and non-circulating physical and digital items including books, periodicals, multimedia or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult, tween and youth. However, this Policy and the term "Library Materials" does not apply to websites available through the Library's computers or internet connection.

The term "selection" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

Censorship and Intellectual Freedom

NPL is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. Novi Public Library supports the principle of Intellectual Freedom. To this end, the Library strives to offer a collection that represents the needs of Novi's diverse community.

While every guest may not agree with the viewpoints offered in some Library material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause or movement may be explored, provided that the material meets the outlined selection criteria.

The Library does not use signage or stickers on any material in such a way as to show approval or disapproval of the content of that material. Materials are not separated to show approval, disapproval or judgment as to suitability of content for a particular audience. Signage and stickers are provided only as a directional aid to facilitate access by making it easier for guests to locate materials and are not an endorsement of the material by the Library. Materials are accessible to all guests, who may choose to consult or ignore the directional aids at their own discretion.

The Library is committed to free and open access to its collections and to connecting people with ideas, information and materials in a friendly, nonjudgmental manner.

NPL recognizes the American Library Association guidelines, as an industry resource on public access to information, including but not limited to the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (See Appendix).

Selection Criteria

Ultimate responsibility for material selection rests with the Library Director who operates under these guidelines established by the Library Board. The Collections Specialist oversees the selection process and provides professional support for Librarians selecting materials. Librarians use professional judgment and expertise in making selection decisions. Librarians are responsible for choosing, replacing and deselecting materials that reflect community demand and library service roles and goals. Both large scale national sources and small, independent sources are considered in making selections. An item need not meet all of the below criteria in order to be acceptable. To build a collection of merit the criteria for selection in the general collection includes, but is not limited to:

- Current and anticipated guest demand
- Relevance to the interests of the Novi community
- A written request for consideration
- Addresses contemporary issues
- Facilitates continuing education
- Enhances job-related knowledge and skills
- Supports business, cultural, recreational and civic interests in the community
- Presents different viewpoints on issues
- Local significance of an author or subject
- Relationship and relevance to the existing collection's strengths and weaknesses
- Easy to use format
- Comparison of content and cost between formats
- Past usage of similar resources

Collection Maintenance and Withdrawal

Collections are constantly undergoing evaluation in order to provide the best service possible to its guests. The withdrawal of materials, also called weeding, is an ongoing process used to maintain the collection's usefulness, currency and relevance. Weeding of infrequently used and damaged items will relieve overcrowded shelves, increase ease of access, and improve the efficiency of retrieving materials. Materials that no longer fit within the parameters of the collection are removed on a regular basis. The Library will continuously work to curate a collection representing a wide array of people, cultures, ideas and experiences. The criteria used in weeding the collections includes, but is not limited to:

- Accuracy and currency of information
- Physical condition of material
- Relevance to community interests
- Circulation statistics
- Availability of resource in alternative formats
- Ease of obtaining the item from another library with cooperative borrowing privileges
- Whether or not there are superseding sources

Some methods for disposing of library materials includes, but is not limited to: trade-in, return to vendor/manufacture, transfer to other City departments, bid process for resale, auction, sales to other libraries, local schools or non-profits, donation to other libraries, local schools or non-profits, junking or recycling.

Local Author Criteria

The Library recognizes and highlights authors currently living in or originally from Novi. Because these materials are not typically reviewed in sources used by selectors, the following guidelines will apply:

- For a work to be considered, materials must be donated to the Library, the Local Author Material Submission Form (Appendix) must be completed and submitted to the Collections Specialist.
- The Library will accept one copy of each title
- The same selection, maintenance and withdrawal criteria listed above apply
- All genres of materials will be considered, unless the format is not included in an existing collection
- Donated materials are placed in the area deemed most appropriate

The Library has the right to decline any donation by a local author which does not fit the Selection Criteria of the collection, as well as materials for which proper cataloging criteria cannot be established (i.e. MARC record validation).

- MARC record validation for cataloging includes but is not limited to an ISBN, title, Romanized title, author, and subject.

International Collection

In recognition of the diversity in Novi and surrounding communities, and in an effort to provide access to information for all guests, the Library has an international collection that provides materials in various languages that are prevalent in the community. The low volume of publishing in some languages or the difficulty in obtaining publications may make it impossible to provide the same amount of material in all languages. In addition to the criteria listed in the Selection Criteria section, Staff will also consider the following, non-exhaustive list of criteria when choosing materials for the International Collection:

- Prevalence of languages spoken at home in the community
- The availability of materials in other languages located at libraries with cooperative borrowing privileges
- Whether the proper cataloging criteria can be established for the material (i.e. MARC record validation).

Local History Room Collection

The Local History Room preserves and maintains materials that record the history and development of Novi, greater Oakland County and surrounding areas as they pertain to Novi's past boundaries. Local History Room materials will be limited to those relating to Novi's history and formation, as well as Michigan history. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room and cannot be borrowed or taken out of the room.

Each transfer of ownership from a donor to the Library's Local History Room should be clearly documented in writing. This transfer establishes the Library as the legal owner, and includes date of transfer, donor's name, address and a statement that the Library will be responsible for managing the gift (See Deed of Gift form). This will be followed by a thank you letter to the donor. The Library has the right to decline any donation which does not fit the scope or purpose of the Local History Room.

Displays of Library Materials

The Library strives to include a wide spectrum of opinions, viewpoints and genres in displays of Library materials, which also appeal to a range of ages, interests and information needs. Displays of materials should not exclude materials or topics solely because they may be considered to be controversial. Inclusion of an item in a display does not mean that the Library endorses any theory or statement contained in those materials and resources.

The display of Library materials is not inhibited by the possibility that particular works may be seen by or come into possession of children and young adults.

Display Cases and Cabinets

Display spaces are managed and maintained by Library staff. Library staff may work with outside organizations, businesses, partners and sponsors to provide displays that relate to library topics, programs and themes, that are consistent with the Library's current Mission, Vision and Values statements. Display cabinets and cases are not available for the public to rent or reserve. The Library strives to include a wide spectrum of opinions, viewpoints, genres and collections which also appeal to a range of ages, interests and information needs when developing a display.

Should Library staff engage with an outside organization, business, partner or sponsor, display items must fit within the case or cabinet. The Library is not responsible for loss, theft or damage to any display items. Failure to retrieve display items by the agreed upon date will result in their removal and disposal by Administration. The Library does not store items before or after a display time limit.

Displays will be available for public viewing during regular Library hours and whenever the Library is open to the public; however, the Library may temporarily remove the items on display for Library events or for other reasons related to the Library's use of the designated areas.

Children's Choice of Library Materials

Responsibility for the Library Materials of children rests with their parents, guardians or caregivers. Selection shall not be inhibited solely by the possibility that books may come into the possession of children.

The Library respects each individual parent's right to supervise their children's choice of Library Materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials their children select must accompany those children when they use the collection to impose those restrictions.

Request for Reconsideration of Library Material

The Library accepts expressions of opinion from guests concerning materials selected for the collection. Novi residents may request reconsideration of a selection decision of an NPL item by submitting a fully complete written request for reconsideration to any Library service desk using the "Request for Reconsideration of Library Materials" form.

Upon receipt of a Request for Reconsideration, the Library Director collaborates with the Collections Specialist and Librarians to prepare a written response to an individual's written request. The Library Director shall respond to the Request for Reconsideration, taking into consideration the Library's Collection Development Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision. A response to an individual's request can take up to 75 days per item being reconsidered.

During the request for reconsideration process, library staff will not restrict or remove the material from its collection. The exception to this process is if the library owns only one copy of the material and it is needed for the review process by library staff.

The Library Board, upon request, hears appeals of the Library Director's written response. Appeals must be submitted in writing to the Library Board within ten (10) business days after a written response by the Library Director is made. Decisions on appeals are based on careful review of the objection, the material and this policy and will be made within 75 days of receiving the appeal. The final decision on appeals rests with the Library Board.

Donating Materials to the Library

The Library welcomes monetary gifts and donations of materials with the understanding that the same standards of selection are applied to gifts and donations as to materials purchased for the collection. If donations of materials are accepted, they will be accepted without commitment as to their final disposition and with the understanding that they may not necessarily be added to the collection. Once donated, materials become the property of the Library and will not be returned. Gifts and donations that are added to the Library collection will be housed in the area deemed most appropriate. Because of wear, theft or damage, the Library cannot guarantee the permanence of a gift in the collection. Items that are not needed for the Library may be given to the Friends of the Novi Public Library and offered for sale at the Friends of the Novi Public Library's ongoing used book sale, with proceeds benefiting the Library. The Library may choose not to accept some gifts or donations based on:

- Cost of processing
- Availability of shelving space
- Relevance to the collection
- Need in the collection
- Accuracy and currency of information
- Format of the material, such as textbooks, encyclopedias or magazines
- Physical condition of material

Prospective donors should contact the Library to discuss appropriate donations and procedures before dropping off gifts. A general guideline is that materials should be less than three years old. All material should be in good condition. Upon request, the Library will give the donor a receipt for income tax purposes. The Library does not assign a value to the materials. Staff will not appraise books or other items. It is the donor's responsibility to determine the value of the donated material.

The Library is also pleased to accept monetary gifts intended for the purchase of library materials. The donor's intentions for the gifts and the Library's collection development objectives must be consistent. For gifts or donations of a historical value or significance, please refer to the Local History Room Collection section of this policy. To make a monetary donation, contact the Library's Administration Office.

Approved: September 16, 2009; Amended May 1, 2010; June 22, 2017; Amended December 21, 2022 (to include policies C1 – C9 (Collection Development, Novi Author/Artist Collection Policy, Censorship and Intellectual Freedom, Adoption of American Library Association's Library Bill of Rights, Adoption of American Library Association's Freedom to Read Statement, Request for Reconsideration of Library Materials, Collection Evaluation and Maintenance, Disposition of Materials, Donating Materials to the Library, and Local History Room Collection); Amended October 26, 2023 (to include language from Exhibits & Displays Policy, which is no longer in effect).

Signed:



Mark Sturing, President
Novi Public Library

DEED OF GIFT

Thank you for your donation of materials to the Novi Public Library's Local History Room. We appreciate your commitment to the growth and quality of our historical resources.

This Deed of Gift testifies to the agreement of the donation of the collection of materials and subsequent additions to that collection between Novi Public Library's Local History Room and the donor.

Novi Public Library considers all gifts of materials to the Local History room to be unrestricted. Items received as gifts are irrevocably given, transferred and assigned to the Library's Local History Room including any copyright and/or associated intellectual rights which the donor(s) may have. All gifts will be reviewed in accordance with the current collection development policies and any materials determined to be out of the scope of our collection may be sold, exchanged or discarded. Novi Public Library reserves the right to reformat any of the materials donated for purposes of preservation, storage and accessibility. These rights extend to any formatting technology currently in use or developed in the future.

Donor Name (Please include Prefix & Title)

Contact Name (Please include Prefix & Title) if different from Donor

Donor Address

Phone _____ Email _____

Donor/Contact Signature _____ Date _____

Collections Specialist Signature _____ Date _____

Director Signature _____ Date _____

Copyright interests and conveyances

_____ I represent and warrant that I control copyright to the donated materials.

_____ I assign to the Library copyright to the donated material

Brief description of Gift

