

Policy Manual

COLLECTION POLICIES

Policy C1: Collection Development Policy

A. Purpose

The purpose of this Collection Development Policy is to:

- Document collection management policies, procedures and responsibilities
- Guide professional staff in the selection of library materials
- Establish a framework for continuous collection evaluation and improvement
- Inform the public of the philosophy of collection development and the policies involved

This Policy will be reviewed on an annual basis by a committee of librarians.

A. Funding

Securing funds for materials is included in the Library's annual budget process, completed by the Board of Library Trustees and the Director.

B. Responsibility for Selection

Ultimate responsibility for material selection rests with the Library Director who operates under the policies established by the Library Board. The Collections Specialist Librarian oversees the selection process and provides professional support for librarians selecting materials. Selected materials meet the criteria within the Collection Development Plan. Professional librarians are responsible for choosing, replacing and deselecting materials that reflect community demand and library service roles.

C. Criteria for Selection

Librarians use professional judgment and expertise in making selection decisions. To build a collection of merit, materials are evaluated according to the following criteria. An item need not meet all of these criteria in order to be acceptable.

Content Criteria

- Accuracy of the information
- Comprehensiveness
- Enduring value and/or interest
- Presentation and readability
- Representative of diverse points of view

- Authoritativeness: competence, reputation and purpose of author
- Quality

General Criteria for Print Material

- Current and anticipated needs and interests of the community
- Requests by the public
- Cost in relation to use and/or enhancement to the collection
- Relation to existing collection and other materials on the subject
- Support of library programs and initiatives
- Suitability of subject and style for a public library
- Availability elsewhere through cooperative borrowing arrangements

Additional Criteria for Non-Print Material

- Cost
- Ease of use
- Equipment, training and technology requirements
- Access to retrospective information
- Quality and suitability of format to collection
- Availability of the information to multiple, concurrent users
- Enhancement of the print equivalents in terms of speed, flexibility, search options and full- text
- Reduction of space requirements over print products

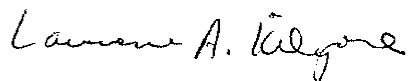
D. Description of the Selection Process

Librarians rely on a number of tools for making selection decisions. Sources may include but are not limited to:

- Evaluations in review media including authoritative review journals and popular reviews from a variety of sources
- Publisher/vendor catalogs and advertisements
- Professional and/or trade bibliographies
- Patron requests and recommendations
- Subject to the same selection criteria as previously noted
- Circulation or database usage statistics

Approved: September 16, 2009; Amended: May 1, 2010

Signed:



Lawrence A. Kilgore
President
Novi Public Library Board of Trustees