



# Policy Manual

## COLLECTION

### C1a: Novi Author/Artist Collection Policy

In order to recognize and highlight Novi authors/artists currently living in or originally from Novi, the Library has created a Novi Author/Artist Collection. Because these materials are not typically reviewed in sources usually used by selectors for our Library, the Library is not applying the same collection development policy for these materials. Furthermore, the Library will not accept responsibility for the content of the materials appearing in this collection. This collection will be evaluated and maintained on a regular basis (See Policy C6: Collection Evaluation and Maintenance). Materials that have not circulated for a period of two years will be considered for removal from the collection.

- Materials must be donated to the Library and submitted to the Director.
- Materials should be written or spoken in English so that they can be enjoyed by the entire community.
- International materials (not written/spoken in English) will be considered for the collection if proper cataloging criteria can be established (i.e. MARC record validation).
- All genres of materials will be considered.
- Both youth and adult materials will be considered.

Approved: June 20, 2012; Amended June 22, 2017

Signed:

A handwritten signature in black ink that reads "Craig Messerknecht". The signature is written in a cursive style.

Craig Messerknecht  
President  
Novi Public Library Board of Trustees