

Mid-Mississippi Regional Library System



Collection Development Policy and Procedures

This statement is offered as a materials selection guideline for branch librarians as well as headquarters professional staff. It is also to inform the public of the principles of selection and maintenance of the Mid-Mississippi Regional Library System's collection. The materials selection policy supports the purposes of the library system in collecting, organizing, and disseminating materials.

Objectives in Materials Selection and Collection Development

The overall objective of this policy is collection development - the building of well-balanced collections in all member libraries. Systematic purchasing of a variety of library materials suited toward community and area needs will help accomplish this goal. Acquisitions are made in a variety of formats to satisfy diversified patron interests and needs. Materials should not only be selected for regular library users but should also anticipate needs of non-users.

General Criteria for the Selection of Materials

Within standards of usefulness and quality, library materials should be selected to meet the needs of actual and potential community interests. Every item added to our collections should be evaluated according to these criteria:

- 1) authority of author
- 2) price, format, and ease of use
- 3) clarity of writing style or presentation
- 4) relationship of work to existing collection
- 5) scarcity of information in subject area
- 6) currency of information
- 7) popular demand
- 8) circulation as monitored through the automated system

Responsibility for Materials Selection

Immediate responsibility rests with the Acquisitions Coordinator and branch librarians. As with all other library activities, ultimate responsibility rests with the Regional Director. Headquarters professional staff review new publications and suggest titles to supplement branch selections. Requests from patrons will also be considered. The Acquisitions Coordinator coordinates regional acquisitions and purchases materials to strengthen weak areas in collections.

Headquarters Selection Policy - Regional Reference and Professional Collections

Selection for the Headquarters Library should provide a more comprehensive collection, especially in reference, than member libraries. The Headquarters Collection is not only responsible to its immediate area but is also a supplementary resource center for the system. The Regional Reference portion of the materials budget is allocated to support this function, and is used to purchase materials housed at Headquarters with online reference databases available to all MMRLS branches and customers via the MMRLS home page and beneficial to

the entire system. Examples of these materials are reference books to fill subject requests from branches and professional library publications routinely used in ordering, cataloguing, and processing materials for member libraries. For subject and author title requests of materials not owned in the region, the Headquarters Library relies upon the Interlibrary Loan and Reference Services of the Mississippi Library Commission's Information Services, Mississippi Library Partnership, Mississippi Virtual Union Catalog and OCLC. These requests are then evaluated for possible areas to be purchased to fill gaps in the collections.

A professional collection of Regional Library Science materials will be purchased and housed in the Headquarters facility. These materials may be suggested for purchase by the Director, Regional Department Heads, and Branch Librarians. These Library Science materials should be purchased based upon: (1) the practicality and the frequency of use, and (2) the general criteria for selection of materials set forth in this collection development policy. Before items for the professional collection are purchased, the item will be evaluated to determine (a.) if it is available through the Mississippi Library Commission's Library Development Collection or other lending sources, (b.) if the item is of lasting value and would be a continually used resource. Professional items that would be used once or very seldom will be requested on library loan when possible. Purchases for the Professional Library Science collection will be those set forth in the above criteria.

Gifts

The same selection criteria for purchased material will apply to the addition of gifts. The system accepts gifts but reserves the right to make the final decision to retain or dispose of the gift item. Gift materials accepted at a branch library will be processed at Headquarters and returned (assuming the item is in good circulating condition) to that branch unless the title is already owned by that library. In this case, the title will be assigned to another branch unless a specific request for an additional copy is received from the recipient library. Any gift item in poor condition will be discarded by Headquarters. The Cataloging Coordinator determines the suitability of items for circulation.

It is impossible for us to determine "current market value" of used books as required by the Internal Revenue Service. The following is a statement concerning such evaluations:

"If in our opinion, the books have value, we shall give to the donor a statement of the number of books donated. The donor and his tax consultant must be responsible for any value placement."

Intellectual Freedom Policy and Procedure for Complaints

The Mid-Mississippi Regional Library System does not practice censorship and supports The American Library Association's Library Bill of Rights. In the event objections should arise to materials, the patron making the complaint should complete the "Citizen's Request for a Balanced Presentation of Library Materials". The complaint will be reviewed by the appropriate Library Board of Trustees and the Regional Director. (See "Citizen's Request for a Balanced Presentation of Library Materials.")

Library Bill of Rights

"The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information, and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups with resisting abridgment of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public.

FORM:

CITIZEN'S REQUEST FOR A BALANCED PRESENTATION OF LIBRARY MATERIALS

We agree with **your rights** not to read, or to limit your children's access to certain materials. We also agree that **others** have the **same rights** to read what appeals to their interests. Thereby, we are **protecting** the **rights of all** to free access to library materials.

Type of Material:

() Book () DVD () CD () Other
() Periodical () Audio Book () Art Print
() Pamphlet () Cassette () Video

Author: _____ Title: _____

Publisher (if known): _____ Edition: _____

Request initiated by: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Library Owning Material: _____

Citizen represents:

_____ Himself
_____ Organization (give name of organization) _____
_____ Identify Other Group _____

We encourage your suggestions for including all points of view in our materials collection.

1. Did you read the entire material? _____ What parts? _____

2. What do you believe is the central theme of this material? _____

3. What in this material needs to be balanced by other information? (Please be specific; cite pages). _____

4. What do you feel might be the result of reading this material? _____

5. What are the positive elements of this material? _____

6. For what age group would you recommend this material? _____

7. Are you aware of literary reviews of this material?

8. Do you have materials that represent both sides of the issue?

9. What material could we add that would counterbalance the point of view of this material? _____

Signature of Citizen: _____

Date: _____

Maintenance of Library Collections Weeding and Discarding

Weeding is an important element of collection development vital to the maintenance of active library collections of current interest to users. An active schedule of weeding should be followed to ensure well-balanced collections in their most attractive and useful conditions. Periodic weeding accomplishes several goals among which are more relevant, accurate collections, additional shelf space due to the elimination of "shelf sitters," and awareness of weak points and gaps in collections.

Specific considerations in weeding are the following:

- 1.) physical condition of the material
- 2.) material which has not circulated in a considerable length of time and not listed in a standard reviewing source such as Public Library Catalog, Children's Catalog, "Library Journal," "Booklist" and "VOYA."
- 3.) material containing inaccurate, outdated information
- 4.) material which has been revised and superseded by later editions
- 5.) multiple copies of title no longer in demand
- 6.) material on subject matter no longer of current interest
- 7.) material having little likelihood of future use
- 8.) availability via Inter-Library Loan

An exception to each of these factors is Mississippiana and local history. Effort should be made to retain this material.

More specific instructions are provided in ALA's pamphlet "Weeding the Small Library Collection," and "Crew: A Weeding Manual for Modern Librarians," published by the Texas State Library and Archives Commission. Additional assistance will be provided by Headquarters professional staff.

Replacement

Materials withdrawn from collections because of loss, damage, or wear are not automatically replaced. Classics and Mississippiana should be replaced whenever possible. The same considerations given for selection of materials apply to the replacement of withdrawn titles. In addition, these factors should be considered:

1. availability of duplicate copies in the regional system
2. availability of more current, better material in the subject field
3. existence of adequate subject coverage in collection

4. demand for a particular title or subject
5. availability via Inter-Library Loan

Payment for Lost, Damaged, or Destroyed Materials

Branch librarians are required to collect payment from patrons for lost or damaged books owned by the Mid-Mississippi Regional Library System. Any library material added to the automation system after the year 2000 should supply you with the accurate replacement cost of the material. Some electronic library item records created prior to the year 2000 may not have had an amount assigned to them in the automation system; therefore, the customer is to be billed the default amount of \$20.00 regardless of the item type.

Any Item (except kit's)	\$20.00
Kit's	Refer to Kit Policy and Agreement form

Charges for magazines will be the cover price.

NOTE: Librarians should check with Headquarters if there is a question about availability to purchase a lost or damaged item.

DO NOT CHARGE for library materials destroyed or damaged by fire, automobile accident, storm, or any other "act of providence" in which the patron cannot be held responsible. Exception is made when the material is long overdue (8 weeks or longer) at the time of damage. In this case, replacement costs will be charged.

Duplication

Duplication of materials is kept to a minimum since resource sharing is basic to the concept of regional library systems. However, some duplication can be expected especially with best sellers and other items in heavy demand due to current popularity.

Basic reference materials needed in several branches, Mississippiana and local history and standard works of non-fiction can also be expected to be duplicated to some degree. Since the need for multiple copies is determined in part by popularity, the number of reserves for a title is used as a guideline. A general rule to follow is the purchase of one copy per five requests.

Children's materials may be duplicated more freely since these materials are less likely to be requested through interlibrary loan. Also, standard selection sources and basic lists such as Children's Catalog recommend identical titles for all basic collections of children's materials. Children grow through the collection and move on to materials of interest to older readers.

Policies According to Clientele

A. Adult (18 - above)

Selection for adults (ages 18 and above) should satisfy need of the general reader. Along with fiction and popular works for recreational reading, basic subject areas of non-fiction and reference materials are provided to support the informational and educational purposes of the system. Magazines of general interest, newspapers, and pamphlets are also acquired to meet diversified adult interests.

B. Young Adult (13-17)

This group is one of the most challenging in regard to selection of library materials. In many cases, these individuals are reluctant library users requiring special programming and careful attention to selection of materials. Young adult collections should appeal roughly to ages 13-17 and should bridge the gap between juvenile and adult material. Adult and young adult materials overlap frequently. All young adult materials will be clearly labeled with "YA" label but inter-filed with the adult collection.

Young adult materials should be kept current and attractive and should include hardcover books, paperbacks and magazines. Large numbers of paperbacks should be acquired, since this format has a special appeal to teenagers. High interest materials should be purchased and should be approved by standard selection sources such as Booklist or Library Journal.

C. Children (Preschool - age 12)

Recommendations of standard sources such as Children's Catalog, Booklist, and Bulletin of the Center for Children's Books should be heavily relied upon for selection of children's material. A variety of materials is selected for children from preschool to age 12. Collections should offer quality materials designed to encourage future library use. For this most effective budgetary use, children's books should be purchased in reinforced or standard library bindings. Non-book materials purchased for children's collections should include magazines, DVD's, audiobooks and media packets. The same standards of quality, interest, and suitability applicable to the book collections apply to non-book materials.

D. Students

Material should be acquired to provide research for high school and college students. However, duplicate copies for class assignments are the responsibility of the high school and college and/or university library. The System libraries will function only as a supplementary source for students' reading and reference purposes.

E. Blind, Physically Handicapped, Shut-Ins

Materials are selected to serve shut-ins as well as visually and physically handicapped persons. Hard cover and paper back books, large print books, talking books, cassettes, and records are acquired for this segment of the community. Talking Books are provided by the Library of Congress, Division for the Blind and Physically Handicapped. The Mississippi Library Commission's Service for the Handicapped provides equipment and materials for use to qualified persons and institutions. Large print materials will be purchased on a branch by branch basis as determined by the Regional Director, Acquisitions Coordinator and the Branch Librarian.

Policies According to Format

General selection criteria should be applied to content of material regardless of format. The choice of format will be determined by the title's expected usefulness. If long use is expected, the hardback edition should be purchased; if a hardback is unavailable, the paperback copy may be purchased.

1) Books

(a) Paperbacks - Paperbacks are not only acceptable in the collections but are also very desirable in some cases. Paperbound books are purchased for any of the following reasons:

- 1.) if title is out of print in hardback edition
- 2.) if title is in heavy demand but likely to have only temporary interest
- 3.) if title has never appeared in another edition

Some areas in which paperbacks are especially useful are young adult collections, current issues, duplicates of popular titles and subjects, travel, almanacs, handbooks, and other reference materials likely to be superseded, test preparation manuals and other materials susceptible to theft or mutilation.

(b) Textbooks

The system assumes the responsibility of providing materials to broaden interests stemming from textbooks rather than providing the actual textbook or curriculum material. Therefore, textbooks are added to provide information on subjects where there is little or no material available in any other form. Texts used in colleges and local schools are not purchased but are acceptable as gifts if considered useful to the general reader. Readers adopted by local school systems are not purchased. Those acquired are to supplement school texts and help create enjoyment of reading for children with limited reading ability.

(c) Synopses and Study Outlines

Synopses, summaries, and study outlines may be purchased for reference, as adults other than students find this material useful. This material is especially helpful to adults learning to read or those of limited reading ability. Plot outlines of play, novels, etc. serve as play selection aids to theatrical groups, study aids for reviewing, and reviews of works previously read but forgotten.

2) Newspapers

Newspapers supplement the book collections by providing current information on local, national, and international affairs. For local information, the system acquires a complete selection of regional papers. Out-of-town newspapers are chosen on the basis of geographical location and demand.

3) Recorded Sound – Audiobooks, CD's

The system recognizes the importance of non-book materials in the form of recordings as a supplement to the book collection and toward its concept of total service. Basic circulating collections of musical and non-musical recordings are maintained by all member libraries.

Aside from the technical quality of recordings, collection needs will be based upon public requests and present holdings. Professional reviewing sources such as Library Journal and Booklist are relied upon heavily.

4) DVDS, Blu-Ray and VHS

The circulating video collections contain adult and juvenile titles with informational, educational, and entertainment based content in DVD, Blu-Ray and VHS format.

All branches will attempt to provide a comprehensive collection of classic, critically acclaimed theatrical movies and musicals. Foreign films may also be included in the collection, as well as television programs of enduring artistic value.

Videos for home use are restricted to individual or family viewing. Public performance videos are those for which the libraries have purchased the rights for group viewing, either in library programs or for organizations use for their members.

5) Pamphlets

Pamphlets are added to the collections to supplement information contained in the book collection and to provide additional coverage on heavily requested subjects.

Since many pamphlets are free or inexpensive, duplication of useful items is acceptable. However, care should be taken in selecting pamphlets since many

are used for propaganda and advertising. Material should contain a balance of views on controversial subjects; advertising and commercial messages containing misleading statements are avoided. Acceptable pamphlets should clearly identify issuing agency or publisher.

6) Periodicals

Periodicals are maintained by all branches to supplement the book collections, provide up-to-date information not yet available in book form, and supply recreational reading. Selection of periodicals is reviewed each year at time of renewal. The goal of selection is to provide a broad, general collection with titles appealing to each age group of the general population. Selection is based upon community interests, potential value for research, and accuracy and objectivity of presentation. Criteria for the length of time that back issues of periodicals will be held are:

- 1) the storage space available
- 2) user needs as determined by the Branch Librarian

A few titles are selected for use by Headquarters professional staff for professional reading and materials selection. These professional titles will be housed at Headquarters, information included in these publications will be available to loan to general public and to branch personnel.

7) Government Documents

The Headquarters Library is a full depository of state documents. Federal documents are purchased selectively with those important as reference materials or general reading being added. The Selected List of U.S. Government Publications, Consumer Information Catalog, and Booklist are the primary selection sources for federal documents.

8) Microfilm

Materials on microfilm (such as census records, periodicals, etc.) will be selected for those member libraries which have microfilm equipment by the Head of Collection Development, the Regional Director, and Branch Librarian.

9) Manuscripts and Rarebooks

The maintenance of manuscripts and rare books is largely left to other institutions. The manuscripts the system will provide are of local interest.

10) Electronic Resources

This category includes computer-based information resources available via the Internet. These resources include, but are not limited to, eBooks and online reference databases. In some instances this material may be available to registered library users at remote locations via the Library's Web page. This collection includes, but is not limited to, citation or full-text databases and instructional multimedia programs. The following criteria should be considered when selecting computer-based resources for the collection: compatibility with available equipment and/or existing operating systems; ease of use by library users, including enhanced searching capabilities; price of print format versus electronic; authority; accuracy; frequency of updating; anticipated demand by library users; impact upon staff for ongoing maintenance and updating of databases; training requirements for staff and the public; remote access capability; and licensing fees and usage restrictions.

Policies by Subject

1) Fiction

Evaluation of fiction should be based on style and clarity of author's presentation, literary reputation of author, and extent of public interest in a particular author or title. Since it is impossible to evaluate each novel individually, heavy reliance on professional reviewing tools should be made before purchasing. Classics and standard works of fiction should be acquired according to recommendations by Fiction Catalog.

2) Non-fiction

Selection should be based upon evaluation of the author's authority, style, and clarity of presentation, scope of work, date of material (especially in science, medicine, and rapidly changing disciplines), and potential for serving needs of general reader or researcher. Decision on purchasing should be based upon existing subject coverage and interests and needs of service area. Standard works and titles providing subject coverage should be acquired according to recommendations of Public Library Catalog.

3) Reference Materials

The most comprehensive collection of print reference materials is maintained at Headquarters along with the online reference databases available via the MMRLS homepage to supplement branch reference materials. Reference collections in branch libraries should generally consist of encyclopedias, atlases, almanacs, directories and handbooks. Selection should be based upon recommendations of various selected lists, but all purchases should satisfy anticipated general subject requests and provide subject coverage. Selection criteria should be the same as for non-fiction with arrangement, ease of use, and organization becoming especially important.

4) Medicine

The system recognizes its responsibility to provide material which deals generally with health, diseases, and personal hygiene. Highly technical textbook material is avoided. Material should be authoritative, up-to-date, and understandable to the lay person. Reviews should be read carefully, and Public Library Catalog recommendations in this field should especially be considered.

5) Law

The library purchases only those legal publications written for the lay person. Standard, popular works recommended for public libraries are acquired.

6) Religion

Recognizing this area as one of strong convictions, the library maintains an impartial stand in providing a general collection presenting a balance of views and treating all major religions. Standard versions of the Bible, recommended commentaries, atlases, and concordances are purchased. Instructional material for particular churches is too specialized for the general population and is not added.

7) Genealogy and Heraldry

General "how-to" books, census records, and standard reference works in the field are purchased. Histories of historically famous families are purchased, but other individual family histories are not purchased but accepted as gifts.

8) Semi-Pseudo-Scientific Materials

Special care should be taken in selecting material on astrology, numerology, palmistry, and other borderline areas. Consideration of the following will be helpful in selecting these materials:

- a.) reputation of author
- b.) reputation of publisher
- c.) source
- d.) content of purpose
- e.) literary style and jargon