

Materials Selection/Collection Development Policy

Policy Statement

The Brandon Township Public Library's ("Library") goal of selection is to provide collections that meet the informational, educational, and recreational needs of the patrons in the Library's service area.

This policy informs the community of the principles that guide collection development and establish the criteria for the selection of Library Materials.

Definitions

"Library Materials" refers to books, magazines, DVDs, CDs, programs, items in the Library of Things, or other descriptors 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, and juvenile materials. However, this Policy and the term "Library Materials" do not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the *Public Computer and WIFI Policy* for any issues related to computer or Internet use.

"Selection" refers to the decision to add, retain, or withdraw material in the collection. It does not refer to reader guidance or to how the Library Materials are displayed in the Library.

Principles of Collection Development

These Principles guide the development of the Library's collection as a whole.

- A. Provide open, free, non-judgmental access to collections and services regardless of age, gender, sexual orientation, race, ethnicity, disability, language proficiency, and social or economic status.
- B. Support intellectual freedom and promote the dissemination of a wide range of ideas and information representing a variety of viewpoints. The purchase of Library materials does not constitute an endorsement of their contents.
- C. Create an inviting environment with a broad selection of timely materials that encourages patrons to encounter the rich diversity of ideas upon which our democratic society depends.
- D. Assist institutions of formal education with services that will assist individual study; however, the Library does not purchase academic textbooks because, generally, students need textbooks for a lengthy

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period of time that would exceed the Library's loan and renewal periods.

- E. Maintain Michigan and local history collections.
- F. Ensure the scope of the collections encompasses materials with popular, contemporary appeal as well as those with permanent, historical value in a wide variety of formats.
- G. Make selections based solely on the merits of a work, without regard to the race, nationality, political or religious views, or sexual orientation or gender identity of the writer's/character's, or approval or disapproval of the public.
- H. Monitor advances in print and digital publishing, as well as future trends and the emergence of new formats, adjusting the emphasis within collections to reflect the changing times.
- I. Identify materials for potential purchase using print and digital professional resources, and research current trends on in-demand Library materials.

Principles of Material Selection

The following principles, individually or collectively, will prevail in the selection of all Library Materials.

- A. Contemporary significance or permanent value
- B. To the best of the Library's knowledge, non-fiction materials reflect the author's and publisher's authority, maintain a high level of accuracy, and are considered factual.
- C. Representing diverse populations and viewpoints
- D. Relation of work to existing collection
- E. Price, format, and ease of use
- F. Scarcity of information in the subject area
- G. Availability of shelf or storage space
- H. Availability of materials through reciprocal borrowing
- I. The Library will make a best effort to have materials available that are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use, and adherence to the criteria of this policy.
- J. Community relevance
- K. Audience for material

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Specific Considerations

A. Minors in the Library

1. The Library selects materials and organizes its collection to assist patrons in making choices about the materials that are appropriate for them.
 - a. The Library purchases rated feature films whenever possible.
 - b. The Library distinguishes its collections by age-appropriate levels.
2. Selection shall not be inhibited solely by the possibility that materials may inadvertently come into the possession of children.
3. Responsibility for the material choices of children rests with their parents or legal guardians. The Library respects each parent's right to supervise their children's choice of 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 is responsible for monitoring and guiding their children's use to ensure those restrictions are imposed.

B. Artificial Intelligence

1. Materials created in whole or in part using "Artificial Intelligence" (AI) may be included in the Library's collections, provided the materials selection criteria outlined in this policy are met. Such materials may include audio content featuring AI-generated voice narration, as well as print or other formats containing AI-generated video, images, and/or text.
2. Due to known limitations of AI, these materials will be subject to heightened review for quality, accuracy, and bias.
3. When feasible, the presence of AI-generated content will be identified within the Library catalog.

Methods of Acquisition

Though most Library Materials will be acquired through purchase from commercial vendors, additional sources may be utilized to supplement the collection.

- A. *Gifts*- The Library will accept gift donations of materials that meet the same criteria as purchased materials, including commemorative requests that are identified with a bookplate and integrated into the

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appropriate collection. Please see the *Donations and Gifts Policy* for additional information.

- B. *Patron Requests*- The Library provides the opportunity for patrons to request the purchase of materials not owned by the Library through the *Recommend a Title* form. Any materials purchased must still meet the criteria provided in this policy.
- C. *Reciprocal Borrowing*- The Library attempts to collect materials on a wide range of subjects, but may be unable to meet every need with on-site materials. The Library participates in reciprocal borrowing to obtain access to resources and materials it cannot provide on its own.
- D. *Duplication*- Duplication of material is essential in meeting the public demand for best-sellers and other heavily used materials; however, the Library cannot duplicate every item due to budget constraints and the necessity of meeting other collections' needs.
- E. *Standing Orders*- The Library may elect to use standing orders of newly published titles from authors with perennial appeal.

Maintenance of the Collection

The Library keeps its collections vital and useful by retaining and replacing essential materials, and by removing those materials that are worn, outdated, of little historical significance, or no longer in demand on a systematic and continuous basis.

Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from damage or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm.

Responsibility for Selection

The selection of all materials shall ultimately be the responsibility of the Library Director, who operates within the framework of policies established by the Library Board of Trustees. Under the Director's guidance, staff with professional education and training will select materials in accordance with state law, the principles and practices of collection development as taught in an American Library Association-accredited library science educational program, and this policy.

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