



## Collection Development Policy

**PURPOSE:** The Fruitport District Library (FDL) strives to connect people to the transforming power of knowledge. This policy is designed to support the library's mission and to articulate the scope, responsibilities and considerations used in the selection and maintenance of all materials for the FDL

This policy operates in conjunction with the documents of the America Library Association (ALA) and is approved by the FDL Board of Trustees:

The Library Bill of Rights; Freedom to Read Statement; Statement on Labels and Rating Systems; Diversity In Collection Development; Free Access to Libraries to Minors; Expurgation of Library Materials; Evaluating Library Collections; Challenged Materials; Restricted Access to Library Materials; Freedom to View; Access to Electronic Information, Networks and Services

**COMMUNITY SERVED:** Is vibrant, exciting and friendly. Fruitport is a small community located in, West Michigan, County of Muskegon, on the northern most side of Spring Lake and near the shores of Lake Michigan with a population, including the township and village of 13,598. The FDL has a rich heritage of more than 100 years of service to the community.

**SCOPE AND OBJECTIVES:** In response to the needs of our dynamic community, the FDL aims to provide access to a broad range of resources. The FDL has a responsibility to act inclusively, rather than exclusively, and our collection represents a diversity of viewpoints, including materials that reflect differing social, cultural, political and religious views. The collection contains resources in various formats related to languages and comprehension levels, including print, non-print and electronically accessible. Understanding that technologies are always evolving, the FDL will continue to assess and evaluate the usage and need of all formats. While the collection includes popular materials, it is the goal of the FDL to provide a balanced, deep and enduring collection of materials for the Fruitport community.

**COLLECTION AND RESOURCES:** The FDL's goal is to meet the informational needs of the community; to enrich, entertain and inspire; to provide material that is valuable in learning new skills, better an education and improve literacy; to increase social awareness and community involvement.

**ACCESS:** FDL does not restrict access to reading, viewing, or listening to its material based on age and provides equal access to all library resources for all library users. To ensure equitable access to different material, the library does restrict circulation of reference material and may establish different loan periods for select materials.

**LIBRARY MATERIALS:** Given the diversity of the community, FDL seeks to acquire the broadest range of material within budgetary constraints. Due to the varied nature of the collection, patrons may find that not all materials will be suitable for all audiences.



## Fruitport District Library

Parents or legal guardians have the right and responsibility to determine what is appropriate for their own children. The library encourages parents to be involved in their child's use of the library and to guide them in choosing suitable materials. Final responsibility for what a child checks out on their library card is left to the parent. The library does not stand in place of parents (in loco parentis). Due to limited space, security and preservation concerns, some items may be placed in designated storage areas of the library. All items in the storage areas are available for patron access but must be retrieved by and returned to library staff.

**LABELING:** FDL will be organized, cataloged and marked for the primary purpose of helping people find the materials they want. The library does not label, alter, or shield materials due to the nature of the content or imagery. The library does not add or remove evaluative labels from library materials, such as MPAA ratings on some motion pictures, or language ratings on some audio materials. For more information on labeling of library collections, see ALA Labeling Statement.

**RESPONSIBILITY:** Final responsibility and authority for the collection rests with the FDL Director, who operates within the framework of policies adopted by the FDL Board of Trustees. Direct responsibility for the selection, maintenance and weeding of materials is delegated to professional librarians. The transfer or disposition of sizable or special collections will require board approval upon recommendation (s) from the director.

**SELECTION OF MATERIALS:** Under the parameters of the annually established materials budget, the purchases of materials is under the direction of the FDL Director. Each type of material is considered in terms of its own value and in relation to its audience. An item will not necessarily be judged against all criteria and no one standard applies in all cases and at all times. Librarians use various tools to help guide their selection process, including review media, trade publications, publishers' catalogs and usage statistics. Additionally, material may be added based on patron requests and donations. The following criteria is to be used when adding new or gift items to the collection:

Relevance to the present and potential needs of the community; Accuracy, timeliness, currency and validity; Current or historical significance of author or subject; Suitability of the physical form for library use; Public demand and/or local interest; Comparison with other available titles in existing collection; Cost; Scarcity of materials on the subject; Comprehension and depth of treatment; Diversity of viewpoint; Literary style, importance or originality; Cultural significance and critical acclaim; Sustained interest

### COLLECTIONS WITH ADDITIONAL CONSIDERATION: FDL History and Special Collections

The FDL collects, preserves and makes accessible for research purposes numerous historical materials. The scope of the different collect areas vary, as outlined below.

Fruitport, Michigan History and Genealogy. This area is composed primarily of books and periodicals with a specific focus on Fruitport and Western Michigan History and Genealogy, including materials that document migration to the Fruitport and Western Michigan region. General materials on Michigan, Great Lakes and Upper Midwest History and Genealogy are also collected, but to a lesser degree.





**Archival Collections.** The archival collections are composed of original materials of a documentary nature centered on the Greater Fruitport area. This may include the following, but is not restricted to; individual and organizational records, diaries, church records, maps, visual images of various formats, oral histories, scrapbooks and Fruitport and surrounding area newspapers.

**Realia.** The library generally does not collect materials that are considered realia, or three dimensional objects. Realia or objects are passed on to other institutions with the expertise to collect and house such materials. The archives also does not collect the official records of the Village and Township of Fruitport. Such records may be kept with the Village and Township Archives and Records Center.

**Rare Books.** This collection is composed of a variety of different titles identified as materials of considerable value. The value is determined either by the monetary value or the content of each individual title. The particular strengths of this collection include Americana, America History, Angle Fishing and Fine Arts.

**Material for Children, Teen and their Caregivers.** The library collects material for children and teens from birth through high school. The collection, especially at the FDL is heavily used by area schools, and material are purchased to meet the needs of students and teachers, in keeping with the role of a public library. Items are purchased in a variety of formats, with an eye toward currency, age level suitability and a general balance of the subject collection. The library collects juvenile materials in a variety of international languages. Juvenile and teen collections are primarily recreational reading and entertainment, with limited curriculum support materials due to space constraints.

**Government Documents.** The library is a selective depository for United States government (federal) publications and also makes state and local documents available to citizens. The library has been a depository since 1876 and offers many valuable historical documents. Government documents are available in paper, CD-ROM, microform and electronically.

**Textbooks.** The library does not generally collect textbooks. A textbook may be added to the collection if it is the best information on a particular subject. Textbooks will not be purchased based on the need of a particular educational course.

**Periodicals.** The library subscribes to a myriad of current periodicals and newspapers available in paper form. The library may also retain many older titles which are no longer received or which have ceased publication.

**COLLECTION MAINTENANCE AND WEEDING:** The circulating collection of the library is not intended to be archival. In order to ensure that the collection remains relevant, in good physical condition, and continues to meet the needs of our diverse community, items will be evaluated on an ongoing basis for potential withdrawal. Due to space constraints, some items may be moved to storage areas of the library, relocated to another branch locations, or given to the Friends of the Library. Under certain circumstance, some items or collections may be relocated to other institutions.

Materials are subject to removal if: Items are worn, stained or damaged beyond repair; Items are out of date, contain inaccurate data, or are not historically significant; Newer, more current, or more comprehensive resources are available; A more desirable format of the content is available; The



usage of the item is low; Duplicates of the item exist within the collection; The collection is limited in space; Items removed from the collection are given to the Friends' of the Library and may be sold in support of the library.

**PATRONS SUGGESTIONS:** Suggestions are welcome and often provide valuable information about community interests and unmet collection needs of patrons. All suggestions are assessed with the same selection criteria as other items added to the collection. The FDL may provide a Suggest a Title Form.

**DONATIONS AND GIFTS:** The library welcomes donations of materials or money to be used toward the purchase of materials. Donated items are accepted with the understanding that the same selection criteria used in the purchase of new items, will also be applied to donated items. Donated items are not automatically added to the library's collection. Items not added to the collection may be given to the Friends' of the Library and may be sold in support of the library. The library cannot appraise gift materials for tax purposes. Monetary donations in the form of memorials or honoraria are also accepted, and when so designated are managed through the FDL Board of Trustees. The FDL may provide a Donation Gift Form. Inquire to see if the FDL has donation guidelines regarding donating specific items to the library.

**RECONSIDERATION OF MATERIALS:** FDL believes that each patron has the right to read, listen, or view any item of their choosing. The collection includes resources that range widely in subject and treatment, including complex and controversial issues that may be unpopular or unorthodox in opinion. Evaluation of items included in the collection pertain to the entire work, not just individual parts of the work. Language, situation, or subjects, which may be offensive to some community members, do not disqualify materials, which, in their entirety, are judged to be of value.

If a FDL patron is concerned by or questions the inclusion of a particular item in the library's collection, he or she may fill out a Statement of Concern Form provided by the library. All completed forms will be directed to the FDL Director, initiating a review process. The patron will receive a written response regarding the concern.

The FDL Board of Trustees authorizes the director to develop and implement guidelines consistent with this policy. The FDL Director has been given the authority to address any and all issues not included in the Collection Development Policy and will report those issues to the FDL Board of Trustees.

**RELATED DOCUMENTS:** Forms A) Suggest a Title

B) Donation/Gift

C) Statement of Concern

ALA Documents supported by the FDL Board of Trustees: The Library Bill of Rights; Freedom to Read Statement; Statement on Labels and Rating systems; Diversity in Collection Development; Free Access to Libraries to minors; Expurgation of Library Material; Evaluating Library Collections; Challenged Materials; Restricted Access to Library Materials; Freedom to View; Access to Electronic Information, Networks and Services.





## CERTIFICATION OF COLLECTION DEVELOPMENT POLICY ADOPTION

We, the undersigned duly qualified Secretary and President of Fruitport District Library Board, Muskegon County, Michigan do hereby certify that the foregoing is a true and complete policy duly adopted by the Library Board of Trustees of the Fruitport District Library, County of Muskegon, Michigan at a regular meeting held on March 1, 2017 at 7:00PM prevailing Eastern Time and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

We further certify that the following Members were present at said meeting: President Rose Dillon, Secretary Mary Weimer, Treasurer Lorri Essenberg, Trustee Laura Oldt, Trustee Joshua Datte, and Trustee Chuck Koon.

Motion by Chuck Koon, supported by Lorri Essenberg passed unanimously by roll call vote to adopt the Collection Development Policy.

And that the following Members were absent: Donna Pope

Policy Adoption Declared: March 1, 2017

  
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Mary Weimer, Secretary

  
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Rose Dillon, President