



Munford-Tipton County Memorial Library
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Collection Development Policy

Mission: The Munford-Tipton County Memorial Library is dedicated to strengthening our community by providing free and equal access to information knowledge to people of all ages, interests and abilities with fairness and equality. The Library takes a personal interest in ensuring that a full range of materials and services are provided in an inviting, convenient and responsive manner.

Purpose: The Collection Development Policy is designed to support the Library's mission statement and serves as a guide for the selection, acquisition, maintenance and retention of materials by establishing roles, responsibilities and a process for addressing Library user concerns.

General Selection Criteria

Responsibility Statement: The ultimate responsibility for selecting Library materials rests with the Library Director, who operates within the framework of policies established by the Munford-Tipton County Memorial Library Board of Trustees. The Director reviews all purchases and has the authority to reject or select an item contrary to the recommendations of the staff. In accordance with Tennessee's Library Service Agreement a list of materials purchased will be presented by the Library Director to the Library Board monthly.

General Selection Criteria:

The general criteria listed below apply to the selection of all materials for the Munford-Tipton County Memorial Library. Materials are evaluated as complete works and not on the basis of a particular passage. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, frankness of expression, or because it is controversial. The collection is dynamic. Its materials change; its users and uses change. Growth, reclassification, relocation, removal and replacement are parts of a collection's life. Not all titles selected will meet all of the criteria listed, but will meet at least one of the following:

- Public demand and interest
- Timeliness and/or significance of the subject
- Reviews in professionally recognized sources
- Local or community relevance
- Authority and competence of the author and/or reputation and standing of the publisher
- Contribution to diversity, depth or breadth of collection
- Effectiveness and suitability of format, durability and ease of use
- Replacement of lost or worn copies or updating outdated information
- Availability of information in other format
- Cost/impact on materials budget

- Support of library's mission

Patrons purchase suggestions and requests are an important consideration, Titles are added to the collection as long as they meet the stated selection criteria. No funds received are used to purchase, nor will the library otherwise acquire, material that constitutes "child pornography" is "pornographic for minors" or is "obscene". Books or materials that contain sexual themes or content are reviewed by the Library Director independently for age-appropriateness and cataloged accordingly-even if this overrides the age-appropriateness recommended by the publisher.

General Selection Tools:

The Munford-Tipton County Memorial Library uses the following resources when selecting materials for the collection:

- Professional journals
- Trade journals
- Publishers' catalogs and promotional materials
- Reviews from professional sources
- Popular and news magazines
- Top in-demand and bestsellers lists
- Continuation of series and popular author books
- Newly published informational materials

General Deselection (weeding) Criteria:

The systematic removal of materials from the collection (weeding) is an important component of total collection development. Ongoing evaluation of materials is necessary in order to maintain a current, accurate and inviting collection. Weeding improves the accessibility of the remaining materials, enhances the appearance of the collection, and helps improve the overall circulation of materials. Discarded materials become surplus property and may be sold by the library for fund raising purposes of discarded at the library's discretion. The decision to weed an item takes into account the same criteria used when the item was first selected for inclusion in the collection. Additionally, the following criteria should apply when evaluating the collection:

- Usage/Age- Including the frequency of circulation and in house use, and outdated or inaccurate information. Materials older than three years in the fields of travel, science, health, medicine, finance, law and inter related topics should be carefully examined.
- Value/Quality-Subject matter no longer of interest or historical literary significance, historical unimportance, community disinterest, availability of other materials in that field, multiple copies of title no longer in demand.
- Deterioration- Worn, damaged and aged materials.

Audiovisual materials: The library considers the same criteria during the deselection process for audiovisual materials. Worn and damaged materials will be removed from the collection. Additionally, outdated formats will be removed from the collection in a timely manner.

Collections:

Although the library facilities are divided into sections such as Young Adult, Fiction, Juvenile, etc. for the convenience of the public, patrons of any age may use all parts of the library (if so indicated on their library card application for minors). The classification scheme, reviews by professionals and the librarians' expertise contribute to the proper placement of material. Library materials will not be marked or identified to show approval or disapproval of their contents and no Library material will be sequestered except to protect it from damage or theft. Responsibility for children's reading rests with their parents or guardians. The Library and its staff does not act in loco parentis.

Adult Fiction Materials: The primary purpose of this collection is to satisfy the heavy demand for recreational reading from the general public. The fiction collection is comprised mainly of British and American works.

Adult Non-Fiction Materials: The library collects non-fiction in all subject areas. The collection will be examined and new materials will be ordered based on the general selection criteria. The subject areas to be reviewed are:

- Generalities: encyclopedias, writing manuals, computer resources
- Philosophy and psychology
- Religion
- Social Sciences, Sociology and anthropology: politics, law, education and customs.
- Language
- Sciences and Mathematics
- Applied Sciences: health and medicine, cookbooks, gardening, how-to and DIY.
- Arts and Recreation: Arts, crafts, music, movies and sports
- Literature, Rhetoric and Criticism: classic literature from all cultures
- History, Geography and Travel.

Young Adult Materials: The young adult collection consists of materials considered to be of a particular interest to adolescents ages 12+. It is not intended to be a comprehensive collection serving all the needs and interests of young adults, nor is it the library's intention that teens should be confined to the use of this material. Materials are selected for this collection to broaden the horizons of teens and help them to cope with the problems of adolescence. To fulfill these needs, the collection will include materials on controversial and or sensitive topics. Because of the wide range of maturity and reading levels among individual teens, the suitability of any particular item must be determined on an individual basis by the parent or guardian of the teen. This collection is available to adults as well.

Children's Materials: To encourage lifelong reading habits, the children's collection primarily serves children birth through grade nine, as well as their parents, teachers, caregivers and other professionals. The materials are selected with regard to literary excellence, accuracy, timeliness of factual material, high quality art and illustration and the stages of emotional and intellectual development of children. The children's collection is reviewed and maintained on a rotating basis in all subject areas. The children's collection often reflects reality and inclusion, and as such, it many include material which is controversial or offensive to some. The library staff does not serve in loco parentis. It is the responsibility of the parent/guardian, not the library staff, to monitor library use by minors.

Media Collection: The library's goal is to provide a collection of instructional, educational and recreational based audio and visual materials that will enhance the existing non-fiction and fiction collections. The media collections will follow the same selection and deselection criteria as the rest of the library's collections. The content of the media collection may contain materials deemed objectionable by some. Individuals are advised to use the collection at their own discretion. Periodically new forms of media are introduced and are studied carefully to assess their suitability for public library use. Sufficient time is given to properly determine whether they will receive lasting and wide spread acceptance before they are added to the library. The video collection consists mainly of children's and popular entertainment titles. The collection includes feature length movies intended for home use. When purchasing visual materials, the library considers the following MPAA guidelines: G, PG, PG-13, M & R. Select materials are purchased without MPAA ratings such as television programs, foreign films, non-fiction and classic films. The audiobook collection comprised of a diversified collection of both fiction and non-fiction materials. The fiction collection includes contemporary and classic works, with an emphasis on best-selling authors. The non-fiction covers a range of subject areas including best

sellers, instructional and self-improvement recordings on topics such as business skills or motivation.

Large Print: There are large print materials incorporated in the fiction and non-fiction areas of the library. These books are indicated as large print, with a large red “LARGE PRINT” sticker on the spine.

Community participation is encouraged in the selection process for library materials. Mechanisms are provided for this purpose including analysis of pending holds, requests and purchase suggestions submitted by patrons. Patron suggestions for purchase will be evaluated in accordance with the collection development policy.

Reconsideration of Library Materials:

In order to represent the diversity of thought within the community, it is very important that the Library’s collection contain materials representing differing points of view on public issues of controversial nature. The Library Board and staff believe that the right to read is an important part of the intellectual freedom that is basic to democracy, and hereby adopt the Library Bill of Rights and the Freedom to Read Statement. The Munford-Tipton County Memorial Library does not endorse particular beliefs or views, nor does the selection of an item express or imply an endorsement of the viewpoint expressed by the author.

There may be occasions when a member of the community may be concerned about a particular item in the library’s collection. If a Library patron wishes the Library to reconsider material that is in the collection, a Request for Reconsideration of Materials form is available at the circulation desk. This form must be completed in its entirety and returned to a Library staff member who will forward it to the Library Director. Once the form is received, the Library Director will present it to the Library board. The board will form a review committee consisting of the Regional Library Director, one Library Board member, and one other designee. The review committee will read, view, or listen to the material in its entirety; check general acceptance of the materials by reading reviews, check to see if the materials are held at other libraries throughout the state and judge the materials for its strength and value as a whole and not in part. Finally the committee will make a recommendation to the Library Board to remove, retain or replace the materials. The Library Board will make the final decision. Once the process is complete, a written response, signed by the Library Board Chair and the Library Director, will be mailed to the requestor stating the outcome of the review. If still unsatisfied, the requestor may present concerns to the Library Board at one of their regularly scheduled meetings. See “Public Comment Policy” for information on how to get on the agenda at a Library Board meeting. The final authority regarding removal or retention of Library materials ultimately resides with the Library Board of Trustees. Once a decision is made regarding a reconsidered material, that material will not be reconsidered by the Library Board for three (3) years.

Donated Materials:

The Library accepts donations of materials in good condition which are either put in to circulation or sold to make money for the Library. This discretion is up to the Library Director and all materials added to the Library collection will be reported to the Library Board. For an item to be added it must meet the same selection criteria as purchased materials. The Library cannot accept textbooks, encyclopedias, VHS tapes or audio cassettes. The Library Director can provide the donor with a letter of acknowledgement for the donation only if one is requested at the time of donation. By law, the library cannot determine the value of a donation for tax purposes.

Review: This policy will be reviewed by the Library Board annually.

Date of last review: September 2023