

**MEXICO-AUDRAIN COUNTY LIBRARY DISTRICT  
COLLECTION DEVELOPMENT POLICY**

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I. PURPOSE OF POLICY

To further the stated purpose of the Mexico-Audrain County Library District.

To guide librarians in the selection of materials.

To inform the public about the principles upon which selections are made.

II. DEFINITION OF MATERIALS "SELECTION"

"Selection refers to the decision that must be made either to add material to the collection or to retain material already in the collection.

III. RESPONSIBILITY FOR SELECTION

The responsibility for selection lies with the professional and supervisory staff. The general public and staff members may recommend items for consideration. Ultimate responsibility for selection rests with the Director, who operates within the framework of policies determined by the Library Board of Trustees.

IV. GOAL OF MATERIALS SELECTION

To maintain a well-balanced and broad collection of current and retrospective materials in various formats and levels of comprehension which will support the working, cultural, educational, and leisure time needs of citizens in our service

area regardless of their age, social and physical condition, or level of intellectual achievement.

V. GENERAL PRINCIPLES OF SELECTION

A. The Library subscribes to the general principles embodied in the Freedom to Read and Library Bill of Rights statements prepared by the American Library Association.

B. Because the library recognizes its responsibility to provide access to all aspects of the human record, the widest possible variety of subjects and views are included in the collection. Selection is based on the merit of a work in relation to the needs and interests of the community. Critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand and current holdings must be considered.

The library encourages suggestions and comments about the collection. They are important in helping to decide what to acquire. Because the library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

C. It is a basic goal of the library to provide primary support to those individuals seeking self-improvement and education outside formal classroom instruction; however, the library provides only supplementary and enrichment materials for the educational programs of the local schools. MACLD does

not supply textbook and specialized materials for public school, community college and university curricula.

- D. Books and other materials for the Children's Department are selected from those which are considered to be of value and interest to children from pre-reader through junior high. These materials are not necessarily shelved by age groupings. The library attempts to make all its resources available to users of all ages with emphasis on need, interest and ability rather than chronological age.
- E. The proximity of the University of Missouri Library with its numerous research and specialized collection has an important influence on materials selected. Duplication of their reference and research materials is avoided unless convenience and frequency of use make it mandatory.
- F. In order to provide access to materials beyond the financial limitations and storage capacity of the MACLD, the library participates in a variety of interlibrary cooperative arrangements, including membership in regional, state and nationwide interlibrary loan networks for both print and non-print materials.

## VI. SELECTION OF SPECIFIC MATERIALS

### A. General Materials

#### NON-FICTION

Non-fiction selected for the permanent collection is chosen carefully for its usefulness, accuracy of information, level of complexity for the intended audience, cost, and contribution to a well-balanced collection in all subject areas.

Materials for which there is heavy but temporary demand are selected with less emphasis on these requirements are kept as part of the collection until demonstrated interest has diminished.

#### FICTION

The library attempts to provide a permanent collection of standard fiction by recognized authors. In addition, a wide-ranging selection of contemporary fiction is purchased, including mystery, western, historical, science fiction, avant garde and light romance titles. The interest and requests of library users are generally followed. Multiple copies of frequently used titles are provided, with preference for additional copies in paperback when possible.

## PAPERBACKS

A paperback book collection is maintained. While key titles are purchased to meet current interest and add variety, many gift paperbacks are also added to the collection.

To meet demands for specific titles already in the cataloged collection, additional copies of paperback reprints are purchased and cataloged.

## MAGAZINES, NEWSPAPERS and MICROFORMS

A collection of magazines providing information and recreational reading is maintained. First consideration in selection and retention of magazines is the subject accessibility of their contents through online indexes available in the library. Craft, hobby, consumer and other specialized magazines that are not indexed are also acquired and backfiles retained if they are not readily available from other sources. Because of space limitations, and the availability of photocopies from state and regional periodical banks, few titles are bound. Backfiles are limited.

Newspapers are selected to provide local, state, regional and national coverage. Issues are usually retained for one month, except for the Mexico Ledger, which is available on microfilm.

## LOCAL HISTORY

Materials in whatever format available which contribute information about Mexico and Audrain County history are purchased whenever possible, with less regard for quality of presentation than for those materials in the general collection.

The MACLD does not purchase specialized genealogical materials and old U.S. Census materials on microfilm because of their availability locally and through interlibrary loan.

## DVD's

The library maintains a circulating collection of DVD's. In selecting them, emphasis is placed on educational and informational materials. Movie classics are also acquired.

## INFORMATION COLLECTION

A major function of the library is to provide the public with accurate, up-to-date, readily accessible information on a wide variety of topics. Encyclopedias, dictionaries, directories, indexes, and bibliographic tools are purchased on a regular basis and current reference tools in subject areas are purchased by library professionals. Backfiles of selected superseded works with reference value are maintained. Special emphasis is placed on acquiring municipal, county and some state publications, consumer information, and state and local history materials.

## LARGE PRINT

Books in large print format are purchased for those readers with visual handicaps. Recent best sellers and titles of proven popularity are added regularly.

## BOOKS ON CD

Discs are selected from professional review sources and include fiction and non-fiction titles, and foreign language discs.

## B. Children's Materials

The Children's Department provides books and other materials for the very small child and the growing child through middle school. Materials are selected to engage the pre-reader and the beginning reader, to fill recreational needs, personal hobbies and interests, and to supplement school projects and assignments through the elementary years.

High quality of writing and illustration is a primary consideration. General demand is also a factor. Since children as well as adults have various levels of ability, knowledge and interest, bridging types of books and other materials are made available.

Materials in areas of social and personal awareness are chosen age-appropriately and do not contain sexually explicit material. Materials of cultural and sociological concern, are chosen at all levels in both fiction and non-fiction, reflecting current as well as traditional values.

Classics, popular standard titles and authors are purchased in quantity to ensure availability, as are the newer “hit” titles as long as demand for them persists.

Children’s books are usually available in a variety of bindings: pre-bound, publisher’s library edition, trade edition, paper, and hard-bound paperback. All can be of use. Quality of binding, cost of book, and projected use generally decide which is chosen.

### C. Electronic Resources

The library selects electronic resources to complement and supplement traditional print materials. Rapid changes in both the extent and format of electronic resources require their continuous evaluation.

The library uses the same criteria for the selection of electronic resources as it uses for print media. Criteria include the scope of the resource, accuracy, currency, intellectual level, and its relationship to the library’s total collection. Some electronic formats, such as Hoopla and databases, are purchased as a total collection and, therefore, items are not selected individually.

A selected resource must present information in a comprehensible and easily used format that requires minimal training and explanation. Criteria for ease of retrieval include multiple searchable fields, Boolean capability, online help screens, online thesauri, clear screen displays, intuitive user interfaces, and the variety of options to display, print and download.

The relationship of an electronic resource to any print counterpart will also be considered. Electronic resources will not necessarily replace print sources unless they either 1) render a print source obsolete, and/or 2) cost or user demands permit the use of an electronic resource only.

Preference will be given to resources that are compatible with the hardware and software already owned by the library. Licensing requirements and networking capability will also be considered. Ideally, access will not be limited to a particular workstation nor to the physical confines of the library building.

The above criteria for electronic resources are vital in meeting the information needs of library users.

#### VII. COLLECTION MAINTENANCE

Continued analysis of the use of the collection, the needs and interests of the community request and reserve lists, as well as the availability of similar materials, cost and physical condition of specific volumes and the cost and availability of specific titles, will be considered in determining the number of copies of each title the library should have and when a volume should be replaced, repaired, or withdrawn.

#### VIII. GIFTS

The library welcomes monetary gifts to purchase library materials, or gifts of books and other library materials that meet the criteria of our collection-including this Selection Policy. Gifts that do not meet our selection criteria should be respectfully declined – see the addendum for a possible script.

The library reserves the right to use and dispose of gift materials as seems appropriate for current needs. They may be added to the collection if needed, exchanged with or given to other libraries and non-profit institutions, sold at Friends of the Library book sales with proceeds used to buy new library materials, or discarded if not useable for any of the preceding purposes.

Books or other library materials accepted for the collection which are given as special gifts or as memorials shall carry a special gift plate identifying the donor and/or the person in whose memory the gift is made, if the donor requests. **The library is, however, under no obligation to replace these gifts if they are lost, damaged or worn, or to keep them after they have become obsolete or of no further value to the library.**

#### IX. REQUESTS FOR RECONSIDERATION

Because the library follows accepted principles of intellectual freedom and recognizes its responsibility to provide access to all aspects of human record, a patron may object to specific books or other library materials. Specific titles will not be removed from the collection solely because individuals or groups may find them objectionable. The patron will be requested to complete the appropriate form for reconsideration of material, available at the circulation desk.

Addendum - September 2022

Script for politely refusing a gift:

“We appreciate you thinking of the library, however, when an item doesn’t meet the criteria for our collection, we cannot accept it. Thus we must respectfully decline your donation.”

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