

COLLECTION DEVELOPMENT POLICY

SELECTION

The objective of collection development for the Marshall Public Library is to select, organize and make accessible Library materials to meet the expressed and anticipated needs and interests of the diverse public in the Library District. As a public service agency, the Library must strive to provide the residents of the City of Marshall and Saline County with a comprehensive collection of materials in a variety of formats that record human knowledge, ideas and culture; to organize these materials for ready access; to offer guidance and encouragement in their use; and to serve the community with reliable and easily available sources of information and reference.

Materials should be selected and services planned to satisfy residents both as individuals and as members of groups, with concern for all ages, backgrounds, interests, abilities, and levels of education. Materials and services should be held in sufficient quantity to make the Library a dependable resource for most of the people most of the time.

The Library has an obligation not only to serve its current users but also to search for materials and methods that will meet the needs of community members who have not traditionally been Library users. Cooperation with governmental, academic, and special resource centers in the area continues to be increasingly important in meeting needs of Library patrons.

PRIORITIES OF SELECTION

- Materials to meet informational needs, both expressed and anticipated, of patrons of all ages.
- Materials to meet the recreational needs of patrons of all ages.
- Materials to meet the educational needs of pre-school children, out-of-school adults, and all other patrons who are not served by an educational institution.

- Materials to meet the needs of the business community.
 - Materials to support civic and cultural activities of individuals, groups, and organizations.
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AGE APPROPRIATENESS

The library's collections are split into different age recommendations for ease of use. Patrons are not limited by these age recommendations. All patrons are welcome to checkout any materials in our collections:

- Board Books, Picture Books, and Early Readers
 - These collections are intended for ages 0-7
- Chapter Books, Juvenile Fiction, and Juvenile Non-Fiction
 - These collections are intended for ages 8-12
- Young Adult
 - This collection is intended for ages 13 and above
- Adult Fiction, Large Print, Inspirational Fiction, and Adult Non-fiction
 - These collections are intended for adults over 18
- Videos
 - Videos have the MPAA rating on label. Videos that do not have a MPAA rating are categorized as TV, Not Rated or Non-Fiction. TV category contains both network and streaming series.

There will be some variation in the age appropriateness of each collection. In general, decisions to place particular items are done by the standard of the average person, applying contemporary community standards would find that material, taken as a whole, appeals to the age recommendation applied. The Library also relies on publisher's suggested age range, if available.

The responsibility for materials used by minors rests completely with their parents or legal guardians. Materials selected for the Adult and Young Adult collection are intended for mature readers. Checkouts to minors from these

collections are allowed with the signed parental permissions on a minor's library card application. Separate collections are available for children and young people, but it is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection they should use or what item in the collection is suitable for an individual.

This section is required by Missouri Regulation 15 CSR 30-200.015. (Section added 07/01/2023)

SELECTION PROCESS

The Library should plan to acquire, within its budgetary limitations, all types of Library materials needed to meet its obligations. Library materials may include books, periodicals, audiovisual materials, software, on-line databases, and artifacts.

Holdings of other Missouri Evergreen Libraries will be considered when selecting subject areas for intensive collection or large purchase items. Consideration will be given to both the privileges and responsibilities of cooperative acquisition plans and interlibrary loan procedures. The number of copies of any title shall be dependent upon demand by patrons and the size of the population served. Demand is a valid factor in materials selection.

The Library will not purchase textbooks except in cases where no other material on a given subject exists or where the demand of the patrons is greater than can be met by the existing collections.

Materials that should not be acquired or added to the collection include literature in languages not justified by community needs, religious materials designed to be used for proselytizing, or purely propagandistic literature. Addition of an item to the Library's collection in no way represents an endorsement of any theory, idea, or policy contained in the material.

The responsibility for selection of Library materials is delegated to the Director and, under his or her direction, to those members of the staff who are qualified by their education, training, and experience. The judgments of experts, of professionally trained staff members, and of qualified reviewers provide a balance of opinion as the basis for selection. Though a variety of criteria is used for each subject, final decision is based on the value of the material to the Library and its public regardless of the personal taste of the selectors.

In selecting materials, the librarians will use as many selections and bibliographic management tools as possible, including: reviews, curated lists from book vendors; book selection periodicals such as Booklist and Publishers Weekly; best seller lists, professional journals such as American Libraries and Library Journal; databases such as OCLC; and bibliographies such as Magazines for Public Libraries, Reference Books for Small and Medium-Sized Libraries, and any other useful bibliographic reference works.

Librarians will strive to find review of items before considering purchase. However, because only a small portion of all published material is ever reviewed, librarians will also consider purchase of items based on author demand, advertisements, author tours, television and radio coverage, and direct mail. (Section revised 07/01/2023)

CENSORSHIP

The Library recognizes the pluralistic nature of the community and the varied needs of City of Marshall residents. The public Library does not promote particular beliefs or views. It provides a resource where the individual can examine issues freely and make his or her own decisions.

The Library recognizes that many materials are controversial and that any given item may offend some Library users. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the

merits of the work in relation to the building of the collection. The collection must contain the various positions expressed on important, complicated, or controversial subjects, including unpopular or unorthodox positions. The choice of Library materials for personal use is an individual matter; while anyone is free to reject materials of which he or she does not approve, no one has the right to exercise censorship to restrict the freedom of use and/or access to others.

The selection of adult materials will not be limited by the possibility that such materials may inadvertently come into the possession of minors. The freedom of access for minors may be restricted only by the child's own parents or legal guardians. The Library will not restrict use of any materials by any patron because of the patron's age.

The Library affirms the principles of each individual's freedom to read and view. Each item considered for selection must be evaluated on its own merits. Works that depict an aspect of life honestly will not be excluded because of frankness of expression, vivid descriptions of sex or violence, the philosophy, politics, or religion of the author, or any other factor which might be objectionable to some Library users.

All materials will be judged as a whole rather than by isolated passages.

DISCARDING (WEEDING) MATERIAL - GENERAL GUIDELINES

In order to maintain an active working collection of high quality, the Library staff will periodically examine the collection for items that should be withdrawn (or weeded). Overall authority for weeding of the collection lies with the Director, who in cases of dispute serves as mediator and makes the final decisions. Whenever necessary, the Director will be consulted before an item is discarded from the collection. Weeding will be done on a schedule of continual review of the collection on a consecutive basis. The Library uses the CREW (Continual Review, Evaluation, and Weeding) method to evaluate material for discarding. CREW: a weeding manual for modern libraries by Jeanette Larson and the Texas State Library and Archives Commission is available for perusal at the Marshall Public Library. Materials that are weeded from

the collection will be disposed of in the most appropriate manner, which may include sale to the public, donation to another Library or organization, exchange with another Library, or discarding as recycled material. CRITERIA FOR WEEDING Materials in poor physical condition will be weeded; if desirable materials must be discarded because of physical condition, the Library will replace if possible and budgetary concerns allow and the demand for the material is still good. Superfluous or unneeded duplicate volumes will be weeded from the collection. Materials containing information no longer useful or accurate or that are no longer of historical value will be weeded from the collection. Weeding should not bias the collection in favor of or against any viewpoint. Weeding will not be done solely on the basis of circulation statistics or past use, although these factors merit strong consideration in evaluating an item. As shelf space is limited, the Library must give more weight to circulation/use statistics than must a research or academic Library.

CHALLENGES TO LIBRARY MATERIALS

A person residing in the library's legal service area that has concerns about Library material, displays, programs or other resources has the right to file a **request for reconsideration** form. (Revised 07/01/2023)

(See Reconsideration Requests Section)

After receiving a Request for Reconsideration Form, the Library Director or designee will respond to the request in writing within 10 business days regarding the disposition of the request. If the matter is not resolved to the person's satisfaction, the person has a right to appeal this decision to the Library Board of Trustees for final determination.

Librarians are expected to defend the principle of the freedom to read and view as a professional responsibility. Only rarely is it necessary to defend an individual item. Laws governing obscenity, subversive material, and other questionable matter are subject to interpretation by courts. Library materials found to meet the standards set in the selection will not be removed.

Reconsideration Requests

Materials Reconsideration

Marshall Public Library strives to provide materials that appeal to all of our patrons. Generally, items are placed in the collection based on a variety of criteria, including (but not limited to) popularity of the author or series, reviews from literary sources, and patron popularity or requests. When assigning an item to a section in the collection, the recommended age from the publisher is often used. There may be times when patrons do not feel that an item is placed in the correct location and we are happy to review that when it is brought to our attention.

Reconsideration of any material may only be requested by someone who holds a current (active) Marshall Public Library Card. If a patron wishes the Library to reconsider the inclusion of a particular title, a Materials Reconsideration Form is available at the library.

This form must be completed in its entirety and returned to a Library staff member, who will forward it to the Director, or it can be emailed to **director@marshallmollibrary.org**. Members of the collection development staff will review the patron comments, reviews of the title, the criteria used in selecting the item, and reasons for including it in the collection. A written response to the patron will be sent in a timely manner. If the patron does not feel the decision adequate they may petition the Library Board of Trustees to review the decision.

Program Reconsideration

As with materials, there may be times when a patron is concerned about the appropriateness of a library program. Reconsideration of the event may only be requested by someone who holds a current (active) Marshall Public Library Card. If a patron wishes the Library to reconsider an event, a Program Reconsideration Form is available at the library. This form must be completed in its entirety and returned to a Library staff member, who will forward it to the Director, or it can be emailed to **director@marshallmollibrary.org**. One form must be filled out per event being challenged.

Program planning staff will review the patron comments, review the event plans, and reasons for holding the event. A written response to the patron will be sent in a timely manner. The decision, minus patron information, will be posted on the

library website. If another challenge occurs within 6 months of a review (for recurring programs), the initial decision will stand.

If the patron does not feel the decision adequate they may petition the Library Board of Trustees, in writing, to review the decision.

Display Reconsideration

There are certain areas within the library that may be used for displays. Space is limited within the library the Marshall Public Library can't guaranteed that minors will not see displays in other areas of the library. Displays located in areas designated for minors will be "age appropriate" based on the recommended age range of the section (see collection development policy for recommended age ranges).

If a patron does not agree with the display, as a whole, or one element of the display they may submit a reconsideration form. Reconsideration of a display may only be requested by someone who holds a current (active) Marshall Public Library Card. If a patron wishes the Library to reconsider a display, a Display Reconsideration Form is available at the library. This form must be completed in its entirety and returned to a Library staff member, who will forward it to the Director, or it can be emailed to **director@marshallmollibrary.org**. One form must be filled out per event being challenged.

The display will remain in place while the review occurs. A committee of library administrative staff will review the patron comments, review the display, and reasons for the display. A written response to the patron will be sent in a timely manner. The decision, minus patron information, will be posted on the library website. If another challenge occurs while the display is still up, the initial decision will stand. **(Section updated 07/01/2023)**

MARSHALL PUBLIC LIBRARY

214 N Lafayette Ave
Marshall, MO 65340

Phone: 660-886-3391

Fax: 660-886-2492

www.marshallmollibrary.org



Materials Reconsideration Form

The trustees of Marshall Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? Or an organization?

Name of Organization _____

1. Resource on which you are commenting:

Book (e-book) Movie Magazine Audio Recording

Digital Resource Game Newspaper Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you read the entire resource? If not, what sections did you review?

4. What concerns you about the resource (please use the back of the page if you need more room)?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the library consider?

Updated 07/01/2023

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Event & Display Reconsideration Form

The trustees of Marshall Public Library have established an event and display reconsideration policy, and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of an event or display, please return the completed form to a library staff member, who will forward it to the Director.

Date _____

Name _____

Library Card Number _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

1. Are you requesting reconsideration for an **event** or **display** (Please circle one)?

2. Name and date of Event, if applicable

3. Where is the event or display located?

4. What brought this to your attention?

5. What concerns you about the event or display (please use another page if you need more room)?

6. What action are you requesting the library consider?

Updated 07/01/2023

*****PATRON COMPLETE THIS SIDE OF APPLICATION*****

Getting a Library Card

Resident Card

Any person living within the city limits of Marshall, MO may obtain a library card free of charge by presenting a Government Issued picture ID along with proof of residency.

Saline County Student Card

Any K-12 Student residing in Saline County but outside of the city limits of Marshall may obtain a library card free of charge by presenting proof of Saline County residency and current enrollment in a Saline County School District. Students 17 & under will need a parent or legal guardian to sign them up for a card.

Saline County School District Employee Card

Any employee of a Saline County School District may obtain a card free of charge by presenting proof of employment by a Saline County School District. Non-resident employees of the City of Marshall also qualify.

All other non-resident cards will cost \$25 per year and include everyone in the household. Age 62 and over the fee is \$20.

Today's Date: _____

Cardholder's Name:

First

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Middle

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Last

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Month

Day

Year

Cardholder's Date of Birth

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Home Address _____

City & Zip _____

FOR PARENT/LEGAL GUARDIAN OF PATRONS UNDER 18

As the parent/legal guardian of my child, I grant access to the full collections of Marshall Public Library, including online materials. Library staff does not supervise children. Library staff do not know what you consider appropriate for your child and cannot be responsible for their selections. If you do not agree to full access to the collections, your child will not be issued a card. Parents/guardians may then check out items for their children on their cards. This statement is required by 15 CSR 30-200.015 Missouri State Regulations.

Print Name

Signature

E-mail Address

Phone Number

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Other Contact Number

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Would you like to receive text messages notifying the arrival of an item placed on hold? Y N

Text Carrier (your cell phone company):
