

Collection Development Policy

Novi Public Library Mission Statement

Novi Public Library provides resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.

The Library materials collection is developed and managed in support of the Novi Public Library Mission Statement.

Community

Novi, Michigan is a well educated, culturally diverse community with a high rate of home ownership. Additionally, Novi offers excellent schools, quality public services, safe neighborhoods, preservation of natural features, solid property values and continued development.

The Novi Public Library loans materials to all those eligible for a Novi Public Library card. This includes residents of the City of Novi, Michigan and those defined below.

Residents of Novi, Michigan and Novi, Michigan Business Owners:

Come to the Novi Library and bring with you a picture I.D. and proof of Novi residency and/or business ownership. Acceptable proof includes a valid driver's license with a current address, tax receipts, voter registration card, property deed, utility bill, or checks with your name and Novi address. You must renew your library card every three years.

Children under the age of 18 who are residents of Novi, Michigan:

To register for or renew a Novi Public Library card, residents under the age of 18 must be accompanied by a parent with a picture I.D. and proof of residency within Novi.

Non-Residents who work in Novi, Michigan:

Non-residents who work in Novi, Michigan may obtain a one-year card, by coming to the library with proof of employment in the city and a picture I. D.

Those who live in a different city, but would like to borrow materials from the Novi Library:

You must obtain your library card from the library in the city where you live. If you live in a city whose library belongs to The Library Network (TLN) consortium and has chosen to be one of the reciprocal borrowing libraries, you can use your home library card at the Novi Library.

Non-residents may also purchase a Novi Public Library card for an annual fee of \$100.00.

Additionally, NPL serves all users eligible for service through reciprocal borrowing agreements.

Purpose

The purpose of this Collection Development Policy is to:

- Document collection management policies, procedures and responsibilities
- Guide professional staff in the selection of library materials
- Establish a framework for continuous collection evaluation and improvement
- Inform the public of the philosophy of collection development and the policies involved

This Policy will be reviewed on an annual basis by a committee of librarians

Funding

Securing funds for materials is included in the Library's annual budget process, completed by the Board of Library Trustees and the Director.

Responsibility for Selection

Ultimate responsibility for material selection rests with the Director who operates under the framework of policies determined by the Board of Library Trustees. The Collections Specialist Librarian oversees the selection process and provides professional support for librarians selecting materials. Selected materials meet the criteria within the Collection Development Plan. Professional librarians are responsible for choosing, replacing and deselecting materials that reflect community demand and library service roles.

Criteria for Selection

Librarians use professional judgment and expertise in making selection decisions. To build a collection of merit, materials are evaluated according to the following criteria. *An item need not meet all of these criteria in order to be acceptable.*

Content Criteria

- Accuracy of the information
- Comprehensiveness
- Enduring value and/or interest
- Presentation and readability
- Representative of diverse points of view
- Authoritativeness: competence, reputation and purpose of author
- Quality

General Criteria for Print Material

- Current and anticipated needs and interests of the community
- Requests by the public
- Cost in relation to use and/or enhancement to the collection

- Relation to existing collection and other materials on the subject
- Support of library programs and initiatives
- Suitability of subject and style for a public library
- Availability elsewhere through cooperative borrowing arrangements

Additional Criteria for Non-Print Material

- Cost
- Ease of use
- Equipment, training and technology requirements
- Access to retrospective information
- Quality and suitability of format to collection
- Availability of the information to multiple, concurrent users
- Enhancement of the print equivalents in terms of speed, flexibility, search options and full- text
- Reduction of space requirements over print products

Description of the Selection Process

Librarians rely on a number of tools for making selection decisions. Sources may include but are not limited to:

- Evaluations in review media including authoritative review journals and popular reviews from a variety of sources
- Publisher/vendor catalogs and advertisements
- Professional and/or trade bibliographies
- Patron requests and recommendations
 - Subject to the same selection criteria as previously noted
- Circulation or database usage statistics

Gifts/Donations

The Novi Public Library welcomes monetary gifts and donations of materials, with the understanding that the same standards of selection are applied to gifts and donations as to materials purchased for the collection. If donations are accepted, they will be accepted without commitment as to their final disposition and with the understanding that they may not necessarily be added to the collection. Those not added to the collection may be disposed of at the discretion of the Novi Public Library.

The library may choose not to accept some gifts or donations. The cost of processing and the availability of shelving space are factors in determining the acceptance of these gifts and donations, as well as relevance to the collection or a need in the collection. Those gifts and donations that are added to the library collection will be housed in the area that evaluating librarians deem most appropriate. Because of wear, theft or damage, the library cannot guarantee the permanence of a gift in the collection.

Prospective donors should contact the library to discuss appropriate donations and procedures before dropping off gifts. A general guideline is that materials should be less than three years old. All material should be in good condition. The library will give a donor an acknowledgement of receipt, which may be used for income tax purposes, stating the number and type of materials donated. The library does not assign a value to

the materials. It is a donor's responsibility to determine the value of the donated materials.

The library is pleased to accept monetary gifts intended for the purchase of library materials. The donor's intentions for the gifts and the library's collection development objectives must be consistent. For gifts or donations of a historical value or significance, please refer to the library's Local History Policy.

Collection Evaluation & Maintenance

Professional staff reviews the collection through an assessment and evaluation process to ensure that ongoing collection priorities are met. This process of collection management incorporates the use of circulation reports and other statistical information, which support the Criteria for Selection. The staff maintains a dynamic collection following guidelines for retaining, replacing or deselecting materials, including but not limited to:

- Physical Condition
 - Worn, damaged, poorly bound
- Poor Content
 - Inaccurate, outdated material
- Usage
- Availability
 - In alternative formats or through cooperative borrowing agreements

Once determined for withdrawal, materials are disposed of through various means determined by the library including offering them to interested organizations.

Reconsideration of Library Materials

The library welcomes expressions of opinion from patrons concerning materials selected or not selected for the collection. Individuals may request reconsideration of a selection decision of library material by submitting a written request for reconsideration to any Novi Public Library service desk using the form available entitled "Request for Reconsideration of Library Materials." The selector of the material shall then gather reviews and other pertinent information regarding the material, and work with the Library Director to prepare a written response to an individual's written request.

The Novi Public Library Board, upon request, hears appeals of the Library Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material and the Library policies including: this policy, the American Library Association's Library Bill of Rights, the ALA Freedom to Read Statement and the ALA's guidelines on intellectual freedom. The final decision on appeals rests with the Novi Public Library Board.

Novi Public Library
Request for Reconsideration of Library Materials

The Novi Public Library attempts to serve the entire community. Selection of books and other materials is guided by community interest and demand and is grounded in the library's Collection Development Policy. A copy is available to you upon request. If you feel that a particular item is not suitable for inclusion in the library's collection, please complete this form and submit it to a librarian or mail it to: Library Director, 45245 West Ten Mile Road, Novi, MI 48375.

Resource on which you are commenting:

Book _____ DVD _____ CD _____ Audio book/MP3 book _____

Other _____

Title:

Author:

Publication Date:

1. Please summarize your reasons for requesting reconsideration of the work.

2. Did you read/ view/ listen to the entire work? Yes No

If not, what parts did you read/ view/ listen to?

3. What concerns you about the resource?

4. Are your objections based on age of the potential user or to the point of view expressed?

5. What action would you like the library to take in regard to this work?

6. Is there a resource that would, in your judgment, be more appropriate?

Your Name (First, Last)

Address _____

Phone _____

E-mail

address _____

Do you represent yourself _____ or an organization _____
(Organization name) _____

We appreciate your interest in the Novi Public library, and the time you have taken to inform us of your concerns. We value your input and will give your request serious consideration.

What happens once I complete this form?

The selector of the material will gather reviews and other pertinent information regarding the material and work with the Library Director to prepare a written response. The Novi Public Library Board, upon request, hears appeals to the Library Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material and the Library policies including: this policy, the American Library Association's Library Bill of Rights, the ALA Freedom to Read Statement and the ALA's guidelines on intellectual freedom. The final decision on appeals rests with the Novi Public Library Board.

*American Library Association documents are appended at the end of this policy.

Local History Room

The purpose of the Local History Room is to house materials that record the history and development of Novi Michigan, greater Oakland County and surrounding areas as they pertain to Novi's past boundaries. Michigan materials will be limited to those relating to the formation of Novi's history.

The collection will contain a range of formats including, but not limited to: books, newspapers on microfilm, pamphlets, maps, photographs, prints, electronic databases and other forms of publications. Materials providing instruction relating to genealogy,

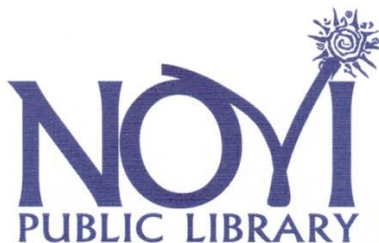
local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room.

Donations

Each transfer of ownership from a donor to the Novi Public Library's Local History Room should be clearly documented in writing. This transfer establishes the library as the legal owner, and includes date of transfer, donor's name and address and a statement that the library will be responsible for managing the gift. This will be followed by a letter of thanks to the donor. Novi Public Library has the right to decline any donation which does not fit the scope or purpose of the Local History Room.

Removal of Items

There will be a brief description of each item to be removed, and reason for removal. This information will be retained in the Local History Room. Items to be removed can be offered to other repositories when feasible.



45245 W. Ten Mile Road • Novi, MI 48375 • 248-349-0720 • novi.lib.mi.us

Deed of Gift

I/We
(donor) _____ hereby give
to The
Novi Public Library as a part of its collection, the books, records, and property more
particularly described below and on any attached schedule, which was transferred to
the Novi Public Library Local History Room on

_____.

(Description)

Property Rights. Upon transfer to the Novi Public Library, the above described property is granted irrevocably and absolutely to the Novi Public Library.

Copyrights. Any copyrights such as the donor may possess in any donated manuscript materials or in any other property in the custody of the Novi Public Library are hereby dedicated to the Library for use by the Novi Public Library and the public.

I/We agree that any materials in the above described gift donated to the Novi Public Library found to include printed or other materials deemed inappropriate for permanent retention may be disposed of by the Novi Public Library in accordance with its selection policies.

Donor(s)

Date

Library Director, Novi Public Library

Date

Intellectual Freedom

The library is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, the library strives to offer a collection that represents the needs of our diverse community. Inclusion of an item in the collection does not mean that the library endorses any theory or statement contained in those materials and resources.

While every patron may not agree with the viewpoints offered in some library material, the library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause or movement may be explored, provided that the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of numbers. Patrons are free to choose what they like from the collection and to reject what they don't like, but not to restrict the freedom of others to choose.

The library's collection may include proselytizing works representing political, economic, moral and religious or other vested positions when those works meet the selection criteria. Materials are not excluded because of the origin, background or views of those contributing to their creation, or because they represent a particular aspect of life, frankness of expression or controversial subject matter.

The library does not use labels on any material in such a way as to show approval or disapproval of the content of that material. Materials are not sequestered to show approval, disapproval or judgment as to suitability of content for a particular audience. The library does not remove or obliterate ratings attached to a material by a publisher, industry, group or distributor. Removing or altering such a rating, if they are placed there by or with permission of the copyright holder, denies access to the complete work and the entire spectrum of ideas that the material intended to express.

Decisions about what materials are suitable for particular children should be made by the people who know those children best—their parents or guardians. Selection of materials for adults is not constrained by possible exposure to children or teenagers.

The library is committed to free and open access to its collections and to connecting people with the world of ideas, information and materials they wish to explore in a friendly, nonjudgmental manner.

AMERICAN LIBRARY ASSOCIATION'S LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creations.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries, which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

ALA COUNCIL

Adopted June 18, 1948

Amended February 2, 1961, June 27, 1967, and January 23, 1980

Inclusion of "Age" reaffirmed January 23, 1996 by the ALA Council

AMERICAN LIBRARY ASSOCIATION'S FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single

librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- 7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Effective: September 16, 2009

Signed:



Laura M. Casey
President
Novi Public Library Board of Trustees