

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 401

Subject: Collection Development Plan

Purpose

The purpose of the Crawford County Library System's Collection Development Plan is to develop and maintain a superior collection of material with available financial resources. In addition, it is the policy of the library not to use its collection to promote particular beliefs or views. Rather, through its collection, the library provides material which patrons can examine freely and draw their own conclusions.

Implementation of the policy is delegated by the Library Board of Trustees to the Library Director and staff who shall abide by the following collection development procedures governing the selection, acquisition, and weeding of library materials of all formats.

The Collection Development Plan serves as a guide for maintaining the collection as well as for the selection of materials. Systematic evaluation of the collection is required. To insure its vitality and usefulness to the community, and to make room for newer materials.

Collection Development Plan

- A.** All materials and electronic sources comprising the collection will be selected with consideration for, but not limited to, the following aspects:
 - a. Interest to patrons of the community
 - b. Authenticity of the information
 - c. Physical features and format
 - d. Price
 - e. Relevancy of the material
 - f. Space to house the material
 - g. Historical significance or permanent value

- B.** No title is excluded on the basis of moral, racial, religious, or political prejudice. Due to the vast number of titles published and the limits of the library's budget, the Crawford County Library System cannot purchase all materials published.

- C.** The print reference section includes Michigan, George Griffith & Marion Wright Memorial Collection (Policy No. 401.1,) General Reference, and the Archive collections, and may not be checked-out. This collection serves the general public.

- D. Weeding of materials is done on an ongoing basis.
- E. Inventories of the collection are conducted regularly, and each collection development staff monitors the usage statistics of their sections. Inventories do not require a schedule like weeding, however; an inventory should be done at each Crawford County Library branch every 3-4 years.
- F. Selection should not be inhibited by the possibility that books should inadvertently come into the possession of children. (Policy No. 505)
- G. Textbooks and curriculum material are generally held to be the responsibility of the school system to provide for its students. Textbooks should be purchased for the collection when they supply information in areas that may be the best, or only, source of information on the subject.

Archives

The purpose of the Crawford County Library Archives is to preserve materials that document local history. The Archives collects materials in a variety of formats on northern Michigan, especially items relating to the history of one or more of the following:

- Crawford County
- Lumbering/logging
- Fly fishing
- Michigan

Other collections housed in the Archives include the Devereaux Collection. Gifts to the Archives will be evaluated (by the Library Director and/or the Archivist) according to their relevance. As well to the Library's ability to physically preserve them and make them available to the public. Donations of materials to the Archives must be accompanied by a Archive Donation Form (Policy No. 402.2,) signed by the donor and the Library Director.

Occasionally, the Library enters into cooperative agreements with other organizations in order to preserve historical materials and/or make them more widely available. Local government documents are selectively retained; the Library does not attempt to serve as an archive for government materials. The Library reserves the right to periodically reevaluate materials in the Archives and to carefully and scrupulously consider deaccessioning certain items from its collection in a manner consistent with professionally accepted standards.

Publication of materials owned by the Archives requires written permission from the Library Director or the Archivist. Materials may not be sold, redistributed, or copied and should not be significantly altered. The user is responsible for all issues of copyright. If publication is permitted, a credit line should read,

“Courtesy of the Crawford County Library Archives, Grayling, MI.” Copyrighted material will be copied in accordance with copyright law (Title 17, U.S. Code) and the CONTU guidelines. Unless otherwise specified herein, it is the recipient’s obligation to determine and satisfy copyright or other use restrictions when using, publishing, or otherwise distributing materials received from Crawford County Library.

Reconsideration

A. The Library’s collection reflects the needs and interests of the community it serves. The Library recognizes that some materials address issues that some may find controversial. Whenever any patron questions the presence or absence of items in the Library’s collection, the concern will be given serious consideration.

B. Patrons are welcome to discuss their concerns about items in the collection with the appropriate staff. If that discussion does not adequately resolve the patron’s concern, he/she may submit in a letter to the director voicing their concerns about an item.

i. Process

1. Patron submits a completed “Request for Reconsideration of Library Materials and Resources” to the Director.
2. The director reviews the Reconsideration Request with the appropriate staff.
3. The Director has 45 days to review the request.
4. The Director replies to patron with his/her decision to remove, relocate or retain materials.

ii. Appeal

1. To appeal a decision made by the director, a patron may submit a request to the Board President of the Library Board via letter or email.
2. The Library Board of Trustees has 45 day to review.
3. Following a vote by the Library Board, the director or the Board President will contact the patron with the Board’s decision.
4. Policy 409 and 409.1

ADOPTED: March 11, 2021