

## Collection Development Policy

### Purpose of Policy

- To guide the Library staff in the selection of materials.
- To inform the public about the principles upon which selections are made.

### Goals of Book Selection

- To maintain a well balanced and broad collection of materials for information, reference and research.
- To support the staff members in their role as materials selectors and in collection maintenance to provide diverse materials that meet the educational and informational needs of the community.
- To provide recreational resources.
- To contribute to the diversity, inclusion, accessibility, and scope of the collection.

### General Principles

The Flint Public Library uses the American Library Association Bill of Rights, with the various attendant amendments, and the American Library Association Freedom to Read statement as the basis for the selection of the Library's materials.

The Flint Public Library does not promote particular beliefs or views. Rather, it provides a resource for the various opinions which apply to important, complex, and controversial questions, including unpopular and unorthodox positions. Language, situations, or subjects that may be offensive to some community members do not necessarily disqualify material for inclusion in the Library collection. See the section on "Reconsideration of Materials" below for more information.

1. Materials to be added to the collections of the Flint Public Library are selected on the merits of a particular work in relation to the needs, interests and demands of this community. Basic to this policy is the Library Bill of Rights, as adopted by the American Library Association and endorsed by the Flint Public Library Board of Trustees. This states, in part, that "In no case should any book be excluded because of the race or nationality or the political or religious view of the writer. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times – international, national and local; and books or other reading material of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval." The Library does not promulgate particular beliefs or views, nor is the selection of any given book equivalent to endorsement of the viewpoint of the author expressed therein.

2. Responsibility for the reading of children rests with their parents or legal guardians. Selection should not be inhibited by the possibility that books may inadvertently come into the possession of children.
3. Materials containing sex, violence or profane language should not be automatically rejected. Selections should provide the fullest points of view and are made on the basis of whether the book presents life in its true proportions, or whether characters and situations are realistically presented, or whether the book has literary merit.
4. Based on the services it is expected to perform, it is the responsibility of this Library to provide circulating, reference and research material for both the diverse general public of this community as well as students, at all levels of formal and informal education.

## Specific Principles for Selection

The following principles will help to condition selection:

1. Contemporary significance or permanent value.
2. Accuracy.
3. Authority of author.
4. Relation of work to existing collection.
5. Price, quality of binding, format and ease of use.
6. Scarcity of information in subject area.
7. Availability of material elsewhere through Interlibrary loan services.
8. Popular demand – The Library should make available materials for enlightenment and recreation even if not enduring in value, interest or accuracy. A representative sampling of experimental or short-lived material should be purchased.

## Specific Criteria for Selection

### **Adult Non-Fiction:**

Chief points considered are readability of material, authenticity of factual matter presented, quality of writing, cost, format, existing Library holdings, and suitability of material to the community. Non-fiction may be excluded for inaccurate information, lack of integrity, sensationalism, intent to indicate hatred or intolerance, and text material of too limited or specialized a nature.

Titles are selected on the basis of the content as a whole and without regard to the personal history of the author. Important books of all persuasions should be carried. In no case is any book included or excluded merely because of the race or nationality, or the political or religious views of the writer. In the case of controversial questions, variety and balance of opinion are sought whenever available.

**Adult Fiction:**

Selection of adult fiction is made with reference to one or more of these criteria:

1. It should contribute positively to the individual's awareness of self, community or social heritage.
2. It should contribute to the value of the Library's collection as a whole by representing all types and styles of literature.
3. It should provide reading for recreational and creative use of leisure time.

Serious works which present an honest aspect of life are not excluded for frankness of expression.

**Young Adult Materials:**

The teen collection consists of material considered to be of particular interest to adolescents, particularly in grades 7-12. Materials are selected for this collection to broaden the horizons of teens, help them to cope with the problems of adolescence, and encourage leisure reading. To fulfill these needs, the collection will inevitably include materials on controversial 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 that teen. It is not intended to be a comprehensive collection serving all the needs and interests of teens, nor is it the Library's intention that teens should be confined to the use of this material.

**Children's Materials:**

The first objective in selecting children's materials is to encourage the child's joy in reading and in being read to. Books are selected which offer adventure of mind and spirit to the growing child, cultivating an appreciation of literature both oral and written, and encouraging the creative use of leisure time by inquiring minds. Special attention is given to books of use and value to parents, caregivers, teachers, or other adults working with children.

The Public Library does not provide basic texts or materials needed in quantity for school work. It accepts as its responsibility the provision of supplemental materials of varied kinds to enrich the resources available to the individual student and teacher.

**Non-Book Materials**

The Library recognizes the importance of non-book materials both as a supplement to its book collection and to its concept of service. Within budget limitations, various digital media formats such as CDs, videos, databases, streaming services, and other materials will be purchased in accordance with criteria outlined for adult, teen, and children's materials.

**Reference Materials:**

Factors considered in the selection of reference materials are authority, reliability, scope, treatment, arrangement, format, cost, and existing holdings.

**Documents/Special Collections:**

The Library collects and preserves documents primarily of local importance or historical value.

**Magazines and Newspapers:**

Basic popular, general informational, and scholarly magazines are selected to supplement the book collection, bring book information up to date, and fill in areas where book resources are weak, inferior, or non-existent.

Newspapers are selected to meet reference and research needs of patrons, to provide current information, and to satisfy casual interest in current events. Local and national newspapers are supplied upon sufficient demand and within budget and space limitations.

**Gifts**

Please view our Gift and Donation Policy. Gifts accepted by the Flint Public Library are judged upon the same basis as purchased materials. They are considered with the explicit understanding that such factors as duplication, lack of community interest, processing costs or inadequate shelf space may prevent their addition to the collection or permanent retention on the shelves. Gifts are accepted with the understanding that the Library, if it cannot use them, may at any time dispose of them in any way it sees fit. Any conditions proposed to a gift must be formally accepted by the Flint Public Library Board of Trustees. No conditions may be imposed relating to any gift after its acceptance by the Library.

**Suggestions for Purchase**

The Flint Public Library accepts input from the community regarding the materials collection. All suggestions for purchase are subject to the same selection criteria as other materials and will not be automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections that serve the interests and needs of the community.

**Withdrawing**

Materials are withdrawn regularly in accordance with the criteria for selection. Replacements are based on the same principles.

Stolen or mutilated materials will be replaced when deemed necessary to the maintenance of a well-rounded collection. Materials of marginal importance may not be replaced.

**Reconsideration of Materials**

The Flint Public Library recognizes that many materials are controversial and that any given item may offend some patrons. Selection of material will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this selection policy.

Patrons requesting that material be withdrawn from the collection must complete a Material Reconsideration Form. The inquiry will be placed on the agenda of the next regular meeting of the Flint Public Library Board of Trustees. Their decision will be final.

Adopted: 11/08/93  
Amended: 10/07/02  
Revised: 08/12/14  
Reviewed: 10/13/20  
Amended: 03/14/22

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

AUTHOR \_\_\_\_\_ Book\_\_\_ Magazine\_\_\_ Audio\_\_\_ DVD\_\_\_ Other\_\_\_

TITLE \_\_\_\_\_

PUBLISHER \_\_\_\_\_

REQUEST INITIATED BY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

DO YOU REPRESENT: YOURSELF \_\_\_ AN ORGANIZATION (NAME) \_\_\_\_\_

OTHER GROUP (NAME) \_\_\_\_\_

*To help the Trustees evaluate your concerns, please use the following questions to express your thoughts:*

1. To what in the work do you object? (Please be specific; cite pages.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Did you read/view the entire work? \_\_\_\_\_ If not, which parts have you read? \_\_\_\_\_

\_\_\_\_\_

3. Is your objection to this material based upon personal exposure to it, upon reports you have heard, or both?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**FOR STAFF USE:**

ACTION TAKEN \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

Adopted by the FPL Board of Trustees 11/8/93

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