

Collection Development Policy

Approved by the Mitchell Community Public Library Board May 6th, 2021

Mission

Mitchell Community Public Library (MCPL) is a dynamic public resource with a knowledgeable and friendly staff that strives to provide needed materials, relevant services, and up-to-date information. The library strongly supports the concept of lifelong learning— that learning does not begin or cease with formal education, but enhances the quality of life at any age.

Overview

The primary goal of the MCPL collection is to enrich lives and serve the community by providing a broad choice of materials to meet its cultural, informational, educational, and recreational needs.

In support of its mission, MCPL fully endorses the principles of the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The library upholds the right of every unique individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library offer a wide range of views, expressions, opinions, and interests. Items present in the library collection do not represent an endorsement of content or viewpoint.

The library does not act in place of the parent when it comes to children's reading/listening/viewing materials. Parents and guardians bear the responsibility for their children's use of library materials in any format.

Basic Selection Criteria

The following criteria assist staff in selecting items and developing a well-rounded collection. These criteria are applied to all library materials in all formats. The criteria include, but are not limited to:

- Community and popular interest
- Accuracy and authenticity of information
- Format and durability
- Variety and balance of viewpoints and subjects within the collection

- Timeliness, relevance, and usefulness
- Cost
- Reviews from trade and professional publications
- Shelf space

Evergreen Indiana

MCPL is a member of Evergreen Indiana, a statewide library consortium. Member libraries share a combined online catalog, allowing patrons to access hundreds of thousands of library materials owned by other member libraries. Most of these items may be borrowed via interlibrary loan. Guidelines for the selection and loaning of materials differ between member libraries. If the parent of a MCPL minor cardholder wishes to allow their minor child (under the age of 18) to have access to R-rated movies that may be available at some Evergreen libraries, they may authorize access in writing during the library card registration process.

Suggestions and Recommendations

Item recommendations from patrons are encouraged and will be given due consideration in accordance with other selection criteria. MCPL cardholders may submit a suggestion form, which is available at public service desks upon request.

Collection Maintenance

A practical, useful collection is maintained through the continual process of adding and deleting items. Materials may be withdrawn when they become outdated, no longer in-demand, worn/damaged, or in the event of unnecessary duplicate copies. Deleting is performed with the same criteria and judgment as selection.

Requests for Reconsideration

Library administration will review the selection of a specific item upon receipt of a completed Request for Reconsideration of Library Materials form from a valid Mitchell

Community Public Library cardholder. Determinations regarding Requests for Reconsiderations are made by the Library Director and the MCPL Board of Trustees and will be communicated to the cardholder in writing.

Donated Materials

Donated materials are considered for inclusion in the collection in the same manner as materials that are purchased. Donations are accepted with the explicit understanding that donated materials are not necessarily added to the collection. MCPL reserves the right to discard donations not selected for the collection or give them to the Friends of the Library for book sales.

Responsibility

Selection of library materials is vested in the Director of the MCPL, who may authorize qualified staff to assist. This Collection Development policy provides guidelines and direction to the Director and staff as they select materials.