

Collection Development Policy Manistique School & Public Library

Mission

The mission of the Manistique School & Public Library (MSPL) is to connect our community to knowledge, ideas, and one another by providing welcoming spaces, trusted resources, and opportunities for lifelong learning. In keeping with this mission, the collection responds to the diverse needs and interests, both immediate and future, of the community.

The library provides an impartial environment where individuals can explore the broad spectrum of ideas and information. The library affirms the *American Library Association's Library Bill of Rights*, *Freedom to Read Statement*, and *Freedom to View Statement*. These principles guide the library and its staff in acquiring and managing the library's collection.

Purpose and Goal of Collection Development Policy

Due to the large volume of publishing as well as limitations of the Library's budget and space, the Library utilizes a Material Selection Policy to provide a framework for the growth and development of its collection in support of its mission. The policy guides Library staff members in the selection and withdrawal of materials and informs the public about the principles upon which selections are made. The goal of the policy is to provide a useful, well-balanced, broad, and diverse collection of materials that reflects a wide range of views, expressions, opinions, and interests while meeting the needs of the community.

Definitions

"Community" refers to the students, faculty, and administration of Manistique Area Schools, the residents of the Manistique Area Schools District, and all of the residents of Schoolcraft County.

"Selection" refers to the decisions made to either add materials to the collection or to retain materials already in the collection.

"Withdrawal" refers to permanently removing an item from the collection.

"Library Materials" refers to books, audiobooks, digital resources, magazines, DVDs, CDs, or other synonyms as they may occur in the policy having the widest possible meaning. This statement of policy applies to all Library materials in the collection. However, this policy and the term "Library materials" does not apply to Internet sites available through the Library's computers or internet connection. The Library has no control over the content of the Internet. Please see the Computer Use Policy for any issues related to computer or internet use.

Responsibility for Selection

The ultimate responsibility for material selection rests with the Library Director who operates within the framework of policies established by the Manistique Area Schools Board of Education. The Library Director, or designee, uses professional judgment to make selection and withdrawal decisions based on the policy. Selection librarians will not be disciplined or dismissed for the selection of library materials when the selection is made in accordance with the written policy and accepted procedures.

General Principles of Selection Process

The Library strives to develop a collection of standard works of permanent value and popular materials of current significance. The interests and needs of the community; the individual merit of each item; and the Library's existing collection, budget and services are the major factors in selecting materials. Basic to this policy are the guidelines established by the American Library Association in its *Library Bill of Rights*, *Freedom to Read Statement*, and *Freedom to View Statement*.

The MSPL considers all types and formats of media to be in the realm of human expression and part of the human record. The Library functions in a rapidly changing society, it is flexible about changes in materials, both in format and style of expression.

Criteria for Selection and Withdrawal

Selection of Library materials involve the following factors and considerations:

1. The experience and knowledge of the selectors,
2. Their knowledge of the community's needs and interests,
3. The Library's existing collection,
4. The Library's materials budget and space limitations,
5. The holdings and availability of other area Library resources.

General criteria for selecting Library materials are listed below. An item need not meet all of the criteria in order to be selected.

1. Interests, demands, and needs of the community;
2. Accuracy and authoritativeness of the content;
3. Literary or stylistic quality, artistic merit;
4. Timeliness of material; reissues of recordings are considered to be current publications;
5. Local and regional importance and/or historical value;
6. Physical condition and quality, durability, and suitability of format for shelving, storing and circulation and to the content of the item;
7. Reputation and competence of the author, creator, speaker, or publisher;
8. Attention of reviews, critics and the public, especially in professional journals and other reputable resources;
9. Relevance to existing collection;
10. Contemporary significance, popular interest, uniqueness or permanent value;
11. Representation of diverse points of view;
12. Availability elsewhere through interlibrary loan;
13. Accessibility for multiple users of electronic formats.

Selection Criteria for Special Works

1. **Local Works-** Material by local authors or self-published/subsidy published materials will be given consideration if the work meets the general selection criteria.
2. **Textbooks-** Providing required textbooks and curriculum materials is primarily the responsibility of the schools. The library does not acquire materials solely to support a specific curriculum or course of study. The library may purchase classroom sets and

multiple copies of materials to support literacy, library programming, and the education and informational needs of our school community.

3. **Requests-** All requests and suggestions from patrons for specific titles or subject areas will be considered using the selection criteria described in this policy. Patrons can request that specific items be purchased by filling out a request card or through a phone call or email to the library staff. An item with unfavorable reviews may be purchased whenever there is enough demand or interest unless it lacks literary merit or social value or the suggested subject is already covered by other material in the collection.
4. **Preservation-** The library preserves materials that cannot be replaced or obtained through resource sharing and that continue to have long-standing or permanent significance to the collection.
5. **Local History Collection-** The library maintains a collection of local and regional materials containing current and historical information about the City of Manistique, Schoolcraft County, the Upper Peninsula of Michigan, and the State of Michigan. Materials are added to the local history collection because they document the history and heritage of the community, are unique, difficult to replace, or considered irreplaceable.

Materials for Specific Audiences:

Materials for Youth

The MSPL serves youth from birth through age 18, parents and grandparents, guardians, caregivers, teachers, homeschoolers, and other adults interested in children's literature and youth education. The MSPL applies the same policies and criteria to the selection of materials for youth as those selected for adults with the addition of vocabulary suitable to the age of the intended audience and quality of the illustrations.

The Library's goal in selecting materials in a variety of formats for youth is to make available a collection which satisfies patrons' informational and recreational needs. Materials selected to meet the general needs of the majority of youth. Materials whose qualities make them valuable to youth with special needs, talents, problems or interests are also considered.

The Library supports the *Free Access to Libraries for Minors and Restricted Access to Library Materials* statements of the American Library Association.

Responsibility for materials selected and read by children and adolescents rest with the youth's parents or legal guardians. Materials will not be excluded from the collection because they may be used by a minor.

Materials and Equipment for People with Visual Disabilities

Materials and equipment for people with visual impairments, such as large print books and audiobooks are acquired according to patron demand. The Library also encourages patrons with special needs to use the resources of the Great Lakes Talking Book Center at Superiorland Library Cooperative. Patrons may also contact the Braille and Talking Book Library for additional

resources and services. Library staff may assist in filing an application. Please ask for more information at the circulation desk.

Audio, Music, and Film Collection

The Library provides access to audio, music, and film materials that support the educational, informational, cultural, and recreational needs of the community. DVDs are maintained as a browsing collection for patrons of all ages. Ratings guides and warning labels are not assigned by the Library. Materials are selected based on patron interest, demand, quality, availability, and relevance to the library's mission.

Digital audiovisual resources may be provided through third-party vendors or cooperative agreements. The Library does not select or control individual titles available through these platforms.

Interlibrary Loan

Due to a limited amount of space and budget, the Library is not able to purchase and house all materials that are requested. Therefore, interlibrary loan is used to obtain those materials that are beyond the scope of MSPL's collection from other libraries. In return for this service, MSPL agrees to lend materials to other libraries through the same interlibrary loan networks. MSPL is a part of the Superiorland Library Cooperative (SLC). SLC consists of many libraries in the Upper Peninsula and northern Lower Peninsula of Michigan. The library encourages the use of interlibrary loan whereby patrons may place requests on items owned by other libraries, and those items will be delivered to the library as they become available.

Weeding

Weeding is necessary to maintain a vital, useful and up-to-date collection. Selection of materials for weeding is based on the following criteria:

1. Materials worn out through use
2. Materials no longer current or relevant
3. Materials no longer considered accurate or factual
4. Materials which have had little or no recent use
5. Excess copies no longer in demand

Material that is withdrawn may be replaced using the selection criteria. Disposal of materials weeded from the collection is accomplished according to the following priorities:

1. Withdrawn materials may be made available to other libraries or institutions, as deemed appropriate by the director;
2. Materials not made available to other libraries and institutions are saved for the "by donation only" book sale, where they are offered on a first-come, first-served basis at no cost to all who wish to have them. Donations are accepted but nothing is required to be paid by those who take books;
3. Materials unsuitable for other institutions or the "by donation only" book sale are recycled or discarded;
4. The library cannot accept requests to hold weeded materials for individuals.

Gifts of Materials

The library appreciates the donation of money, materials, and artwork for the development of the library collection. The library will accept gifts and donations of books, films, audio items, pamphlets, artwork, periodicals, historic photographs, items of local import, or other material in good condition with the understanding that such materials will become the exclusive property of the library. The library will not accept donations that are not outright gifts. The library reserves the right to accept or reject any gift or donation if the gift or donation is not in the library's best interest.

Gifts and donations will be added to the collection provided they meet the same selection criteria applied to purchased materials. The library cannot guarantee that a gift or donation will become part of the library collection or, if it does become part of the collection, that it will be a permanent part. Unsolicited gifts and donations may be sold or discarded at the library staff's discretion. The library will, upon request of the donor, provide a receipt for gifts or donations but cannot evaluate or appraise any gift or donation.

Memorial Donations

Monetary donations made in memory of an individual may be recognized on the Library's Memorial Wall. Memorial recognition is available at the following donation levels:

- \$100- Book spine displayed on Memorial Wall
- \$500- Encyclopedia spine displayed on the Memorial Wall
- \$1,000- Book cover displayed on the Memorial Wall

Memorial donations may include the name of the individual being remembered, and if requested, the name of the donor or family. The Library will seek input from the donor or family regarding memorial recognition, but reserves the right to determine the design, placement, wording, and materials used for memorial recognition.

Reconsideration of School Library Materials

The following policy applies specifically to concerns regarding novel sets purchased by the Library for use in the school setting. As the Manistique School & Public Library serves both the school and public, concerns regarding classroom novel sets will be addressed in accordance with the School District's "Complaints about Library Materials" policy.

The School District's "Complaints about Library Materials" policy is provided below and shall apply to concerns regarding novel sets purchased by the Library for school use. This policy does not apply to materials selected for the Library's general public collection.

School District Policy: "Complaints about Library Materials"

1. If a Parent objects to materials in the school library, the Parent must submit an objection and explanation in writing to the Superintendent identifying:
 - a. the basis for the objection;
 - b. any recent known use of the library materials in the school; and

- c. any other relevant information
- 2. The Superintendent will review the written objection and the materials in question in their totality to determine whether:
 - a. the materials lack serious educational, literacy, artistic, political, or scientific value for the age range of the students in question; or
 - b. the materials are inappropriate or harmful for the age range of the students in question.

The Superintendent may, in his or her sole discretion, designate review to another administrator or employee. The Superintendent or designee will endeavor to provide a written response to the Parent within 30 calendar days after receiving the objection. The Superintendent or designee's decision is final.

The District will not restrict access to the challenged material during the review process.

Reconsideration of Public Library Materials

MSPL recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration. The following procedures have been developed to ensure that complaints are handled in an attentive and consistent manner. The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

If the request, suggestion, complaint, or grievance relates to library materials such as library books, reference works, and other instructional aids, the following procedure shall be followed:

1. The criticism is to be addressed to the Library Director, in writing, and shall include:
 - a. author;
 - b. title;
 - c. publisher and publication date;
 - d. the complaint's familiarity with the material objected to;
 - e. sections objected to by page and item;
 - f. reasons for objection
2. Upon receipt of the information requested, the Library Director will discuss the material in question with the patron, attempting to resolve the concern. The patron will also be offered a pack of information that includes the Material Selection Policy and Library Bill of Rights.
3. If patron wishes to carry the request further, the Library Director shall, after advising the Superintendent of the complaint, appoint a review committee which may consist of:
 - a. one (1) or more professional staff members including the librarian;
 - b. one (1) or more Board members;
 - c. one (1) or more lay persons knowledgeable in the area;
 - d. one (1) or more members of the Library Advisory Committee.
4. The Superintendent shall be an ex-officio member of the committee.
5. The committee, in evaluating the questioned material, shall be guided by the following criteria:

- a. the accuracy of the material
 - b. the objectivity of the material
 - c. the use being made of the material
6. The material in question may be withdrawn from use pending the committee's recommendation to the Library Director.
7. The committee's recommendation shall be reported to the Library Director in writing within ten (10) business days following the formation of the committee. The Library Director will advise the complainant, in writing, of the committee's recommendation and advise the Manistique Area Schools Board of Education of the action taken or recommended.
8. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Library Director, who shall forward the request and all written material relating to the matter to the Manistique Area Schools Board of Education.
9. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the Public Library collection except by action of the Manistique Area Schools Board of Education, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board of Education action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Manistique Area Schools Board of Education
Approved: 10/19/2026