

MENTOR PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY (1501.00)

The purpose of this Collection Development Policy is to:

1. *Identify guidelines for the selection of library materials and evaluation of the collection.*

The Collection Development Policy will describe the scope and nature of the collection, name the philosophies by which selectors should make collection decisions, and outline plans for continuing to develop resources, making the best use of available funds.

2. *Enable selectors to work toward the mission of the Mentor Public Library and the goals of the Strategic Plan.*

The Mission of the Mentor Public Library is to enrich people's lives and foster a vibrant and informed community through diverse resources, services, and programs.

3. *Inform the Library Board and the general public of the principles upon which selections are made.*

This policy will be available upon request and posted online.

RESPONSIBILITY STATEMENT

The Executive Director is ultimately responsible for the MPL collection, but can delegate the following responsibilities to the Collection Development Manager:

1. The duty to work with the Cataloging and Reference departments to accomplish mutual acquisition, cataloging, and processing goals.
2. The duty to promote consistency in the selection and maintenance of materials.
3. Authority to approve or reject selection recommendations from selectors, other staff, and the public.
4. Authority to make final decisions on the withdrawal of circulating materials, the rebinding of books, repackaging of audiovisual materials, replacement orders, and the addition of gifts to the cataloged collection.
5. Authority to review collections in the Library and evaluate their contents.
6. Authority to initiate any weeding projects as a result of collection evaluations.

Reference and Library Associate staff may participate in the selection of materials.

GENERAL SELECTION CRITERIA

Selectors should take the following general criteria into account for all materials in all formats selected for Mentor Public Library. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria. Presence of an item in the collection is not an endorsement of any point of view by the Library.

- Meets current and anticipated needs and interests of the public with emphasis on items in support of the goals of the strategic plan.
- Historical or cultural significance to Lake County, Northeast Ohio, or Ohio
- Has been verified as a reliable and accurate source.
- Contains timely information and current format.
- Produced by qualified and reputable authors, artists, or publishers.
- Reviewed in professional journals or other media sources.
- Contributes to diversity or breadth of collections.
- Presents unique or controversial points of view.
- Has been included in standard vendor selection tools.
- Received a nomination for a major award or prize.
- Falls within allotted materials budget (price).
- Is available for purchase through standard vendors.

ADULT RESOURCES

The Adult Non-fiction Collection will provide current general information and popular browsing nonfiction materials. The non-fiction collection will include many points of view to present a balanced selection of material. The Reference Collection will consist of materials which, because of rarity or cost, are most appropriately used in the library.

Specific Criteria for All Non-fiction:

- Broadens and diversifies subject collection.
- Provides thorough coverage of a subject.
- Contains essential information and a significant perspective on the subject matter.
- Allows access to retrospective information.

The Adult Fiction Collection will provide general, current, and popular fiction titles as well as genre fiction.

Specific Criteria for All Fiction:

- Represents a multi-cultural population or a diverse perspective.
- Possesses literary merit.
- Includes items written by local authors.
- Retains historical and lasting interest.
- Is part of a popular existing series.

The Large Print Collection will contain bestselling fiction and non-fiction, including classics, biographies, and genre fiction.

The Electronic Resource Collection will contain online information resources (including databases), electronic fiction, and non-fiction books, search engines for full text collections, digital collections of data and data sets. Not included is the device upon which one would read the electronic resource.

Specific Criteria for All Electronic Resources:

- Is easy to navigate and use.
- Meets hardware and/or software requirements.
- Makes information available to multiple users at once.
- Enhances or surpasses print equivalent in terms of information retrieval power, speed, flexibility, search options, help features, and full text.
- Can be accessed only in digital format.
- Includes vendor support and maintenance.
- Provides staff training or patron assistance.

YOUNG ADULT RESOURCES

The Young Adult Non-Fiction Collection will provide current general interest and informational materials. This collection will include many points of view to present a balanced selection of material. This collection will meet needs of young adults (12 to 18 years).

Specific Criteria for Young Adult Non-fiction:

- Meets criteria for adult non-fiction.
- Can be used for research and school reading.
- Caters to the interests of young adults.
- Is thematically and linguistically age appropriate.
- Presented at a level and in a format that appeals to young adults.

The Young Adult Fiction Collection will provide popular browsing materials that include standard authors and titles as well as special interest titles.

Specific Criteria for Young Adult Fiction:

- Meets criteria for Young Adult fiction.
- Age or grade level of main characters.
- Complexity of vocabulary.
- Appeals to young adult tastes in genre, format, and writing style.
- The Graphic Novel Collection will provide fiction and non-fiction titles of interest.

Specific Criteria for Graphic Novels:

- Contains quality art work.
- Is durable.

CHILDREN'S RESOURCES:

The Children's Non-fiction Collection will contain a variety of informational works on topics of interest to children. The non-fiction collection will include many points of view to present a balanced selection of material. The Children's Reference Collection will consist of materials which, because of rarity or cost, are most appropriately used in the library. The Children's collection will meet the needs of children from birth to grade six.

Specific Criteria for Children's Non-Fiction:

- Is linguistically and thematically age appropriate.
- Contains high quality illustrations, maps, graphics, and photographs.
- Appeals to recreational readers and casual browsers.
- Can be used for self-education and school assignments.

The Parenting Collection will address the needs of parents, guardians, caregivers, educators and others who work with children.

Specific Criteria for Parenting Collection:

- Items collected will focus on children from birth to grade six.
- Materials are written to be used by a parent/caregiver and child together.
- Cover topics that include sensitive issues which may be difficult for a parent, guardian, caregiver, or educator to approach with a child (e.g., death, illness, incarceration).
- Cover topics related to child development (physical and emotional).
- Offer tips and suggestions to the parent, guardian, caregiver, or educator on a difficult, complicated or controversial subject.
- Materials will often have additional information and resources included on the topic.
- Materials may be fiction or nonfiction.

The Children's Fiction Collection will range in reading level from "starting to read" books to chapter books. The collection will meet the needs of readers of different abilities and tastes. All literary genres are purchased.

Special Criteria for Children's Fiction:

- Possesses literary merit.
- Represents a multi-cultural population or a diverse perspective.
- Is linguistically and thematically age appropriate.
- Is part of a popular existing series.
- Age or grade level of main characters.

The Picture Book Collection will be comprised of books in which the illustrations are the dominant feature. The purpose of this collection is to introduce children to the world of books. The types of

books in this collection are concept books, wordless picture books, board books, picture storybooks designed to be read aloud, and stories for independent readers.

Specific Criteria for Picture Books:

- Contains pictures and text that enhance and reinforce each other.
- Possesses high quality artistry and writing.
- Is linguistically and thematically age appropriate.

The Electronic Resource Collection includes online information resources (including databases), electronic fiction and non-fiction books, search engines for full text collections, digital collections of data and data sets. Not included is the device upon which one would read the electronic resource.

MEDIA

The Recorded Music Collections will include music from a broad range of styles and eras in varying degrees of depth. Generally, this is a popular browsing collection for all ages. The children's music collection is designed to introduce children to a full range of musical appreciation and expression. Rating guides and warning labels are not assigned by the Library.

Specific Criteria for Music:

- Possesses artistic merit.
- Includes local artists.
- Contains accompanying documentation or notes.

The Spoken Media Collection will fulfill the recreational and informational needs of adults, young adults, and children who want or need material in popular current audio formats.

The Video Media Collection will include entertainment, educational, and informational media for adults, young adults, and children. Rating guides and warning labels are not assigned by the Library.

The Video Game Collection has rating guides and warning labels which are not assigned by the Library.

PERIODICALS

The Periodical Collection will provide a source of current information not often available in book or other formats. The Library provides a broad range of general and specific interest periodicals for all ages.

Specific Criteria for Periodicals:

- Represents a variety of interests.
- Can be used for research as a supplemental source of information.

LIBRARY OF THINGS

The Library will select materials for the Library of Things based on the needs and interests of library patrons. The Library reserves the right to take a Thing out of circulation temporarily to use for library purposes (programs etc.) or for repair.

Not all library materials may be suitable for all members of the community. Responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library.

GIFT MATERIALS

The Library will accept gifted materials with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase. The Library reserves the right to evaluate and to dispose of gifts in accordance with the criteria applied to purchased materials. Unused donated material may be used for the book sale or discarded by the staff. The staff will not assign a monetary value to any donated material. However, a patron may request a receipt with the number of items donated to the Library.

DOCUMENTS

Mentor Public Library is not a depository library for state or federal documents.

TEXTBOOKS AND CURRICULUM RELATED MATERIALS

The library strives to provide material that promotes continued independent learning. We believe that providing textbooks and curriculum materials is the responsibility of the schools, but we will strive to provide some curriculum related materials. Selectors will purchase textbooks for the collection only if the textbooks supply information that surpasses standard books in quality or scope. The public library will not assume the responsibility for purchasing textbooks for wide and general distribution.

SELF-PUBLISHING/LOCAL AUTHORS

Self-published works are not solicited, except in cases of local or genealogical interest.

Local authors are welcome to donate a copy of their book to the Library. Donated books become the property of the Mentor Public Library and will not be returned.

Decision to add self-published and/or local author's items to our circulating collection from will be based on:

- Our Collection Development Policy
- Professional reviews from professional sources
- Publication date, preferably within the last 24 months

The Library's selectors are unable to meet individually with each local author. All titles will be carefully considered. Books not added to the collection may be used for the book sale or discarded by staff.

Self-published and Local author items added to the collection are held to the same standards as the rest of the collection. Materials may be removed at some point due to lack of use, poor condition, space, and more.

RETENTION OF LIBRARY MATERIALS

The library's ability to purchase and store materials is limited by the size of its budget and its building. Because of this, we have established criteria for retaining or withdrawing materials. These criteria may be applied to all formats.

Criteria for retaining or withdrawing materials:

- Whether the material covers content patrons are currently interested in.
- Whether the material is steadily circulated.
- The condition of the materials.
- Whether the material retains educational significance and contributes to the breadth and depth of the collection.
- Is a necessary part of collection and cost of replacement falls outside budgetary constraints.
- Demand for the material.
- Whether the material retains status as an accurate and reliable source.
- Whether the material retains current information.
- Availability of the item in alternative formats
- Feasibility and cost of repair.
- Feasibility and cost of replacement.
- Space considerations.
- Number of available duplicate copies (within Library and Clevnet)
- Adequate coverage of a particular subject
- Availability of materials through other means such as Interlibrary Loan

LOST AND REPLACEMENT

It is the intention of Mentor Public Library to maintain a high physical quality of materials. To this end, patrons of Mentor Public Library have two options for any lost or badly damaged items checked out to them on their library record.

- The first option is to pay for the item lost or damaged.
- The second option is to purchase a new unused, identical item to replace the item that was lost or damaged. This requires prior approval by the library.

The patron's intention for replacement or paying should be made to the staff so arrangements can be made with the proper department. No refunds will be given.

Updated by the Board of Trustees: Res. #24-053 on May 15, 2024

Updated by Board of Trustees: Res #21-017 on January 20, 2021

MPL Board of Trustees Adopted – July 18, 2012 Resolution #12-059