

Collection Development

Purpose

The Collection Development Policy of the Hussey-Mayfield Memorial Public Library [hereafter referred to as “Library”] provides for the allocation of resources and decisions regarding the acquisition and withdrawal of Library materials, as well as planning for the Library’s collection needs to be in agreement with the Library’s mission statement.

Scope

The scope of the Library collection refers to the formats offered, and the treatment and level of difficulty of the materials in the collection. Materials selected for the Library collection are intended to meet the predominant educational, informational, recreational, and cultural needs of the residents of the Library’s service area. The scope of the collection is intended to offer a choice of format, treatment and level of difficulty so that most needs can be met. Service given to individuals of all ages, within current budget limitations are also taken into consideration. The emphasis will be on acquiring materials of wide-ranging interest to the general public. In August 2008, the Library became the initial member of Evergreen Indiana, a statewide library consortium. Member libraries share a combined online catalog, allowing their customers access to hundreds of thousands of library materials owned by other member libraries. Most of these items may be placed on hold and borrowed via an inter-library courier service. For those items that are not available at the Library or from another Evergreen Indiana member library and are infrequently requested, Library staff will encourage the use of Interlibrary Loan. The collection is under review and revision continuously by Library staff to meet current resident needs.

Selection Process

1. The Library Director is the party responsible for materials selection as directed by current policies that have been adopted by the Library Board of Trustees. The delegation of responsibilities for selection in specific subject areas and formats regarding the evaluation, acquisition, retention and withdrawal of materials rests with the Library Director.
2. It is the goal of the Library to develop a collection of standard works of long-term value and popular materials of current significance, striking a reasonable balance between the public’s requests and sustaining a diverse but responsive collection. The Library’s existing collection, the interests and needs of the community, the individual merit of each item, the Library’s budget and its services are the primary factors taken into account when selecting materials. Being a member of the Evergreen Indiana Library Consortium in no way removes the Library’s responsibility to purchase library materials for its residents and the Library will continue to make purchases suitable for its residents based on the aforementioned factors. Each title is judged as a whole; isolated passages in and of themselves are not used as selection/deselection criteria. As far as possible, the Library will provide materials providing various viewpoints about controversial issues that illustrate careful study, give evidence of a sincere desire to be factual, and are written in a fair manner.
3. Standard Library collection development tools, including, but not limited to, reviews published in reputable sources, publishers’ resources, professional and trade

journals, bibliographies and lists are used as selection guides. Suggestions from residents are also considered.

4. Evergreen Indiana member libraries have different guidelines in the selection of materials, especially in the area of movies. If a parent of a Hussey-Mayfield Memorial Public Library minor card holder prefers that his/her minor child [under the age of 18] not have access to R-rated movies that may be available at some Evergreen Indiana libraries, a "limited access" Evergreen Indiana library card may be obtained at a Circulation Desk.

Format

Materials will be purchased in the most appropriate format for Library use. Formats include print, audiovisual, electronic and multi-media materials. The acquisition of non-print formats is recognized as providing useful educational and recreational resources for the residents that the Library serves. The development of new formats in the marketplace will be carefully monitored by the Library Director, and prior to addition to the collection must be within the budgetary and technical limitations of the Library. The addition of new formats will be predicated on a consideration of customer demand, new product development, community demographics, positive critical reviews and budgetary limitations.

Gifts

The Library gratefully accepts gifts and donations but does so with appropriate consideration of the following conditions:

- Gifts need to be viewed by the donor as an addition or supplement to, not a reduction of, the Library's operating budget.
- In order for gifts to be added to the Library's collection, these will need to be congruent with the current Strategic Plan and Collection Development Policy of the Library.
- The Director or delegated staff will determine when gifts are acceptable for inclusion in the collection under this policy.
- Gifts resulting in additional expense to the Library, such as special care, will require approval for addition to the collection by the Board of Trustees.
- Donors are encouraged to recommend subject areas. The purchase of specific titles with gift funds cannot be guaranteed, nor will the donor be able to approve title(s) before purchase.
- Some cash donations may be referred to the Hussey-Mayfield Memorial Public Library Foundation, depending on the wishes of the donors.
- The Library accepts gifts of materials, but reserves the right to evaluate and dispose of them in accordance with the same criteria that is applied to Library-purchased materials. Materials may be disposed of without notifying the donor if later examination indicates that the Library cannot use them or they may be given to the Friends of the Hussey-Mayfield Memorial Public Library for inclusion at a future book sale.
- Gifts of a larger and more specific nature, such as works of art, furniture, equipment, special collections and real property, shall be referred to the Library Director for acceptance in consultation with the Board of Trustees. When funds are donated for specific purposes, the amount and nature of the expenditure must be approved in advance, if it is in whole or in part, not in accordance with the Library's current programs and policies.
- Any gift accepted by the Library is subject to the following two conditions:
 1. The Library retains unconditional ownership of the gift.
 2. The Library makes the final decision on the use of the gift or disposition of the gift.

- Library gift plates will be placed in Library materials purchased with gift funds. Programs and services made possible by gift funds will include recognition of such benefactors in their supporting literature.

The Library will not appraise donated items for tax purposes. The Library will provide, upon request, a receipt for the donor's use with space for the estimated value of the materials.