

# Collection Development Plan

**Mission Statement:** Improve and enrich the lives of our patrons through information, education, and recreation. The library values the citizens of the greater Mendon area and responds to their needs by providing a clean, and inviting building, a well organized and up to date collection, friendly professional service, and well trained staff who are committed to the library vision.

**Vision Statement:** A thriving library is an integral part of the lives of its community members.

## **Collection Goal:**

Library collections are developed and maintained in a manner intended to satisfy the informational, educational, recreational, and cultural needs of the community. They inspire the reading interest of youth and adults. The collection supports lifelong learning for all ages. A properly developed collection is an asset to the community. The library ensures that resources are easily accessible and available in a timely manner.

## **General Collections:**

The Mendon Library collection is composed predominantly of circulating fiction and non-fiction material which meet the recreational, educational, and instructional needs of the community. For purposes of selecting library resources for its patrons, the library recognizes three distinct age levels:

- **Children's Collection:** Is defined as materials that appeal to readers ages 0-11.
- **Young Adult Collection:** Is defined as materials that appeal to readers that are ages 12-18+
- **Adult Collection:** Is defined as any materials that appeal to readers beyond the Children's and Young Adult collections.

## **Electronic Resource Collection:**

Mendon Library believes that electronic resources are vital to a thriving library. Our collection offers access to ebooks and audiobooks. We provide access to the Beehive Library Consortium that is offered through the State Library.

- Overdrive
- Libby
- Learning Express

You can find the resources located here:

<https://library.mendoncity.org/utah-state-library-resources/>

## **Selection of Material:**

The general selection criteria listed below apply to all age-levels and formats.

- Relevance to diverse populations
- Current and historical significance
- Usefulness
- Appropriateness of format
- Reputation/importance of the author/artist
- Objectivity
- Collection balance
- Value of resource in relation to cost
- Relationship to the existing collection
- Currency of information
- Readability/appropriateness for audience
- Demand from patrons

The selection of any titles does not constitute endorsement of its contents. The library recognizes that many materials are controversial and that any given item may offend a customer. Decisions are not made on the basis of any anticipated approval or disapproval, but solely in relation to building the collection and serving customers' interests.

Responsibility for the reading of children rests with the parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

## **Collection Assessment:**

Library collections need continuous evaluation in order to meet the library mission and collection goals. Collection assessment is an organized process for systematically analyzing and describing a library's collection. Assessments help clarify collection development goals and provide data that can be used to set funding priorities.

Statistical tools such as circulation reports, collection turnover rates, popular search terms, patron surveys and staff suggestions should be used to determine how

collections are being utilized and what change should be made to meet shifting patron needs.

## **Acquisitions:**

Selection of materials is done from reviews in Rainbow Book Club catalogs, Reese's book club, Netgalley.com, Goodreads.com, Deseret book catalog, Amazon.com, Rainbow Book Company catalogs.

We have a *Patron Shopping List* where you can request an item for the library. If we can't purchase it for the library we will offer to do an Interlibrary Loan Request.

### **Rainbow Book Company:**

We currently purchase most of our Junior Fiction, Young Adults, and Children's books through this company. They provide books with library binding, free replacement copies, and are able to meet most of our requests we send them from our *Patron Shopping List*.

### **Deseret Book Company:**

We currently purchase our Regency novels, Historical Fiction, audiobooks, Adult fiction and nonfiction books through them. They offer us a 20% public library book discount for shopping with them. We like to keep the money local if we can.

### **Thriftbooks:**

We currently purchase adult and any other books we can't find through our other companies through Thriftbooks or replacement copies since they are in great condition and fairly inexpensive.

### **Amazon:**

We purchase most of our adult fiction and nonfiction books through here. They have great prices and we have a prime account so we have free shipping.

## **Donations:**

The Mendon Library welcomes gifts to its collections. All gift materials have costs associated with them, including time for evaluation, cataloging, and processing. As a result, acceptance of gifts should be made judiciously. The Library will not accept a gift that includes a stipulation that is not consistent with this policy or the library's collection goals. Gifts must meet the same selection criteria used in the normal acquisitions process and are accepted with the understanding that they may not be added to the collection. Donors are given a receipt to acknowledge the Library's discretion in accepting gifts and donations. Gifts should meet the goals of the Library rather than the donor.

Gifts of resources that are not added to the collection may be given to the Friends of the Library for their annual book sale. Due to the volume of library gift materials reviewed by the Library and the subsequent labor involved in processing them, individual materials will not be returned after evaluation.

## **Evaluation of Gifts:**

The lists below offer additional guidelines to assist staff in determining if a gift is appropriate for the library or if it should be donated to the Friends of the Library Book Sale or donated to the Deseret Industries Thrift Store, Blue Bin, or Somebody's Attic.

### **Gifts of Print and or Audiovisual Materials:**

A gift in a print or audio-visual format should not be added if the item:

- Is marked, damaged, or shows excessive wear
- Requires special equipment for use
- Is a personal, non-commercial, copy/recording
- Is abridged or condensed fiction in a print or audio-visual format
- Is in a format no longer supported by the library

A gift of a title already in the cataloging system should meet at least one of the following criteria:

- Is in new or like condition
- Can replace a library copy in poor condition
- Is the newest edition of a non-fiction title

A gift of a title that needs to be cataloged must, in addition to the above meet the following subject areas:

- Fiction (regardless of copyright date)
- Non-Fiction Copyrighted within the last three years
- Local Authors- Utah Authors
- Local History- Mendon City or Cache Valley area
- Utah History/Related to Utah

## **Request for Reconsideration of Library Resources**

The procedure for reconsideration of material is as follows:

1. The patron seeking reconsideration of a work receives a copy of the Mendon Library Collection Development Policy, as well as a *Patron Request for Reconsideration of Library Materials*. These are located at the library's circulation desk.
2. The patron seeking reconsideration must read, view, or listen to the entirety of the work before requesting reconsideration of library material.
3. The patron may submit the form to the circulation desk. The patron will receive a letter acknowledging receipt of the Request for Reconsideration by the library director and advising that a written response to the Request will be sent within 30 days.
4. The form is routed to the library director, who will review and research the request. The library director will present a recommendation to the library board and together they will make a final decision.
5. The director will contact the patron to discuss the patron's request and the library board's decision regarding the material.
6. The library board decision will be emailed within 28 days of the original request.
7. If the patron is not satisfied with the library board's decision, the patron may file a written notice of appeal within 30 days to the library director.

The library board of Mendon, Utah has delegated the responsibility for selection and evaluation of library/educational resources to the library director and has established reconsideration procedures to address the concerns about those resources. Completion of this form is the first step in those procedures.

**PATRON REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL(S)**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Are you representing an organization or a group? If so, please identify

\_\_\_\_\_

Material on which you are commenting:

_____ Book	_____ Audiovisual
_____ Magazine	_____ Other _____
_____ Newspaper	_____

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

1. What is your objection to this work? Please be specific; cite pages, sections, etc.
  
  
  
  
  
  
  
  
  
  
2. What do you feel might be the effect of reading/seeing/listening to this work?
  
  
  
  
  
  
  
  
  
  
3. For what age group would you recommend this work?

### **Collection Maintenance: De-Selection (“Weeding”)**

Weeding is an essential element of collection development that ensures that the Library materials are useful and accessible. Collections should change over time to reflect changes in the community and in the Library’s goals.

Weeding is an evaluation of resources intended to remove items that are no longer useful from the collection. Removing outdated or worn-out items makes the collection more visually attractive and inviting to users. It helps assure patrons that the library supplies up to date information that is easy to find. Library staff may withdraw and discard resources if they are obsolete, little used, in unusable condition, superseded, or replaced by a new edition or a better title on the subject.

Weeding can help staff find the gaps in collection areas and creates space for new materials. Weeding increases circulation by drawing attention to materials that had previously been overlooked.

In order to maintain a current and useful collection, this systematic evaluation and weeding is necessary. It keeps the collection responsive to patron needs and makes room for the influx of new resources that continually replenish the collection. The weeding process identifies damaged items, dated resources, and items that are no longer being used.

### **Methods of Weeding:**

The most well-known weeding process for public libraries is the CREW method: **Continuous Review, Evaluation, and Weeding**. The CREW method uses an acronym, MUSTIE, to indicate when an item should be removed from the collection:

**M**isleading and or factually inaccurate

**U**gly (worn out beyond mending)

**S**uperseded by a new edition or a better source  
**T**rivial (of no discernible literary or scientific merit)

**I**rrelevant to the needs and interests of the community

**E**lsewhere (the material may be easily borrowed from another source)

**Note:** Withdrawn resources that are in good condition will be offered to The Friends of the Mendon Library book sale, community organizations, recycled, or donated to the Deseret Industries, Blue Bins, or Somebody's Attic Thrift Store.

**Library Board Approved: August 26, 2021**