

Material Selection Policy

The goal of this policy are first, to serve as a guide for the staff of Mount Clemens Public Library in the process of materials selection, and second, to inform the public of the principles upon which selections for the library are made.

The mission of the Mount Clemens Public Library is to offer residents of the City of Mount Clemens and the Mount Clemens Community School District the opportunity to obtain current popular materials and take advantage of services to promote self-development in all areas of life – work, school, personal interests and leisure. The library seeks to serve the educational needs of residents of all ages and to especially stimulate individual enjoyment of reading by children.

The library strives to provide current and factual information to supplement and enrich individual learning, and to provide materials for recreation reading and other leisure time activities. This information should be readily available to the total community regardless of gender, sexual orientation, gender identity, age, education, language, religion, ethnic and cultural background, or mental and physical ability.

Responsibility for selection

The Library Board of Trustees has delegated to the Library Director the authority and responsibility for selection of all print and non-print materials. Responsibilities for actual selection rests with the appropriately trained staff who discharge this obligation consistent with the Board's adopted selection criteria.

To gain knowledge of publishing trends. professional staff consults a wide range of reviewing media in selecting materials for the library, such as Library Journal, School Library Journal, Booklist, Publishers Weekly, Kirkus, Locus, Billboard and local newspapers.

Budget Allocation

The materials budget is prepared annually and presented to the Library Board of Trustees for approval by the Library Director as part of the budget process. Factors considered in allocating the materials budget are: Circulation statistics by age level, format, or subject, extent of demand, cost of materials and special collection needs. Special emphasis may be placed on a specific part of the collection if need is determined by the Library Director, at their discretion.

Criteria for Selection

Mount Clemens Public Library is a popular materials library and maintains a varied and up-to-date collection. We select materials whose content is aimed at the general reader rather than a specialist or practitioner. We attempt to acquire materials of both current and lasting value. Due to budget and

space constraints, we are not able to purchase all available materials, and must employ a policy of selectivity.

All materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. Purchase of materials does not indicate that the Mount Clemens Public Library endorses the contents therein.

While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchasing for the library collection. Also, as new technologies are developed, the Mount Clemens Public Library will investigate the appropriateness of new media formats and will acknowledge the need for experimentation.

The Mount Clemens Public Library will use the criteria listed below for the selection of Library Materials for inclusion in our collection:

- Interest and demand
- Attention of critics, award committees, reviewers, and the public
- Relation of work to existing collection
- Need for collection depth, breadth and variety
- Currency of information
- Accuracy and impartiality
- Local importance, regional interest or historical value
- Price
- Format and durability
- Appropriateness for intended audience
- Availability elsewhere in the Suburban Library Cooperative member libraries
- Availability of space within our physical location
- Uniqueness or special content

Special Collections and Macomb County Genealogy Society Collections

Through an agreement with the Macomb County Genealogy Society, the Mount Clemens Public Library houses the collection of materials owned by the Society. This collection contains a wide variety of primary and secondary paper and electronic materials relating to the history of Mount Clemens and Macomb County.

The Mount Clemens Public Library does not develop nor deselect materials for this collection, as it is maintained and curated exclusively by the Macomb County Genealogy Society. Any and all inquiries into the nature of this collection should be directed to the attention of the Macomb County Genealogy Society.

Small Press and self-published works & Book Signings

The Mount Clemens Public Library is often asked to add items to our collection that are published by small presses or self-published by the author themselves. These titles are treated as a donation and subject to the same selection criteria we use for evaluating items for our collection. With small press/self-published items, the criteria of reviews and demand are of more critical importance.

When submitting an item for evaluation, please include any reviews and author information. If you chose to submit a copy of a title for our evaluation, we will not be able to return it in the event it is not added to our collection. We will treat the item as a donation.

Gift/Donation Items

In accordance with the Mount Clemens Public Library Gift Acceptance and Donation Acceptance Policy, Mount Clemens Public Library may legally receive gifts as authorized by the Public Library Gifts and Donations Act 1921 PA 136 (MCL 397.381 et seq.). Mount Clemens Public Library accepts monetary gifts as certain gift materials that reflect the Library's strategic plan. Gifts of materials and donated items become property of the Mount Clemens Public Library upon receipt. The library reserves the right of determining if, and in what manner, the donated items should be used. No conditions may be imposed relating to any gift. Items deemed inappropriate for our collection may be refused or passed on to another institution or library. Acknowledgement of gifts for tax records may be provided; however, the library will not appraise donated items.

Weeding/Deselection

Mount Clemens Public Library staff routinely evaluates the collection and removes materials in accordance with our deselection guidelines. The criteria for deselection is similar to our selection criteria with the following additions:

- Condition – Worn, damaged, or soiled items
- Currency – materials containing obsolete or inaccurate information
- Demand – Items are no longer used or items are used at a frequency no longer requiring multiple copies
- Obsolete format – media format is no longer in demand or replaceable.
- Scope – Material does not fit into the scope of the library collection
- Covered – Topic is sufficiently covered by other collection materials.

The professional staff will evaluate materials collection for replacement and/or discard on an ongoing basis using the CREW method of evaluation, and it is not the policy of the library to automatically replace all materials withdrawn.

Materials that have been deselected from the library's collection may be donated to the Macomb County Genealogy Society book sale, whose proceeds come directly to the library.