



THREE OAKS TOWNSHIP PUBLIC LIBRARY  
3 NORTH ELM ST.  
THREE OAKS, MI 49128  
PHONE: (269) 756-5621 FAX: (269) 756-3004  
WWW.THREEOAKS.MICHLIBRARY.ORG

## Collection Development Policy By-Laws Article II Section 7

### A. Objectives: *(copied from library's mission statement)*

The purpose of the Three Oaks Township Public Library is to expand the educational horizons for the children and enhance library services in all formats to meet the needs of the entire community.

To acquire and make available to all residents books, periodicals, pamphlets and other services that will satisfy their need to become well informed; to decide important questions; to discipline the emotions; to cultivate the imagination and to refine the tastes; and to enjoy leisure by means of reading and other media services.

To strive to aid and encourage the young in their pursuit of knowledge and in gaining rewarding experiences through books and other media.

To provide the community with materials in many fields to meet their need for facts and authoritative opinion, whether in their capacity as individuals, as professional or business people, or as responsible citizens of the community.

This Collection Development Policy will be used by the Library Director in the selection of materials and serves to acquaint the public with the principles of collection development.

### B. Responsibility for Selection:

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Three Oaks Township Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, the director must be available to answer to the library board and the general public for actual selection made and has the authority to reject or select any item contrary to recommendations of the staff.

### C. Criteria for Selection:

The main points considered in the selection of materials are:

- Popular appeal and/or demand,
- The desire to expose patrons to a wide variety of genres and literary tastes,
- To include award-winning books,
- To represent multiple perspectives by authors,
- Existing library holdings,
- Budget,
- Reviews are a major source of information about new materials. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand.
- Patron's Requests.

### D. Donations

From Article XVII Gifts and Bequests Three Oaks Township Public Library By-Laws:  
"The Library Board and/or Director may accept or reject any donation of items for any



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reason. Items accepted, including books and DVDs, if not added to the Library Collection may be sold in the Three Oaks Library Friends' Book Sale Room."

**E. Interlibrary loan:**

Because of the library's budget and space constraints the library is unable to provide all material requested. When asked for an item by library patrons, the Library staff will first attempt to borrow the item from MeL (inter-library loan) if it is more than one-year old before purchasing it.

**F. Weeding:**

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process (also called weeding or de-selection). This is an integral part of keeping a library's collection relevant to the community's needs. Items may be removed that are damaged, contain obsolete or incorrect information, or have not been used within a reasonable time. This excludes items with local history value, as these will remain permanently in the library's possession. Items that are withdrawn from the collection may be sold in the library's book sale room or recycled through an outside source.

**G. Potential Problems or Challenges:**

The Three Oaks Township Public Library recognizes that some material are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for the reading of children rests solely with their parents or legal guardians, who had to sign permission for the child to get a library card. Library materials will not be marked or identified to show approval or disapproval of their contents and no material will be sequestered within the library except to protect it from damage or theft. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. There may be differences in opinion regarding the suitability of items and patrons are encouraged to speak with the director if they have any concerns. Patrons requesting that material be withdrawn from the collection may complete a "Statement of Concern About Library Resources" form which is available at the library check out desk. The inquiry will be placed on the agenda of the next regular meeting of the Three Oaks Township Public Library Board provided the protest is received at least one week prior to the meeting.