

# **Montgomery City-County Public Library**

## **Collection Development Policy**

**November 2024**

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### Collection Development Committee:

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# **Montgomery City-County Public Library Collection Development Policy**

## **PURPOSE**

The Collection Development Policy provides guidance for library staff and informs the public about the selection and maintenance of the Montgomery City-County Public Library (MCCPL) System collection. The collection reflects the mission and vision of the library while representing and addressing the diverse needs, viewpoints, and opinions of the community.

## **GOAL**

The Collection Development Policy strives to provide a reliable and diverse collection that supports the library's mission of providing access to materials, information, and services that meet the personal, educational, cultural, technological, and occupational needs of the community.

## **COMMUNITY PROFILE**

Montgomery County is located in the south-central part of the State of Alabama. The county covers 793 square miles and has an estimated population of over 228,954 (2020 Census) estimate. Montgomery is the county seat and the largest city in Montgomery County. Demographically, the U. S. Census Bureau estimates that the population is 60.9% African American, 33.4% White, 5% Hispanic, and 3.5% Asian.

The Montgomery Public School System and Pike Road School System comprise all of the public schools in Montgomery County. In addition, numerous private and charter schools operate within the county. Montgomery County is home to several institutions of higher learning. Montgomery County's workforce is largely made up of educational services, healthcare, retail, manufacturing, public administration, management, and foodservices. Maxwell-Gunter Air Force Base is the leading employer in Montgomery County.

## **MATERIALS SELECTION**

### **Philosophy of Selection**

MCCPL follows a policy of selectivity based on the mission of the library system, the scopes of the individual libraries' collections, and knowledge of community needs and interests. The Library recognizes and respects the cultural diversity of the many communities it serves and selects materials that will meet the interests and needs of those varied communities.

Through its collections, the Library strives to support an informed community by providing access to the world of ideas and information. Librarians have a responsibility for selecting materials to ensure that a wide variety of viewpoints are represented and that materials are not added or removed from the collection for partisan or doctrinal reasons. Items are not excluded from the Library because of the race, nationality, social, political or religious views, or personal affiliations of the author. Items are not excluded because they

contain language, illustrations or ideas offensive to some persons. The Library does not affix prejudicial labels to items or segregate materials some people might find objectionable. Institutional censorship diminishes the credibility of the library in the community and restricts access for all library users.

Public feedback regarding collections and suggestions for new materials are welcome, as these help staff to gauge the effectiveness of their selections and to identify community interests. The staff considers all requests for purchase, evaluating them according to selection criteria, usefulness to the collection and the community, and budget considerations.

### **Objectives of Selection**

The Library strives to provide a reliable and diverse collection in support of its mission. The collection should be inclusive, where reasonable and appropriate, giving due consideration to customer demand. In sum, the collection serves to:

- Provide materials for readers and non-readers of all ages based on reviews from professional resources.
- Provide materials for a variety of educational levels and reading abilities.
- Provide materials to support a broad range of interests.
- Provide materials which present different points of view, and which provide balance within the collection.
- Provide materials in a variety of formats.
- Provide materials on contemporary significance, which reflect the changing nature of society.
- Provide materials that adhere to the Alabama Public Library Service Administrative Code and standards for obscenity established by Ala. Code § 13A-12-200 et seq.

### **Responsibility for Selection**

The ultimate responsibility for selecting Library materials rests with the Library Director, who operates within the framework of policies established by the Library Board of Trustees. The Director delegates selection responsibilities to appropriate professional staff. Other staff members and the public are welcomed to make recommendations.

### **Selection Criteria**

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies of the subject, and recognition of the needs of the community. Librarians apply their judgment and experience in selecting materials according to specific criteria. These criteria are considered in materials selection whether the item is purchased or donated:

- Currency of information
- Popular interest
- Permanent value and importance to the collection
- Representation of diverse points of view
- Creative, literary or technical quality
- Format and ease of use

- Objective reviews from recognized sources and/or inclusion on recommended lists · Reputation, skill, and purpose of the author, performer/composer, publisher, producer or illustrator
- Local, state, or regional significance
- Suitability and appropriateness of subject for intended audience based upon reviews from professional resources
- Relation to existing material in the collection
- Cost and availability

Some materials reviewed may not meet the criteria of this policy but may be selected because of heavy demand or local interest. Also, as the community changes, materials which were not recommended for purchase at one time may become of interest at a later date and purchased to meet user demands.

Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions, and which will meet patrons' needs.

Regarding selection of materials for minors under the age of 18, selectors will consult reviews from professional resources when acquiring materials and adhere to Alabama Public Library Service Administrative Code Section 520-2-2-.03. While selectors apply rigorous standards when selecting materials for minors, ultimate responsibility for a minor's access to materials rests with the parent or guardian.

### **Selection Tools**

Selection tools include specialized subject bibliographies, core collection source lists and professional review sources. Popular items of high demand, as confirmed by reputable bestsellers' lists, may also be considered. When selecting materials for minors, selection tools will include professional resources specifically focused on reviewing materials marketed to children and teenagers.

### **Scope of the Collection**

The Morgan Library remains the central collection for the majority of physical resources, including special collections, due to space requirements. The physical collection at the regional and branch locations are intended to reflect the interests and needs of those specific communities, with the physical collections of the Morgan Library, as well as all system library collections, serving as a resource through intra-library loan. However, the advent of digital technologies has made immediately available to all locations a broad range of informational, educational and recreational resources unlimited by physical structures. MCCPL will continue to develop collections in both print and digital form within budgetary restrictions such that the citizens of Montgomery County will be informationally competitive with the rest of the world.

### **Interlibrary Loans**

MCCPL cannot purchase all materials that are requested. Interlibrary loan (ILL) is used to obtain materials otherwise beyond the scope of the collection through an ILL network of libraries throughout the United States.

### **Books by Local Authors and Self-Published**

While MCCPL wishes to be supportive of local authors through such activities as book signings and talks, the purchase of books by local authors and self-published books is still governed by the Selection Tools section above.

### **SPECIAL COLLECTIONS—THE MONTGOMERY ROOM**

The Montgomery Room, located at the Juliette Hampton Morgan Library, is a collection depicting the history, culture, literature, geography, biography, religion, education, politics, economy and recreation of the Southeastern United States with an emphasis on the City of Montgomery and the State of Alabama. The purpose of the Montgomery Room is to develop and maintain an in-depth collection of materials having lasting historical value to support the informational, educational and research needs of its users, which consist of students, historians, genealogists and Montgomery County citizens as well as visitors. Items within the Montgomery Room are non-circulating with restricted access.

Included in the collection are Montgomery City Directories, works written by local authors identified with Alabama either by residence or birth, Civil War histories and biographies, Civil Rights histories and biographies, local high school yearbooks, first editions of well-known books by well-known or local authors, microforms and the vertical file.

### **GIFTS**

The Library accepts donations of books and audio-visual materials and reserves the right to determine final disposition of all gifts. Gifts not added to the collection will be sold at the Library's book sale.

### **DONATIONS**

Monetary donations are welcome and will be used to purchase materials following the selection guidelines that are outlined in this policy. Donors may specify a general subject and age group for which materials are to be purchased. Materials purchased with monetary donations may be designated as memorials.

### **COLLECTION EVALUATION AND MAINTENANCE**

Evaluation of the collection is a continuing process, aimed at maintaining an active and useful collection. Maintenance may require duplication of heavily used items, withdrawal of items no longer useful, replacement of some withdrawn or missing items, and the addition of items to fill gaps in the collection. Collection Maintenance is responsible for maintaining the library's physical collection.

### **Inventory**

Inventory is conducted to ensure the accuracy of the Online Public Access Catalog (OPAC). Inventory will be done periodically throughout the library system.

### **Weeding**

MCCPL will use the Continuous Review, Evaluation and Weeding (CREW) method for weeding the collection. Copies of the CREW method are available for review at every location.

**Replacements**

It is the library's policy not to replace all materials withdrawn because of loss, damage, or wear automatically. Need for replacement in each case is at the discretion of the Collection Development Librarian.

**INTELLECTUAL FREEDOM STATEMENT**

MCCPL acknowledges and adheres to the philosophy and principle of Intellectual Freedom as embodied in the First Amendment to the Constitution of the United States. The Library strives to provide a collection of materials designed to represent the needs of the diverse community and to fulfill the ideal of a marketplace of ideas. MCCPL policies are based on the principles set forth in the Library Bill of Rights (APPENDIX I), the Freedom to Read Statement (APPENDIX II) and the Freedom to View Statement (APPENDIX III), all supported by the American Library Association (ALA).

**RECONSIDERATION OF LIBRARY MATERIALS**

A patron from MCCPL wishing to recommend the reconsideration of a particular item in the library collection may submit a Request for Reconsideration of Library Materials form. Details on the material review procedure that is initiated by submitting a Request for Reconsideration of Library Materials form may be accessed on the Library's website and in print at any library location in the MCCPL system.

**REVIEW AND REVISION OF THE POLICY**

The Collection Development Policy will be reviewed, evaluated and revised periodically for effectiveness, appropriateness and consistency with professional standards and principles as well as adherence to the Alabama Public Library Service Administrative Code and Alabama law.