



Volume VI – Collections

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JDL POLICY VI.1: Materials Selection and Evaluation Policy

Purpose

The Jackson District Library strives to inspire our communities to discover, learn and succeed. In accordance with this mission, the Materials Selection Policy serves the Jackson District Library Board of Trustees, Library Director, and professional staff and as they evaluate and select library materials. It is also meant to inform the public about the principles upon which selection is based.

It is the library's responsibility to select materials that reflect the broad spectrum of points of view held by the community, regardless of the individual perspectives of the library staff and other members of the community. The result of the process is that adults, children and teens are able to locate materials appropriate to their needs. It is the responsibility and right of parents or legal guardians to guide their children or teens in selection of materials that they deem appropriate. Because the library does not restrict or censor access to its diverse collection, parents or legal guardians are encouraged to be involved with the selections that their children or teens make. The Library does not stand in the place of parents (*in loco parentis*).

Objectives of the Library's Collections

The collections at the library exist in order to support our mission. This objective includes a broad range of activities including, but not limited to:

- Promoting literacy, and supporting learning
- Providing access to a variety of opinions on matters of current interest and encouraging freedom of expression
- Supporting educational, civic, and cultural activities
- Circulating creative works that entertain and enhance the enjoyment of life

Responsibility for Selection

The Jackson District Library Board of Trustees delegates the selection of library materials to the Jackson District Library Director and to the professional staff. Final responsibility for materials selection and retention rests with the Director.

Digital Services and Preservation

The Jackson District Library is committed to preserving unique local history material in physical and digital formats.

The choice of how an item may be preserved will be determined through consultation with preservation experts, balancing constraints of cost, historical and community value, as well as user accessibility.

The library is committed to making digital historic collections available for current and future use to support the mission of the library. The library will create and maintain finding tools and information about these unique digital collections.

Selection of eBooks, streaming media, and various digital offerings is governed by our selection policy and based upon the reputation, licensing agreements, and content offered by the vendors. The library works with several vendors who supply digital content

and provide services related to borrowing and downloading. Each of these vendors have particular terms which govern their use.

Methods and Criteria for Selection

Materials are selected based on the following criteria:

- Reputation and/or authority of the author, editor, illustrator or publisher
- Accuracy and effectiveness of a subject's presentation
- Practicality of format for library use
- Current interest or demand for subject
- Price
- Availability of materials on a given subject
- Value of the material in relation to the collection as a whole
- Content
- Representation of various interests and viewpoints
- Timeliness or permanence of materials
- Appearance of materials in special bibliographies or indexes
- Availability of materials elsewhere in the area
- Adaptability to varied reading and interest levels
- Works of local authors, illustrators or materials of local history
- Technological compatibility of electronic resources

Selection Tools

Library staff will evaluate the existing collection, and using reputable, unbiased, professionally prepared selection tools, will select library materials to meet the demands and /or needs of the population the library serves.

Collection Maintenance and Evaluation

Jackson District Library strives to provide a collection of relevant, quality materials. To keep the collection up to date with materials of the highest quality reflecting the interests and needs of Jackson District Library patrons, the library regularly evaluates materials based on condition and relevance through the weeding process. Weeding is a mandatory, formal process conducted by library professionals that allows the library to maintain a constantly evolving, up-to-date collection.

Gifts and Donations Policy

Donations — including money for the purchase of library materials — are welcomed. The library accepts gifts with the explicit understanding that those gifts which are useful to the library.

Collection will be retained. The library then makes the final decision on its own use or other disposition of the gift. The library reserves the right to accept or refuse conditions placed upon gifts of materials or funds. Conditions may not be imposed relating to any gift after its acceptance by the library. The library retains unconditional ownership of all gifts and donations and reserves the right of final decision on their use, display, housing,

withdrawal or other disposition. The library does not make monetary assessments of donated materials but will provide an acknowledgement indicating the number of items received if requested to do so.

Gift items are subject to the same selection criteria used for purchased materials.

A gift to the library may consist of materials or funds for the purchase of materials. The library accepts restricted gift funds only if the material to be purchased has been jointly approved by the donor and the library. Gift additions must meet the same selection criteria as purchased materials and are accepted subject to the following limitations:

- The library retains full ownership of the gift
- The library reserves the right to decide the conditions of display, housing, access and retention

Government Documents

Government documents, like gifts and donations, shall be judged by the same standards and be accepted or rejected by those standards.

The library holds federal, regional and local government materials. It collects federal depository publications selectively, adhering to the legal requirements and program regulations of the Federal Depository Library Program (FDLP).

Reconsideration of Materials

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval or other means.

Should a member of the community question the selection or placement of a title in the collection, he or she is welcome to discuss their concerns with library staff. If those discussions do not satisfy the community member, a formal process for reconsideration will be followed

Related American Library Association Documents and JDL forms

[Freedom to Read \(ALA\)](#) [Freedom to View \(ALA\)](#)
[Library Bill of Rights \(ALA\)](#) and [interpretations](#) [Free Access to Libraries for Minors \(ALA\)](#)
[Diversity in collection Development \(ALA\)](#)
[Labels and Ratings Systems \(ALA\)](#) [Evaluating Library Collections \(ALA\)](#)
[Challenged Materials \(ALA\)](#)

(Adopted 9/28/17)

JDL POLICY VI.2: Local Author Policy

The Jackson District Library (JDL) supports the creative and literary efforts of local residents, and wants to help share their artistic expression with the community. To that end, Local Author works (which can be literary, musical or video) are considered for addition to the JDL collection with the following guidelines:

A Local Author is a person who lives or has lived in Jackson County, and/or the work has significant Jackson County content. Adult/Young Adult/and Children's works are acceptable. The item must meet basic criteria in the Materials Selection Policy, including appropriateness for a public collection and appropriateness of format for circulation.

Authors are asked to donate one copy of their work to the library. Review copies will not be returned regardless of the inclusion decision. Authors will be notified within 30 days of inclusion decision. As with other donations, works not accepted for the collection will follow JDL's guidelines for donated materials. Additional copies will be accepted or purchased as demand requires. They may be purchased through library vendors, not directly from the author.

Works in the circulating collection must be able to stand up to regular library use and withstand multiple circulations. They must have a library-rated binding (no stapled or spiral bindings), durable covers and be in a format that the library already collects and circulates. Media submissions must have professionally printed covers. Exceptions may be made for items that will reside in the local history collection, which do not circulate.

Items with positive reviews in standard consumer or professional media are preferred. JDL recognizes that because these materials are independently published or published by a small press, they may not be reviewed in sources normally used by selectors for the library. If no reviews are available, librarians will look for a caliber of writing or production similar to a mass-marketed title.

Local history material will be housed in the local history collection. Other works of Local Author fiction and non-fiction will join the collection and be subject to JDL's collection management practices. Items in this collection are weeded according to the same criteria used for purchases and may not be retained indefinitely, according to usage and space needs.

At this time, JDL is currently not equipped to handle digital content submissions by local authors.

The Library supports the author's efforts to make their work accessible to the larger community through inclusion in the JDL collection. The Library may host events promoting local author works at its discretion. The library will not act on the author's

behalf as literary agent, reviewer, proofreader, publisher, editor, publicist or event coordinator.

Local Authors are asked to complete the Local Author Collection Submission Form to include with the submission.

(Adopted 9/28/17)

JDL Policy VI.3 Local History Collection Policy

Mission

The Jackson District Library (JDL) is dedicated to collecting, preserving and providing public access to historical materials in order to promote an appreciation and understanding of Jackson County history. JDL prides itself on being patron-focused, making as many of our records available as possible. JDL assists researchers of all types and abilities in the use of these non-circulating collections of local and family history.

The local history collection is primarily focused on Jackson County – townships, city, villages and families, including materials that document migration to the area. General materials on the South Central Michigan area, including neighboring counties, are also collected to a lesser degree. Collecting materials related to outside of Jackson County is to set Jackson history within its greater historical context.

Collection statement

The collection consists of items in various physical and digital formats that support the history of the community, its people and its institutions. This includes, but is not limited to, published books, photographs, monographs, pamphlets, serials, slides, microfilm and microfiche, and news clippings.

The following criteria are considered when evaluating items for inclusion in JDL's local history collection:

- Relevance to Jackson County and its communities
- Identified photographs
- Authenticity of record
- Suitability of the subject to the local history collection
- Non-duplication of material within the collection, or with other area archives
- Quality of physical form of material
- Ease of use for patrons
- Cost to preserve, store and process
- Security requirements to store and/or display
- Restrictions by donor

Donations and Deed of Gift

Materials that enhance the mission of JDL's local history collection and which meet the selection criteria may be accepted by JDL. Published material, whose use will be guided by copyright law, may be accepted with the JDL Gift/Memorial form.

Unpublished materials such as photographs, papers, records, and digital material documenting personal lives and family history, or the history of organizations such as businesses, community associations, and religious groups, will need a Deed of Gift form completed by the donor/representative and the assigned JDL representative in order to transfer ownership and legal rights to JDL. The donor and JDL shall each retain a copy of the Deed of Gift form.

Once a donation has been made, JDL reserves the right to decide how the donated item will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the local history collection may be scanned and placed on the internet for viewing, may be moved to another location within JDL, or may be withdrawn from the collection if deemed no longer appropriate to the collection.

Items that may not be accepted:

- Unidentified photographs
- Duplicate materials, unless in better condition than those currently in the collection
- Periodicals
- Formats that are obsolete or that require transfer to up-to-date format to facilitate access
- Government records, such as meeting minutes
- Items that are in poor physical condition. JDL does not collect material needing extensive physical repair, or that requires special storage. Material must be free of mold, mildew, dirt, pests and be in minimally repairable condition.

JDL does not generally collect materials that are considered realia or three-dimensional objects. Donors of realia or objects may be referred to other institutions with the expertise to collect and house such materials. JDL also does not collect the current official government records of the City of Jackson or other local government units, including Jackson County.

Discarding materials

JDL reserves the right to withdraw materials that are not within the scope of the local history collection. Withdrawn items may be offered to other depositories or discarded.

Approved 3/28/19