



Collection Development Policy

Selection of Materials

Public libraries are diverse and represent a broad demographic. With a patron base that can include infants to the elderly, collection selection criteria take into account the various interests and needs of all the patrons the library serves. Criteria for selection of materials should also depend on the goals and mission of that particular library/system. In general, public libraries provide collections containing a wide variety of material formats, including print, audio-visual, and electronic. In selecting materials and developing collections for adults, as well as for children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity not only of the region it serves but also the larger global perspective. Library collections will provide a broad range of opinion on current issues.

Collections contain popular and classic works, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable.

General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by library patrons

It is the responsibility of all libraries to serve every member of their designated communities. It is not the responsibility of a library to promote one point of view over another. This requires that libraries collect material that represents majority beliefs as well as minority beliefs. The American Library Association's Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>) and the Freedom to Read Statement (<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>) provide ethical guidance to librarians on these issues. In providing access to a diversity of materials, some material may be offensive and/or controversial to some patrons. Libraries cannot reject and remove a resource because an individual or a group has found the material objectionable. Libraries must provide access to material that may be controversial to some patrons, while also providing a process by which individuals or groups may formally request reconsideration of material they find offensive or inaccurate (refer to [Request for Reconsideration of Materials Policy and Form](#) policy).

Materials may be selected based on positive reviews in professional journals or actual examination and evaluation of materials. In addition to reviews, popular demand (bestsellers, local interest, school reading lists, popular videos, etc.) may also be used as criteria for selection of materials. Items that must be updated every



year may be placed on a standing order list to ensure timely delivery. Suggestions from the community for items to be considered for purchase are encouraged, but materials must meet selection criteria.

The Livonia Public Library does not attempt to acquire textbooks that support school curricula, but may acquire textbooks for general use by the public. Multiple copies of popular books (e.g. bestsellers, popular authors) may be purchased to meet demand. The library will attempt to have information available in a variety of formats (book, non-book, magazine, video/DVD, large print, pamphlet, or electronic reference sources, etc.) when available and practical. Generally, only one copy of materials (videos/DVDs, compact discs, audio books on tape, paperbacks, large print) will be purchased unless long-term high demand is anticipated.

For materials that the library does not own, patrons may borrow requested material through Interlibrary Loan with OWWL Library System member libraries or any other library in the U.S. if available.

Challenges to items in the collection should be made in writing to the Library Director. (See also the [Request for Reconsideration of Materials Policy and Form](#)). Materials that no longer meet the needs of the community and no longer support the library's collection will be withdrawn and disposed of in accordance with the library's Deselection of Materials.

Gifts/Donations

The Livonia Public Library welcomes gifts of new and used books, audio recordings, videos, and similar materials with the understanding that their inclusion is dependent on good physical condition, usefulness to the collection, date published, and other criteria in accordance with the selection policy of the library. Certain items will not be accepted. This includes, but not limited to: textbooks, Reader's Digest Condensed Books, manuals, etc. Once donated, items become the property of Livonia Public Library, and may be used for programs or given to other local organizations such as Friends of the Livonia Public Library, Historical Society, schools, senior centers, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing value. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. Books, videos, and other materials purchased with bequests and memorial or honorary contributions may be identified with special donor plates whenever possible and requested. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed when possible. Memorial items that no longer meet the Collection Development Policy for Livonia Public Library may be de-selected from the collection and discarded. (Refer to Fundraiser - Gift Donation Policy)

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the library board, based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.



De-selection of Materials

Materials that no longer suit the stated service roles of the library according to the Selection of Materials and Library's Mission Statement will be withdrawn from the collection. This may include materials that are damaged, include obsolete information, or are no longer in use. Decisions will be based on accepted professional practice, such as those described in *The CREW Method*¹, and the professional judgment of the library director or designated staff. When necessary, the OWWL Library System will be consulted to determine relevance and reliability of materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding into the trash, recycling of paper, or transfer to the Friends of Livonia Public Library for future sales.

Approved by
Livonia Public Library Board of Trustees
Date: Oct. 1999
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Amended: October 8, 2024

¹The method called CREW (Continuous Review, Evaluation, and Weeding) integrates material selection and acquisition, cataloging and processing, and circulation and reference into one ongoing routine that assures that all the necessary indirect services are accomplished in an effective way.