

## MISSION OF THE CLINTON TOWNSHIP PUBLIC LIBRARY

The mission of the Clinton Township Public Library is to empower our community members to be effective, ethical users and producers of ideas and information, critical thinkers, and lifelong learners in order to allow them to participate fully in our global society. To that end, we are committed to making our library a welcoming place to community members of all ages, encouraging the pursuit of personal interests through reading and research, and providing resources in a variety of formats and offering assistance in using them.

Specifically, it is the aim of the Clinton Township Public Library to provide materials which assist patrons to:

- Educate themselves continuously
- Develop creative abilities
- Appreciate art and literature
- Enjoy leisure time
- Enhance citizenship

## SCOPE OF THE COLLECTION

It is the intent of the Clinton Township Public Library to develop a collection which reflects the library's mission and the philosophy of the Board of Trustees. This philosophy endorses the first four statements of the Bill of Rights of the American Library Association and the Freedom to Read statement.

The Clinton Township Public Library will endeavor to develop a collection that is adequate in size and appropriate in content for the community which is served by the library. The collection will be comprised of a comprehensive range of materials in current and emerging formats as demand, budget, and availability allow, and content may be acquired in multiple formats with priority given to those that will have the broadest appeal. The library shall endeavor to have available in-house popular items which reflect community tastes and interests. Furthermore, the library will work towards building collections that authentically mirror and represent an array of individuals, groups, perspectives, and experiences in order to promote education and understanding between different cultures and groups. To that end, the library will build collections with materials by diverse authors and in languages that reflect the community's needs. This ongoing collection development will assist in addressing gaps and limitations of the diversity of the library's collections and ensure that the library is serving all its patrons, including those who do not regularly use library materials or services. Areas of special interest to the Clinton area community shall be identified in order to provide broader and/or more in-depth material in these areas while still maintaining a well-rounded collection.

## SELECTION AND MANAGEMENT

The authority and responsibility for the selection and management of materials reside with the Library Director, operating within the framework of policies determined by the Library Board. The responsibility for selecting and retaining materials may be delegated to qualified library staff who will employ the selection criteria outlined in this policy.

### SELECTION CRITERIA

The collection development staff will use their experience, judgment, and knowledge to select materials for the collection in consideration with the criteria listed below:

- Relevance to interests and needs of the community
- Extent of publicity, critical review, and current or anticipated demand
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Appropriateness for the entire collection, including filling gaps
- Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to library circulation and use
- Date of publication
- Price, availability, and the library materials budget

Selection tools will be used to evaluate materials, such as: professional library journals, trade publications, subject bibliographies, and reviews from reputable sources. Community members' requests will be considered and suggestions evaluated in accordance with the Collection Development Policy and the library's Mission Statement.

### WEEDING POLICY

Weeding activities are based on the goals and mission of the library and are an essential part of a sound collection development and management program. Weeding will be employed on a continuous, systematic, and ongoing basis in order to maximize the collection's relevance, usability, and overall quality. Deselection will not be based upon controversy about the content or creator of the material. Weeded materials may be recycled/thrown away, sold, given away, or donated to another organization.

Individual items will be evaluated for weeding or retention based upon the following criteria:

- Current or recent patron interest as measured by circulation or usage
- Duplication of the title in the same or alternate formats
- Availability of similar or updated/revised items on the same subject within the collection
- Accuracy or relevancy

- Physical condition
- Historical, literary, or local value
- Cost of replacement
- Inclusion in a series
- Availability from participating ILL libraries

### INTELLECTUAL FREEDOM

The Clinton Township Public Library values a free democratic society with unencumbered rights to ask questions and seek answers. Therefore, the Library does not support, condone, or practice censorship and affirms its support of the American *Library Association's Library Bill of Rights, Access to Library Resources and Services for Minors, and Freedom to Read Statement*. Accordingly, the Clinton Township Public Library views the restriction of access to materials based upon the user's age, education, gender identification, socioeconomic status or income, religious practice, race or ethnicity, or physical ability or limitations as a direct violation of these basic tenets.

### CHALLENGED MATERIALS

Persons wishing reconsideration of any library-owned materials should complete a Request for Reconsideration form. Upon receipt of a completed form, the Librarian will review the request and the material in question. A final determination regarding the challenged materials will be made within thirty days of the receipt of the request. During that time, the challenged material will continue to circulate.

### INTERLIBRARY LOAN

In order to supplement the representative collection our library maintains, the library shall participate in a regional consortium that can provide inter-library loan services. Inter-library loan is invaluable in providing seldom-needed materials, which would normally be beyond the scope of our collection.

### GIFTS

The Clinton Township Public Library will accept donations in the form of materials or funds for purchase. The library retains the authority to accept or reject gifts and will make all decisions as to the use, display, access, housing, and final disposition of donations. All materials presented as gifts will be subject to the same scrutiny and review as those purchased and will only be added when meeting the selection criteria. Gifts may also be sold at the Friends of the Clinton Township Public Library book sales or outright discarded. The library staff will not evaluate or appraise gift materials for tax purposes. When requested, a receipt listing quantity only will be given. The library retains full unconditional ownership of the gift.

## LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

## RESOURCES AND LINKS

[ALA Freedom to Read Statement](#)

[ALA Access to Library Resources and Services for Minors](#)

## APPENDIX

### Request for Reconsideration Form

Title: \_\_\_\_\_

Author (if applicable): \_\_\_\_\_

Type of Material: \_\_\_\_\_

Person Making Request: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Street Address

City, State, Zip

Phone

Email

Please explain what you found objectionable about the material:

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What would you like the Clinton Township Public Library to do with the material?

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Signature

Date

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