

**Spring Haven Public Library
Collection Development Policy**

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Introduction

Spring Haven Public Library is a suburban public library serving a diverse population of 60,000 in Spring Haven, Michigan. It is located in the heart of the city – its downtown area – making it a central hub for all ages of the community. The library offers a wide variety of print and online resources, engaging gathering spaces, and friendly customer service to all of its patrons. The primary source of revenue for the library is local property taxes.

Mission Statement

Spring Haven Public Library is dedicated to “providing informational, educational, cultural, and recreational resources in a welcoming environment that offer the opportunity for the community to gather and grow, leading to enrichment, enjoyment, knowledge, and lifelong learning” (White Lake Township Library, 2023).

***Note:** The “About the Library” webpages from Clinton-Macomb Public Library, Capital Area District Libraries, and White Lake Township Library provided ideas for this section. The mission statement belongs to the White Lake Township Library.*

Purpose of the Collection Development Policy

Spring Haven Public Library strives to encourage enrichment, enjoyment, knowledge, and lifelong learning by providing quality resources for all patrons within its community. This requires collected resources to cover a vast array of knowledge and recreation that meet the needs of the community.

Collection development occurs with the knowledge that the community contains various viewpoints, from people of all ages, ethnic backgrounds, religious beliefs, and personal beliefs. Spring Haven Public Library follows the principles outlined by the First Amendment and in the American Library Association’s [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#).

This policy supports the mission of the Spring Haven Public Library and acts as a guide for the selection and withdrawal of materials from the library’s collection.

***Note:** The Collection Development Policies from Denver Public Library, San Diego Public Library, Bloomfield Township Public Library, and Capital Area District Libraries provided ideas for this section.*

Scope of the Collection

Spring Haven Public Library collects a wide variety of materials based on the diverse community’s interests and needs, which are ever-changing, in order to support its goal of providing quality informational, educational, cultural, and recreational resources that allow the community to learn and grow. The materials in the collection are popular and current, represent various viewpoints, and come in a variety of formats from print to online.

The collection is organized based on the genre of the material. Nonfiction materials, which can include but are not limited to print books, DVDs, CDs, and CD books, are organized using the Dewey Decimal System. Fiction materials, which can include but are not limited to print books, DVDs, CDs, and CD books, will be organized alphabetically by the author's last name. These genres may be separated based on format type and subject matter according to the library staff's discretion. Board games will be organized by their titles. Puzzles will be organized according to the number of pieces. Other materials available in the Library of Things will be organized by their type, such as tools, electronics, and outdoor games. The online resources available through the library's website are organized in the manner set forth by the platform's creators.

The library's collection serves people in the community of all ages: children, young adults, adults, and seniors. Spring Haven Public Library supports the rights of all individuals to access information, even if the material may be controversial or unacceptable to others. Parents are responsible for monitoring the materials used by their children under the age of 18.

***Note:** The Collection Development Policies from Denver Public Library, San Diego Public Library, Clinton-Macomb Public Library, and Troy Public Library provided ideas for this section.*

Selection Criteria

The library's collection will be built to meet the needs and interests expressed by the Spring Haven community. Library staff responsible for collection development will use their knowledge and expertise, as well as the following criteria to determine what materials will be added to the collection:

- Popular or anticipated demand by the community
- Relevance to the needs and interests of the community
- Contemporary significance or permanent value
- Literary merit
- Diversity of viewpoint
- Accuracy and authoritativeness
- Reputation of the author or publisher
- Recommendations from professionals, critics, and reviewers in professional journals, professional reviews, and other reliable reviewing resources
- Availability of material through interlibrary loan
- Duplication of materials already in the collection
- Suitability of format
- Cost of adding the item to the collection
- Available shelf or storage space

***Note:** The Collection Development Policies from Denver Public Library, San Diego Public Library, Traverse Area District Library, White Lake Township Library, Capital Area District Libraries, Madison Heights Public Library, Ferndale Area District Library, and Troy Public Library provided ideas for this section.*

Withdrawal Criteria

Library staff will periodically evaluate the materials in the library's collection to ensure that they are current, accurate, and relevant for the Spring Haven community. All materials are subject to withdrawal during the weeding process. The following criteria is used to determine what materials will be withdrawn from the collection:

- Relevance to the needs and interests of the community
- Damage or bad condition
- Accurate and current information
- Frequency of use
- Number of copies available
- Ability to borrow from another library through interlibrary loan

***Note:** The Collection Development Policies from Denver Public Library, San Diego Public Library, White Lake Township Library, Ferndale Area District Library, and Troy Public Library provided ideas for this section.*

Patron Recommendations/Requests

Patrons with a valid Spring Haven Public Library card may recommend specific books or other materials for purchase by filling out a Patron Recommendation for Purchase Form. The form is available at the reference and circulation desk or on the library's website. It will be given to the selector of the subject area or format related to the recommended material. The selector will review the form and decide if the item will be purchased. The patron will be informed of the decision. If the patron disagrees with the decision, they can appeal to the Library Director in writing or via email within 30 days.

***Note:** The Collection Development Policies from White Lake Township Library and Clinton-Macomb Public Library provided ideas for this section.*

Gifts and Donations

Gifts and donations of books or other materials are encouraged by Spring Haven Public Library with the understanding that acceptance does not always mean inclusion into the collection. Librarians will review the gifted and donated materials using the selection criteria outlined in this policy before deciding what will be added to the collection. Rejected materials will be donated to the Friends of the Spring Haven Public Library to be sold in their bookstore.

Monetary gifts for the purchase of books and other materials are also accepted at Spring Haven Public Library. The donor can recommend areas of interest, format types, or specific titles. These recommendations will only be accepted if they follow the selection criteria of the library.

***Note:** The Collection Development Policies from Troy Public Library and Madison Heights Public Library provided ideas for this section.*

Request for Reconsideration

Patrons who request the reconsideration of items within the collection may fill out and turn in a Request for Reconsideration Form, which can be found at the reference and circulation desk or on the library's website. Library staff will review the request and make sure the item in question follows the Spring Haven Public Library's mission and selection criteria. Staff will present their replies to the Library Director for review within 60 days. Upon approval, the staff will respond to the patron who made the request with their decision. If the patron disagrees with the reply by the library staff, they can appeal to the Library Director for further discussion in person, in writing or via email within 30 days.

***Note:** The Collection Development Policies from Denver Public Library and Troy Public Library provided ideas for this section.*

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