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 LIS 5443
 September 21, 2019
 Assignment 2: Collection Development Policy Comparison

| Question | Library 1 (Brittany) | Library 2 (Maegan) |
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| 1. Name and location of your library. | Mustang Public Library (MPL) 1201 N. Mustang Road, Mustang, OK 73064 https://www.cityofmustang.org/library | Florence Elementary School Library (FESL) 103 Center Street, Florence, KY 41042 https://boone.follettdestiny.com/common/servlet/presenthomeform.do?l2m=Home&tm=Home&l2m=Home |
| 2. Identification of the appropriate approving body for this library's collection policy. | The materials selection policy was first adopted by the Mustang City Council in March 2004. It was approved by the Mustang Public Library Board in November 2016. | The policy was first approved by the school's principal. Then, it was read at a first meeting of the Site Based Decision Making Council. It was then approved at the second meeting of the Council. This occurred in 2011. The council is made up of elected teachers, elected parents, and the principal. |
| 3. Introduction. | MPL's collection policy is being used to make the Library staff and public aware of why and how materials are being purchased and used. The collection policy was originally written in 2004, approved in 2016 and was revised by the Library Director in 2017. According to the Library Director, the policy was one of the first things she looked at when she started her position. It is important that policies are reviewed and revised often because the world is always changing, as well as the governing body of the library and town the library is located in. If policies are never revisited or reviewed the quality of materials purchased could suffer because staff might not be aware of the Library's selection process. | The collection serves as a guide for collection development. It also dedicates areas to inform others of the mission, goals, and objectives, fundraising, selection, criteria for print and electronic sources, and deselection. The procedures for challenges and complaints as well as the challenge form are included. The librarian said the policy is available to staff and anyone else who wishes to see it, but she has not had to refer to it since its creation in 2011. She described her situation as "laid back." The policy has not been reviewed/changed since its creation. The librarian notes this is likely due to the atmosphere, the lack of budget, and that administration trusts her. Ultimately, it should be reviewed because of possible change to curriculum, student interests/needs, staff needs, and available resources. Although, the policy is perhaps broad enough that it adapts well to changing society. |

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| 4. Mission, Vision, and Goals. | MPL's mission statement is stated as "The Library is in the people business serving information." (Slupe, 2017). MLP'S main vision is to be a library that provides various and well-balanced collections that serve what the Mustang community needs. | The mission, goals, and objectives are listed in the policy. The library's mission includes ensuring students and staff are effective users of ideas and information. It notes the collection will reflect patron needs with current materials relevant to curriculum and interest. The lifelong pursuit and appreciation of reading is included. Ensuring effective use of information is also highlighted. Goals highlight a diverse collection, collaboration, multiple perspectives, and various formats and difficulties within the collection. For this section, it may be beneficial to add a reference to the American Library Association's Bill of Rights or Freedom to Read statement. |
| 5. Community Served. | Mustang's current population is approximately 21,200 and contains many families. According to the selection policy, Mustang is a very family-oriented small town. MPL is located in the city's Town Center and is easily accessible to community members of all ages. | The FESL serves students in preschool through 5th grade. It also serves the teachers. The school qualifies as Title 1 with close to 90% of students qualifying for free or reduced lunches. It's a suburban area with students from America, Somalia, Puerto Rico, Micronesia, Mexico, and the Congo. This information was not included in the policy, and may be too in-depth. Perhaps, a more broad description of grades, diversity, and impoverished could be included. |
| 6. Responsibility for Collection Development. | MPL's selection chain starts with the Library Director and other designated library staff members. This committee is to select materials that meet the Board-approved policies when buying new materials and evaluating donations to the library. It is the library staff's responsibility to maintain and de-select materials. Once materials have been deemed unusable, the materials are brought to the City Council to be named surplus. These items are then sold in library book sales to raise funds for new materials. | The librarian is responsible for collection development. The patrons (students, staff, administration, and parents) are encouraged to offer recommendations to be considered for inclusion. The policy notes that the librarian works under the principal, but the librarian's response to questions indicated that she almost always makes selection and deselection decisions on her own. The policy notes that the number one criteria is needs of students and teachers. It further notes that items are deselected to preserve the quality of the collection by removing items that are outdated, worn/broken, or no longer needed. |

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| 7. Intellectual Freedom Statements. | MPL does not provide a specific Intellectual Freedom statement, but its policy does include the ALA’s Library Bill of Rights in its appendix. The selection policy also goes into great detail about its selection of controversial materials and what patrons can do if they would like to make a complain about a material. | The Freedom to Read statement is not specifically referenced; however the policy states FESL “strives to uphold the principles set forth by the American Library Association.” The goals refer to a diverse collection with worldly perspectives that support various difficulty levels. Again, it may be beneficial to add ALA’s statements or reference to them in the goals and mission area. |
| 8. Funding and Allocations. | The city of Mustang is MPL’s main source of funding. Other funding comes from Canadian County Educational Facilities Authority. The library also receives donations, Memorial gifts, State Aid, grants and donations from the Friends of the Mustang Library group. If monetary gifts are given to the library, the policy states that the library staff will meet with the donor to ensure that the materials the donor wishes the funds to be used for meet the selection criteria for the library. According to the policy, money is allocated to fund each collection – children, teen and adult – but it does not state how evenly the money is divided. | The policy has a section labeled “Fundraising.” This refers to annual fundraisers including the Scholastic Book Fair (twice a year) and other opportunities such as student grams and family movie night. The policy indicates that no allocations are determined in the policy because monetary values cannot be known until the events. The policy does not specify this, but upon further questioning, the library budget from the district is \$0. |

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| <p>9. Selection Policies, Procedures, and Priorities.</p> | <p>The types of materials that MPL purchases with their funds include digital, print and nonprint items.</p> <p>The digital items are eBooks, eAudios and Internet resources. These materials are often purchased with other public libraries through a consortium.</p> <p>The print materials include nonfiction, fiction, newspapers and magazines. The materials are typically books, but can include textbooks and periodicals that cannot be accessed through InterLibrary loans.</p> <p>The nonprint materials are DVDs P-13 and below, although R rated films can be considered if deemed important. R rated films are labeled and are not able to be checked out by patrons who do not have an adult library card.</p> <p>The policy does not specify which levels are given priority if funds are running low.</p> | <p>The policy indicates three formats are collected. It indicates print sources, electronic sources, and professional sources. The professional sources are detailed as <i>School Library Journal</i>, <i>Booklist Online</i>, <i>Publisher's Weekly</i>, professional organizations (i.e. American Library Association or the National Council of Teacher of English), and other resources.</p> <p>A specific priority is not indicated but the policy does reflect that the number one criteria is the needs of students. This further indicates that these may be direct learning needs, materials that add to the professional ability of teachers, or those that contribute to Common Core Standards or to the American Library Association's Standards for the 21st Century Learner.</p> <p>Vendors are not listed but review sources are indicated above as professional sources. The policy does list criteria questions pertaining to many areas such as appropriateness, accuracy, cost, physical quality, literary merit, sustainability, etc.</p> |
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| 10. Weeding. | MPL will dispose books for various reasons. These reasons include physical wear, outdated/inaccurate information, lack of circulation and lessening in demand. If there are multiple copies of the book, because of its high demand at one time its copies can be discarded if it is no longer in high demand. Once the City Council has declared these books as surplus the books are typically sold in library sales. The Mustang Library Board can also vote to donate the discarded materials to shelters, correctional facilities or other non-profits. | <p>The policy refers to weeding as “deselection.” It is defined as removing materials as a necessity to preserve the quality of the collection. Items are removed that are outdated, worn/broken, or no longer needed. The policy note that deselection frees up space for materials that will better serve patrons.</p> <p>The policy refers to the CREW method that is used throughout the year to remove items. It further notes large scale weeding will occur at the end of the year. This will remove items that are misleading or obsolete, worn out, superseded by a newer version, trivial, or no longer needed by the collection.</p> <p>The policy does not indicate what happens to weeded books.</p> |
| 11. Gifts and Donations. | Replacements, gifts and donations follow the same policies as normally purchased materials. The library will accept replacement materials for overdue or lost items, but they must be beneficial to the collection. Donors are to be made aware by Library staff that the materials they are donating will be evaluated the same way purchased materials are evaluated. If the donation does not meet the selection criteria, the donors are to be made aware that their items could be donated elsewhere or sold in a Library sale. | <p>The policy indicates that FESL would gladly accept monetary donations through the front office or district office. It specifies labeling. The policy notes that books may be donated for consideration but may be recycled if not a fit for the collection. The library does not accept donations of used technology.</p> |
| 12. Cooperative Relationships. | MPL works with other libraries to keep costs low for materials. MPL does participate in InterLibrary Loans for print materials. They also use the consortia, OK Virtual Library, through OverDrive and RBdigital for eBooks and eAudiobooks. | <p>The librarians within the school district do share resources but mostly for classroom teachers. The example provided by the librarian was fulfilling a class set of books.</p> |

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| 13. Handling Complaints and Challenges. | If a patron wishes to voice their concerns about a material, they are given a form titled, "Customer Comment on Library Materials." This form is then given or mailed to the Library Director. It is then the responsibility of the Director to review the comments and evaluate the materials. After evaluation the Director is to write a letter to the patron describing the action, he/she plans to take. If the patron is not satisfied with the actions taken, they can take the complaint to the Library Board. | This policy outlines material challenges or complaints procedures. All are recorded by the librarian for reference and reported to the principal. If a patron wishes to formally challenge, they may pick up a form in the library. The form must be completed before removal consideration. Once received, a reconsideration committee is formed, a hearing is scheduled, the committee votes, the complainant is mailed a copy of the ruling, and the material is removed or retained. Appeals can be made to the principal or the site-based council. The challenge form is included in the policy. |
| 14. Dissemination of the Collection Development Policy Statement. | In an interview with the current Library Director, Julie Slupe, she stated that most library policies can be found on their website, but the material selection policy is given upon request. | The policy was originally emailed to staff in 2011. It has not been emailed since. The librarian keeps it in her "big book of school policies" within the library. |

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The collaborative effort is beneficial in that it allowed the group to view many plans and their summaries. As opposed to creating or analyzing one plan, I was able to see five because my group has five members. This presents perspectives and policies from different libraries. The plans my group focused on were from both public and school libraries. This provided a way to compare the differences in plans and how the operations in these libraries may be the same and how they differ.

The overall process was beneficial but could be improved with an additional question. Perhaps, students could think of ways to modify policies to fit their current, or future, library's, users', and stakeholders' needs. While this may have been completed mentally, requiring it may make students delve into the plans deeper and connect them with readings and best practice articles as it applies to the type of librarianship on which they are focused. It may also help students to picture their current libraries, or future libraries, and think of ways to modify policies to fit their library's, users', and stakeholders' needs.

References

Mustang Public Library. (2016). Materials selection policy. Mustang, Oklahoma: Slupe.

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Retrieved from

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