

1 MCPLS Collection Development Policy

Effective Date: 1/6/2026

Supersedes: Collection Development Policy issued 10/11/2022

Approval Authority: Manatee County Board of County Commissioners

Review Process: Every four years; Policy Review Committee, Library Administration, Library Advisory Board

Purpose of Policy

The development and thoughtful maintenance of the Library's collection is an essential part of the mission of Manatee County Public Library System (MCPLS). This policy outlines how the selection, organization, and maintenance of library materials, including electronic resources, support that mission.

This policy ensures the Library's collection serves the general, educational, recreational, and entertainment needs of the public and reflects all segments of the community. The collection is not intended to be a research or archival collection, apart from the Eaton Collection and some local historical documents.

The Library is dedicated to providing accurate, reliable, and trusted information, and to ensuring open access to knowledge for all. We uphold each patron's freedom to read, listen to, or view materials of their choice without interference. In building our collection, the Library works in partnership with the citizens of Manatee County, welcoming input and recommendations to ensure our resources reflect the various interests and needs of our community.

Policy Review

This Collection Development Policy document will be reviewed regularly, no less than triennially by the Library staff, Library Services Manager, and the Library Advisory Board.

1.1 Material Selection

1.1.1 Responsibility for Material Selection

Ultimate responsibility for the selection of all materials rests with the Library Services Manager, who works within the framework of this policy. The Library Services Manager may delegate to staff the responsibility to interpret and use the policy in daily operations.

1.1.2 Criteria for Selection of Material

The goal of material selection is to fulfill the community's need for personal enrichment, information, and the joy of reading. Material selection is based on awareness of community interests and concerns, national and international issues, publishing trends, new insights, societal trends, and the professional judgement of selectors on the material's value to the Library's collection. Textbooks are not collected except in subject areas where material in another form is not available.

The MCPLS strives to maintain a collection that represents all sides of an issue in an unbiased manner. Material is not excluded because of the race, nationality, religion, gender, sexual orientation, or political or societal views of the author. The selection of materials does not represent the Library's endorsement of any opinion, belief, or philosophy. An item that meets selection criteria will not be removed from the collection solely because it represents a particular opinion, belief, or philosophy.

Popular demand is balanced by professional evaluation and is considered within the context of the Library's mission and budgetary limitations. The following criteria are used to determine addition to the collection:

- Relation to the existing collection
- Current usefulness or permanent value
- Importance as a document of the times
- Popular and community-based demand
- Authority and competence in presentation
- Relative importance in comparison with other works on the subject
- High standards of quality content, format, cost, and binding
- Reputation of the publisher or producer (authority and significance of the author, composer, film producer, etc.)
- Critical and professional reviews
- Availability from contracted vendors

1.1.3 Age-Appropriate Access

MCPLS recognizes that the reading and viewing needs of children differ from those of adults. Materials are organized by audience: children, teens, adults. Parents or guardians are responsible for guiding their children's use of library materials. The Library provides books that represent the community at large, but guardians still decide what is appropriate for themselves and for the children in their care. To put this policy into operational use, the library offers a card type called "Parent's Choice Card," which restricts their child's ability to borrow materials outside their age-appropriate criteria. See Circulation Policy, Section 2.1.4 Parents' Choice Cards for details on eligibility and borrowing restrictions.

1.2 Interlibrary Loan

Interlibrary Loan or ILL is the process by which a library requests materials from, or supplies materials to, other libraries. MCPLS serves as a borrower and as a lender. Charges are sometimes levied by other libraries for photocopying and book loaning. These charges are passed on to the customer requesting the service. Books, DVDs, Playaways, music CDs, and audiobooks on CD at least one year old from any of our system's circulating collections are available for loan to other library systems. We do not loan items from our non-circulating collections.

The library system complies with U.S. copyright law guidelines for interlibrary loan service and to other guidelines detailed in the National Interlibrary Loan Code which concern proper protocols and loan procedures and responsibilities. Limits on this service may be imposed by the lending institution.

1.3 Purchase Suggestions

Members of the community may request items the Library does not own by using the Suggestion for Purchase Form. MCPLS welcomes input from the community and strives to meet requests in a timely manner. Purchases must adhere to the provisions of Section 1.1.2 Criteria for Selection of Material.

1.4 Gifts, Memorials, Donations, and Local Authors

Due to space limitations, Manatee Library does not accept material donations. However, the Friends of the Library groups at several locations will take donations directly. Specifics are available on the Library's website.

When the Library receives a cash gift for the purchase of memorial books or collections, the selection will be made in consultation with the donor when possible. Bookplates, donation receipts, and letters of acknowledgment are

available for donations. The Library does not appraise the value of donations for tax purposes.

Local authors are welcome to donate copies of their book to be considered for addition to the Local Author Collection at the Central Library but are subject to the same criteria as purchased materials. Donated items become property of the Library.

1.5 Special Collections

1.5.1 Eaton Collection

The Eaton Collection serves as a centralized local history resource for the purposes of reference and archival preservation; its geographic scope is historical Manatee County, the Southwest Florida region, and the state of Florida.

Materials include maps, books, high school yearbooks, local city directories, microfilmed local newspapers, transcripts of local historical society minutes, speeches and interviews, photo negatives of local scenes and people, periodicals of local interest, scrapbooks, and other ephemera. Historical fiction titles relevant to the local area or written by local authors may be collected. Local and Florida government documents may be collected.

The Eaton collection is a non-circulating collection, but arrangements may be made to fulfill the requirements of the Americans with Disabilities Act, to accommodate viewing at a Manatee County branch location on a case-by-case basis. Materials such as speeches, interviews, maps, photos, and postcards have been digitized and are available online in the Historical Digital Collections. The Eaton collection only accepts donations of items that can be digitized (maps, photos, photo negatives, text documents, postcards) or books and pamphlets in good condition and relevant to its scope. Items that are donated or loaned for digitization require a signed Historical Materials Donation Agreement or Historical Materials Loan Agreement. Items loaned to the Library, or by the Library, for the purpose of exhibition require a signed Historical Materials Loan Agreement.

1.5.2 Genealogy Collection

The geographic scope of the genealogy collection is primarily the United States east of the Mississippi. General books on compiling family histories, researching genealogical sources, and tracing roots to international homelands are also included. All materials are non-circulating and for reference only, but arrangements may be made to fulfill the requirements of the Americans with Disabilities Act, to

accommodate viewing at a Manatee County branch location on a case-by-case basis.

Print sources may include atlases, county histories, vital records, or other historical sources that supply names or geographical information that aids in genealogical research. Family histories are generally not purchased but may be added to the collection if donated. Donations are accepted but must meet the same criteria for inclusion as purchased materials. The collection also includes microform records. Collection purchases take into consideration recommendations from local genealogical societies.

1.5.3 Government Documents

The Manatee County Public Library System is a partial selective Federal Depository Library (depository number 0105C). We receive a minimal selection of available print documents.

1.5.4 Library of Things

The Library of Things collection is comprised of non-traditional objects that circulate. Examples include, but not limited to, telescopes, musical instruments, tools, binoculars, hotspots, children's developmental toys and literacy kits, and attraction passes. See Circulation Policy, Section 2.4 Library of Things for eligibility and restrictions for borrowing Library of Things items.

1.6 Collection Maintenance

The Library's collection is evaluated by library staff on an ongoing and systematic basis. The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, material condition, frequency of circulation, community interest, and availability of newer or more valid materials. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection. Withdrawn materials are sold or disposed of in a sustainable manner.

1.7 Concerns

Manatee County Public Library considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution.

The Library recognizes the right of individuals to request reconsideration of materials in the collection. A Request for Reconsideration Form is available to

Manatee Library card holders. All concerns will be referred to the Library Services Manager who will discuss the matter with the concerned library card holder.

The Library Services Manager and authorized staff will meet to evaluate the material in question and consider the request. A written response conveying the decision will be made on the requested action within 30 days.

If a library card holder still has concerns about the material, they may request an appeal by writing to Chair of the Library Advisory Board. The Board will determine whether the request for reconsideration has been handled in accordance with the established policies and procedures of MCPLS. The Board's ruling is final.

Reviewed and approved by the Library Advisory Board on November 19, 2025.

Adopted in open session with a quorum present and voting this 6th day of January 2026.

BOARD OF COUNTY COMMISSIONERS OF
MANATEE COUNTY, FLORIDA

BY: _____

Chairperson

ATTEST: ANGELINA COLONNESO,
CLERK OF THE CIRCUIT COURT AND COMPTROLLER

BY: _____

Deputy Clerk