

APPROVED in Open Session

10/11/2022

Manatee County Board of County
Commissioners



Board of County Commissioners October 11, 2022 - Regular Meeting

SUBJECT

Approval of the Library Collection Development Policy

Category

CONSENT AGENDA

Briefings

None

Contact and/or Presenter Information

Lee Washington, CVS Director x3648

Tammy Parrott, Library Services Manager, x6301

Action Requested

Approval of revised Manatee County Libraries' Collection Development policy

Enabling/Regulating Authority

Manatee County Free Public Library Act, Laws of FL, Ch. 71-760

Background Discussion

The Manatee County Library Board of Trustees reviewed and approved the Library's proposed Collection Development policy at their August 18, 2022, meeting. The collection development goals have been set in accordance with the Library's most recent Long Range Plan for fiscal years 2021 to 2024.

The Libraries' Collection Development policy documents the principles upon which purchasing decisions are made. Manatee Libraries carefully select and buy materials so that patrons have access to a wide range of materials in a variety of formats to meet the information, education and recreational needs and interests of a diverse community. Materials in the collection are selected by librarians using reputable and professional review sources. Recommendations from library customers are also accepted.

The library system is fully committed to providing free and equitable access to library materials that reflect a wide range of viewpoints and interests and individual's freedom to read, view or listen to material without infringement by other patrons.

One noteworthy policy revision concerns the interlibrary loan (ILL) service, which is the process by which a library requests materials from, or supplies materials to, other libraries. Previously, only print books were allowed to be loaned through ILL. The ILL format-restriction clause has been lifted in the proposed collection development policy. Therefore, the lending of periodicals, audio-visual items (such as DVD's and CD's), and other non-print materials shall be permitted.

Board approval of the Collection Development policy is requested to take effect immediately.

Attorney Review

Not Reviewed (No apparent legal issues)

[emailed 10/12/2022](#)

Instructions to Board Records

Please email agenda approval to tammy.parrott@mymanatee.org, lyn.begraft@mymanatee.org, brooke.frasca@mymanatee.org and janice.dunsbarsmith@mymanatee.org.

Cost and Funds Source Account Number and Name

N/A

Amount and Frequency of Recurring Costs

N/A

Collection Development Policy 2022

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 serves the general, educational, recreational, and entertainment needs of the public and reflects the racial, ethnic, and cultural diversity 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 committed to the truth, to trustworthy information, and to fighting all forms of disinformation, censorship, and barriers to free inquiry.

The Library supports a patron's freedom to read, listen to, or view material without infringement by other patrons.

The Library creates its collection in partnership with the citizens of Manatee County, seeking input and recommendations on the content that should be acquired.

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.

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.

The Library does not assume parental responsibility for children's choices of Library materials.

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, and binding
- Reputation of the publisher or producer (authority and significance of the author, composer, film producer, etc.)
- Critical and professional reviews

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 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.

Gifts, Memorials, Donations, and Local Authors

MCPLS gratefully accepts donations on a limited basis. The Library reserves the right to evaluate all gifts, donations, and memorial requests in accordance with purchasing criteria. Gifts that do not meet the criteria may be refused. Donors are encouraged to contact the Library prior to the donation of materials.

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.

Special Collections

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 and the greater Southwest Florida region. Books detailing the history of Florida are also selected. 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.

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.

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.

Collection Maintenance

The Library's collection is evaluated by library staff on an ongoing and systematic basis, following the American Library Association's Continuous Review, Evaluation, and Weeding guidelines. The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, 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 sustainable manner.

Freedom of Access

MCPLS adheres to the principles contained in the American Library Association's [Library Bill of Rights](#), [Interpretations of the Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [ALA Code of Ethics](#).

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.

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 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 will meet with the Library Board of Trustees 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 Board of Trustees. 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.

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 Board.

Reviewed and approved by the Library Board of Trustees at its August 18, 2022, meeting.

Adopted in open session with a quorum present and voting this 11th day of October, 2022.

BOARD OF COUNTY COMMISSIONERS
OF MANATEE COUNTY, FLORIDA

BY:

Kevin Van Ostenbridge, Chairman

ATTEST: Angelina Colonnese,
Clerk of the Circuit Court

BY: _____