

**Dorothy Hull Library**  
**Windsor Charter Township**

**Collection Development Policy**

The ongoing process of reviewing materials available to the Library and making decisions about their location and retention within the library is known as collection development. The library's collection is developed to meet the educational and recreational needs of Windsor Township residents. The library strives to provide a broad selection of current and popular resources, works of enduring value, and materials of community interest. Within the library's financial limitations, the library attempts to provide access to ideas and information representing all points of view. Library staff welcomes and solicits patron suggestions.

Other community resources, Internet-based resources and the availability of materials via the Michigan eLibrary are also considered when developing and maintaining collections. Materials are withdrawn from the collection based upon their currency, use patterns, condition, and available space. Withdrawn materials may be sold, donated to other community agencies, or recycled as deemed appropriate by library staff.

The library will accept unrestricted and irrevocable gifts according to its Gifts to the Library Policy. Such gifts are evaluated on the same criteria used to select and purchase material. Gifts not added to the collection will be managed as withdrawn materials.

Materials are placed within the library by Dewey Decimal Classification, and are placed in adult, young adult, and juvenile collections according to reading level and target audience. Professional expertise, publisher's information, and reviews also contribute to collection placement. The library respects the rights of minors to choose their own materials. Parents and legal guardians have the responsibility for monitoring their children's use of library materials.

**Intellectual Freedom**

Public libraries have the obligation to reflect different points of view within their collections and provide a neutral environment for the exploration of the spectrum of knowledge and opinions. The library recognizes that some materials may be controversial and may offend some users. Collection development decisions are not based on anticipated approval or disapproval of the material and the inclusion of an item in the collection is not an endorsement of its contents. Individuals can apply their values and standards to library materials only for themselves.

Individuals may request reconsideration of selection decisions in writing to the Library Director, who will respond in kind. Requests for reconsideration must include the specific title and author of a work, a reason for reconsideration, and a requested outcome. Requests must also include complete contact information (name, address, and signature), and indication if the requestor represents his or her own self or an organization. Written appeal of the Director's response may be made to the Board of Trustees, whose response will also be written and final.

Adopted January 18, 2018