

## Superiorland Library Cooperative

### Digital Materials Collection Development Policy

The Superiorland Library Cooperative (SLC) follows the intellectual freedom guidelines as articulated by the American Library Association. SLC will seek to develop and provide access to a collection of eMaterials representing a diversity of views. SLC will ensure that the balance of the eMaterials collection is maintained through preservation and replacement. This policy guides the selection and continuous evaluation of the eMaterials collection to reflect SLC's mission to provide quality cost-effective services that will strengthen member libraries so they can meet changing patron and community needs. Ultimate responsibility for the collection rests with the SLC Board of Trustees.

SLC provides eMaterials that meet one or more of the following criteria:

- Are responsive to community needs and relevant to residents' lives;
- Empower citizens to explore diverse opinions and conduct research on topics of interest;
- Inspire people to learn, create, and discover.

SLC serves the needs and interests of a diverse population of members in 18 counties in Michigan including people of every age, education, race, background, personal philosophy, religious belief, occupation, sexual orientation, gender identity, economic level, ethnic origin, and human condition.

#### I. Procedures

- a. The eMaterials collection contains information on a variety of subjects and views, and it is organized to provide access to patrons within the limitations budget. SLC seeks to provide current, popular, or well-reviewed materials, as well as classic and enduring titles.
- b. SLC has adopted the American Library Association's guidelines for public access to information:
  - i. Library Bill of Rights
  - ii. Freedom to Read
  - iii. Freedom to View
- c. SLC seeks to develop an eMaterials collection for a large and diverse population, within the constraints of budget allocations. SLC strives to provide eMaterials reflecting a variety of perspectives, with emphasis on new and popular items. Not all criteria must be met, and no one criterion will be decisive. Additional criteria may be used to select eMaterials for specific collections. eMaterials purchased for the collection are not an endorsement by SLC of either the content or viewpoint presented in them.
- d. SLC provides eMaterials, including but not limited to eBooks, eAudiobooks, and eMagazines. The borrowing model may be a single use, simultaneous use, cost per circulation, or another model provided by the vendor. Not all titles are available in all formats.

## II. General Selection Criteria

The Following general criteria are used to evaluate potential purchases:

- a. Relevant to community needs and interests
- b. Favorable attention of critics, reviewers, and the public
- c. Reputation/qualifications of author, artist, publisher, or producer without regard to political, religious, or other affiliations
- d. Date of publication
- e. Cost
- f. Artistic merit, literary value, or recognized award recipient
- g. Local or national significance
- h. Permanence or timeliness
- i. Quality of presentation in relation to content and audience
- j. Evaluation of titles in relation to current holdings, patron demand, and budget
- k. Availability of information electronically
- l. Legal, licensing, or copyright issues
- m. Availability from preferred vendors, where possible
- n. Representation of various cultures, viewpoints, and interests

## III. Guidelines

- a. The number of copies of a title that are purchased varies with the expected popularity of that title. Demand for individual titles is monitored and additional copies may be purchased to meet that demand.
- b. The eMaterials collection receives ongoing review to maintain its relevancy. The following criteria in choosing eMaterials for retention or withdrawal includes:
  - i. Relevance to community needs
  - ii. Information: accurate, timely, up to date
  - iii. Number of copies in the collection in eBook and eAudio format
  - iv. Circulation statistics
  - v. Relevance/sustainability of format
  - vi. SLC believes in freedom of information for all and does not practice censorship. This principle applies to all formats included in SLC eMaterials collection. Items may be considered controversial, and any given item may offend some person. Selections are not made on the basis of anticipated approval or disapproval but on the merits of the eMaterial and collection needs. Exclusion of eMaterials may occur due to cost, accessibility, or limited demand or lack of documentation, but never solely because of expression, language, viewpoint, or mature content.

SLC holds choice of eMaterials to be a purely individual matter. While anyone is personally free to reject eMaterials, an individual may not restrict the free choice of others. Parents or legal guardians are responsible for monitoring eMaterials used by their own children. Selection decisions are not influenced by the possibility that eMaterials may be accessible to minors.

A formal Request for Reconsideration of Digital Materials form and process has been developed to assure that complaints and requests for reconsideration are handled in an attentive and consistent manner. SLC will carefully reevaluate an item when a Request for Reconsideration of eMaterials form is

submitted. SLC considers the value of each item in its entirety and within the context of the eMaterial collection, not on specific passages or sections within the item itself.