

**MCLS POLICY**  
**Digital Resources Collection Development**

**DRAFT REVISION May 1, 2017**

**Purpose of the MCLS Digital Resources Collection Development Policy:**

This collection development policy seeks to clarify criteria that staff will follow through the acquisition and withdrawal of digital materials specifically purchased for the Monroe County Library System. Our aim is to provide materials for all age levels and interests which will educate, entertain, enlighten and enrich library users.

The Monroe County Library System will strive to support:

- the American Library Association Library Bill of Rights  
(<http://www.ala.org/advocacy/intfreedom/librarybill>)
- the American Library Association Freedom to Read Statement  
(<http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement>)
- the American Library Association Freedom to View Statement  
(<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>)

**Selection of Material:**

**Scope**

The Monroe County Library System aims to achieve its stated objectives through a carefully selected collection of digital materials, chosen to reflect the diverse backgrounds and interests of the community, within limits of budget and availability. MCLS does not promote particular beliefs or views; rather it attempts to provide a balanced representation of many viewpoints.

**Commented [UP1]:** This is up for discussion. Should we focus on bestsellers/popular materials?

**Responsibility**

Each member library is responsible for contributing to the Monroe County Library System Digital Resources Collection. Selection of digital materials rests with library staff chosen by each library's director.

**Criteria**

All titles selected with meet at least one of the following criteria:

**Commented [UP2]:** Again, if we choose to pivot on purchasing, Demand may become the only Criteria.

*Quality*

The literary and educational merit, recency of information, accuracy, effectiveness of presentation and comparison with other published materials of the same subject is considered, as seen in professional reviews or by examination of a librarian. Judgment will be based on the material as a whole, and not on the presence of individual words, scenes, or images alone.

*Balance*

All sides of an issue will be represented, within budget limitations and availability of materials. No material will be excluded because of race, gender, nationality, political or social views or the personal beliefs of the author.

*Demand*

We consider expressed interest by the community while remaining consistent with budget restrictions and collection balance.

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*Suitability for age level*

Selection criteria for children, young adult, and adult materials differ; however, any patron (valid card holder) may access and/or borrow from the entire collection. The Monroe County Library System does not restrict items based on age level, material type, or subject matter.

*Self-published works*

Self-published works will be decided on a case-by-case basis

**Weeding**

To maintain the quality and usefulness of digital materials, library staff will systematically re-evaluate the existing collection.

**Commented [UP3]:** Who? Is it a standing team?

**Complaints**

Complaints regarding this collection should be made in writing to the MCLS Office, 115 South Avenue, Rochester NY 14604.

**Recommended Procedures**

These guidelines are recommended by the MCLS Digital Resources Collection Development Team in order to provide a quality digital collection and develop a more efficient purchasing method. Due to the rising popularity of digital resources and the continual transitions in the publishing world, it is recommended that the MCLS Digital Resources Collection Development Team review and edit these guidelines annually.

**Commented [UP4]:** Should this be a standing team?

1. Best sellers lists will be used as a guide to determine current best sellers.
2. The library system buyer will be responsible for purchasing the following items whenever possible:
  - a. Up to three eBook copies of best sellers
  - b. Up to three copies of newly published eBooks by authors with past popular performance
  - c. One downloadable audiobook copy of best sellers
  - d. One copy of newly published downloadable audiobooks by authors with past popular performanceNot all best sellers are available through OverDrive in eBook or downloadable format
3. The library system buyer will use a 7:1 holds ratio for purchasing eBooks, and will not purchase more than 10 eBooks of a particular title. Individual libraries are able to purchase additional copies of eBooks at their discretion.
4. There will be no holds ratio for downloadable audiobooks.
5. The 3:1 ratio will be maintained in regards to the amount of eBooks purchased versus downloadable audiobooks.

**Commented [UP5]:** All of this will probably change with new team.

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6. Patrons will be allowed to make suggestions for purchase through the WIN catalog. These suggestions will be passed onto the library system buyer.
7. The library system buyer will annually subscribe to a 50 title Maximum access plan.

Approved by Directors' Council March 6, 2013