

**Overdrive Group****June 1, 2022****1:00 p.m.****Zoom****Agenda:**

- I. Call to order
- II. Addition and Approval of the agenda
- III. Approval of the minutes of the previous meeting
- IV. New Business
  - A. ARPA Grant
  - B. Overview of the state of Overdrive
  - C. Budgeting
  - D. Kanopy
  - E. Selection Policy
- V. Next Meeting Date
- VI: Adjournment

Nicki Johnson

Digital Services Specialist

Overdrive Meeting via Zoom  
Feb 4, 2022  
10:00am

In attendance: Carol Dawe-Lakeland; Nicki Johnson-Lakeland; Jen Salgat-Lake Odessa, Kerry Fountain-Clarksville/Saranac; Tammy Borden-Freeport; Rhonda Burns-Leighton; Karen McKinnon-Leighton; Mary Cook-Allendale; Leann Parker-Howard Miller; Virginia DeMumbrum-White lake; Lindsey Kult-Howard Miller; Stephanie Reed-Flat River; Paula Wood-Ionia; Brittany Nuland-Georgetown; Pam Osborn-Whitehall; Deanna Riggelman-Tamarack District; Elyshia Hoekstra-Coopersville; Jonelle Ball-Home Twp; Virginia Oakley-Saugatuck/Douglas; Melissa Huisman-Gary Byker, Kamey Krum-Howe-Cedar Springs

The meeting was called to order at 10:09 AM by Carol Dawe, Lakeland Co-op Director.

The agenda was approved with no changes or additions.

The minutes from the last meeting, May 17th, 2021, were approved.  
M/S Mary Cook/ Elyshia Hoekstra

**New Business:**

*Nicki Johnson* gave the following updates from 2021:

494,144 total Overdrive checkouts including approximately 275,000 ebooks, 201,000 audiobooks, and 17,000 emagazines  
20,000 unique users in 2021

With 49,000 checkouts in January 2022, we are on track for a great year of digital use.

*Flat River Community Library* is offering a digital partnership to their local public school through a program known as Sora. Public school students will have access to age appropriate digital resources connected to the library. The cost is covered by the school. Other libraries interested in the Sora trial can contact Flat River or Lakeland.

*Booktok* has greatly increased Overdrive circulation. Using the social media platform, TikTok, readers are promoting popular authors and books as well as not-so-famous authors and books. Our patrons are placing holds on materials they've seen or heard about, contributing to the popularity of Overdrive. Libraries are encouraged to check Advantage settings to possibly release titles to the general group.

*Carol* briefly mentioned the up-coming Overdrive budget. She is working on options for Overdrive funds but at this time hasn't been given any information from the Library of Michigan regarding state aid. Discussion to possibly increase member contributions may ensue at the next meeting.

*Lakeland Digital Library* is the new name of the Lakeland Cooperative digital collection.

*ARPA Grant* funds are being distributed and spent. ARPA funds will purchase digital titles from Overdrive, mostly non-fiction, that will educate, inform, and enlighten readers struggling with side effects of the pandemic. Topics of the titles may include mental health, physical health, job skills, etc. Michigan libraries had the option to purchase their own titles, allow a content group to choose titles, or a combination of the two options. Funds also paid a small stipend to the administrators of the grant as well as to MLA's marketing committee.

The next meeting will perhaps occur in May 2022. Surveys with possible dates will be collected.

The Overdrive meeting adjourned at 10:42AM

Recorder,  
Jennifer Salgat  
Lake Odessa Community Library Director

## **DIGITAL MATERIAL SELECTION POLICY**

### **I. Purpose:**

The purpose of the Digital Material Selection Policy is to set broad guidelines in order to assemble, preserve, organize, administer and promote the use of digital media and to inform the public about the principles upon which selections are made.

### **II. Definitions:**

The term “Library Materials” means digital books, magazines, audiobooks or other synonyms as they may occur in the policy having the widest possible meaning. This statement of policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this policy and the term “Library Materials” does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

### **III. Goals of Materials Selection:**

- A. To meet the individual’s need for information through maintenance of a well-balanced and broad collection of materials for information, reference and research.
- B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To assist institutions of formal education with services that will assist individual study.

### **IV. Responsibility for Selection:**

The responsibility for selection lies with the selection committee of the Cooperative. That staff operates within the areas of service to children, young adults and adults. Both the general public and staff members may recommend materials for consideration.

**V. General Principles:**

- A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Cooperative subscribes.

Selection is not made on the basis of anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.

- B. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Cooperative respects each individual parent's right to supervise his children's choice of reading materials. However, the Co-op does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his children select must oversee those children when they use the collection in order to impose those restrictions.

- C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents.

**VI. Specific Principles for Selection:**

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy
- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author
- Relation of work to existing collection
- Price, format and ease of use

- Scarcity of information in subject area
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e. purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives
- Community relevance
- Audience for material

#### **VII. Maintenance of the Collection:**

The collection shall be periodically examined for the purpose of eliminating obsolete, duplicate or unneeded materials.

#### **VIII. Challenges to Materials:**

No material shall be removed from the Cooperative's collection until all steps in the following process have been completed.

- A. Patrons who object to particular Materials will be sent to the Director.
- B. The Director will discuss the Library Materials in question with the patron, attempting to resolve the concern to both the patron's and Cooperative's satisfaction.
- C. If the patron wishes to carry the request further, the Director will provide the patron with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Cooperative Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.

- E. The Cooperative Director shall send the decision in writing to the complainant within 75 days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the complainant will be notified in writing by the Cooperative Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the complainant will be notified in writing by the Cooperative Director that the material will be retained.
- F. A written appeal of the Cooperative Director's decision may be made by the requester to the Chair of the Cooperative Board within ten (10) business days after the written decision is made by the Co-op Director. The Co-op Board will review any documentation it deems necessary to make a decision and render their decision within 60 days of receipt of the appeal.
- G. The Cooperative Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

**IX. Revision of This Policy:**

This policy shall be reviewed and revised to be consistent with the objectives of the Library.