

Bloomfield-Eastern Greene County Public Library

Collection Development Policy

Revised & Adopted December 14, 2011

- Introduction
- Criteria for Selection
- General Policies and Considerations
- Constitutional Protection
- Collection Review Procedure
- Policy Implementation, Evaluation, and Revision

I. Introduction

A. The Library

The public library, a social institution of its community, is concerned with those aspects of human communication, education, and recreation that involve recorded information and ideas. The library should serve as a center for education and recreation, a source of facts upon which intelligent solutions may be based, and a resource for leisure time and fulfillment.

The Bloomfield-Eastern Greene County Public Library is charged with the responsibility for collecting, storing, organizing, retrieving, and transferring of recorded information and ideas selected to meet the needs and interests of the individuals, groups, and organizations of the Bloomfield-Eastern Greene County area, and for providing services requiring the use of these records.

B. Goals for Collection Development:

- To provide full and impartial access to library services and materials for all persons within the service area, regardless of need, age, sex, ethnic origin, or religion
- To assemble, preserve, and administer a varied collection of books and other related materials
- To maintain core collection of traditional classics, standards sources, and basic reference materials
- To seek to identify and respond to community needs for library materials and services
- To encourage continuing education by promoting the use of all available library resources
- To ensure continued cooperation with other libraries
- To support the "Library Bill of Rights" and Freedom to Read statement

C. Selection of library materials is vested in the Director of the Bloomfield-Eastern Greene County Public Library, who may authorize qualified staff to assist. The Library's collection development policy provides guidelines and directions to the Library Director and staff as they select

materials. The Director has full authority to use her judgment in interpreting this Collection Development Policy.

- D. Basic to the Bloomfield-Eastern Greene County Public Library's collection development policy is the citizen's right to intellectual freedom, and free and equal access to information and library materials without restriction.

The Library Board of Trustees has adopted the ALA "Library Bill of Rights" (attached) with its official "interpretations and the "Freedom to Read Statement" (attached) and affirms the support of the Bloomfield-Eastern Greene County Public Library for these basic policies.

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftrstatement/freedomreadstatement.cfm>

II. Criteria for Selection

- A. Criteria for selection include: accuracy, authoritativeness, objectivity, author or artists's reputation, publisher's standing, suitability to local standards, and relevancy to the life of the community.
- B. The library staff relies upon several sources for assistance in selection of library materials, including book reviews, publisher's catalogs and flyers, professional journals, printed bibliographies, Internet review sources, recommendations of other professionals and library patrons, and personal knowledge and expertise. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, and the advice of competent people in specific subject areas may also be used.
- C. The priority of items selected for purchase is:
1. Those meeting known needs and interests, such as best sellers in both fiction and non-fiction;
 2. Those providing reference or research information for patron and professional use;
 3. Replacements to maintain the basic collection;
 4. Purchases made to fill and anticipated needs and interests.
- D. Factors which influence the selection of materials for all Library users, children as well as adults, include:
- Demand- Requests and recommendations from patrons are a significant part of the selection process, because they indicate public interest, community relevance, and timeliness of topic.
 - Value- Each type of material must be considered in terms of its own excellence, as no single standard can be applied in all cases. Criteria include accuracy, authoritativeness,

objectivity, author or artists reputation, publisher's standing, degree of need for the materials, suitability to local standards, and relevancy to the life of the community.

- Balance
 - Audience for material: The Library will acquire materials to serve the diverse needs of the community, including children and teenagers, the elderly, and the physically challenged.
 - Diversity of viewpoint: Individual items, which by themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole.
- Format – The nature of the medium and the technical quality of production are additional factors to be considered in selecting audio, video, electronic and other non-print formats.
- Regional interest – Materials specifically related to Greene County and Indiana are especially important to the collection
- Alternate access
 - The Library will attempt to avoid needless duplication of more specialized or expensive items which may be accessed at larger regional libraries
 - Material may be borrowed through interlibrary loan instead of being added to the collection if acquiring the material does not meet the selection criteria established.
- Out of print materials – Rare or out of print material will not be purchased unless it is of significant value.
- Language – The majority of the collection is in English, except for language instruction materials, and reference materials, such as foreign language dictionaries.
- Textbooks – Textbooks will be evaluated and added on a limited basis.
- Cost – May be a consideration in selection.

III. General Policies and Considerations

A. Electronic resources –

As an integral part of its resources, the Library provides access to information via the Internet to patrons and staff. The Library Board supports the statement "Access to Electronic Information Services and Resources: An Interpretation of the Library Bill of Rights."

B. Selection policies which serve to govern the Library's purchase of materials are not applicable to material accessed electronically. The Library does not endorse the viewpoints or vouch for the accuracy of all information obtained through the Internet. As a will all library materials, it remains the responsibility of the patron (or parent or guardian) to determine what electronic material is appropriate.

C. Labeling and sequestering of materials

Because prejudices might be imposed by the Director, the staff, or the Library Board acting upon their individual values, library materials will not be labeled or sequestered except for the following reasons.

1. Organization of the Library's materials
2. Ease of access to the Library's collections
3. Protection of materials from injury or theft

Library materials will not be marked or identified to show approval or disapproval of the contents, and no book or other item will be sequestered, except for the express purpose of protecting it from injury or theft.

D. Collection Maintenance (Weeding)

A practical, useful collection will be maintained through a continual process of discard and addition. Materials are withdrawn based upon their being outdated, no longer of interest or in demand, unnecessary duplicates or multiple copies, worn, or mutilated. Weeding should be done with the same care, thought, criteria, and judgment as selection.

E. Duplication and Multiple Copies

The Library will acquire multiple copies of materials when additional copies are necessary to meet collection development goals, including that of demand.

F. Binding and Repair

Keeping library materials in good physical condition is essential. Decisions must be made continuously on how to handle worn books: whether to mend, bind, withdraw, or replace them. Since rebound books are generally less appealing than the original format, replacement is preferred in most cases. Physical attractiveness and sturdiness are both necessary for children's books.

G. Gifts of Materials

The Library is grateful for unconditional gifts, and its collections have been enriched by contributions. In accepting a gift, the library reserves the right to decide whether a gift should be added to its collection. The following types of gift materials will not be added to the collection:

1. Publications excluded by the collection development policy
2. Out-of-date materials not of historical value
3. Duplicates of items already in the collection
4. Material in poor physical condition
5. The Library reserves the right to sell, give to other libraries, or otherwise dispose of gift materials that are not added to the Library collection.
6. When materials are added to the collection, no restrictions on the Library's use of gift materials may be made by the donor. The gift materials will become an integral part of the Library collection. Gift items may not be reclaimed.
7. Receipts for materials donated to the Library will be provided if requested, but placing a value on the material is the responsibility of the donor.
8. Exceptions to this gift policy may be approved by the Library Director.

H. Memorial Books

Memorial books may be purchased with donor funds. An appropriate bookplate will be included in each gift identifying the donor and purpose of the donation.

IV. Constitutional Protection

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Indiana State Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with that patron.

If a court having a jurisdiction over Bloomfield-Eastern Greene County Public Library decides that any material in the collection is unprotected by these constitutions, such material will be removed immediately. Material under court consideration will remain available to patrons until a court ruling is made.

V. Collection Review Procedure

- A. The Board recognizes the right of individuals to question materials in the Library collection. The Library will give serious consideration to each patron's opinion. Material being questioned will remain available to patrons until a decision is made.
- B. The Board believes that censorship is a purely individual matter and declares they do not approve, individuals cannot exercise this right of censorship to restrict the freedom of others to read, view, or hear. Parents have the responsibility to guide and direct the reading, viewing, and listening of their own minor children. The Library does not stand in loco parentis.
- C. Any patron questioning materials in the Library collection may ask the Library staff about such materials, and if that patron wishes to express an opinion in writing, the "Patron Comment on Library Materials" form will be followed.

Patron Comment on Library Materials

Title _____

Author _____

ISBN _____

Publisher _____ Year _____ Edition _____

Circle Format:

Audio Book Large Print Movie Music CD Periodical

Please state here your comment, suggestion, or criticism of the material as specifically as possible:

Did you read / see / listen to / or otherwise use the material in its entirety? _____

If not, then which parts?

Are you aware of judgments of this material by qualified critics?

If yes, please identify other sources:

Additional comments:

The Library appreciates your interest. Your comments will be reviewed by the Library staff, and may be forwarded to the Board of Trustees of the Bloomfield Eastern Greene County Public Library. You will be notified of any action pertaining to this registered comment.

Patron Information:

Name _____ Phone Number _____

Address _____ Today's Date _____