

## **Collection Development Policy-Adopted 1-30-24**

The Mission of the Bradford Public Library is to be a center of lifelong learning through our collection, technology and historical materials.

The Bradford Public Library supports the American Library Association's Library Bill of Rights and believes that it should guide our services.

### **Objective:**

The purpose of this Collection Development Policy is to:

1. Identify guidelines for the selection of library materials and evaluation of the collection. The Collection Development Policy will describe the scope and nature of the collection, name the philosophies by which selectors should make collection decisions, and outline plans for continuing to develop resources, making the best use of available funds.
2. Enable selectors to work toward the mission of the Bradford Public Library.
3. Inform the Library Board and the general public of the principles upon which selections are made.

This policy will be available upon request and posted online.

### **RESPONSIBILITY STATEMENT**

The Library Trustee Board is ultimately responsible for the BPL collection, giving authority to the Director to delegate the following responsibilities to other staff members:

1. The duty to work with the Cataloging to accomplish mutual acquisition, cataloging, and processing goals.
2. The duty to promote consistency in the selection and maintenance of materials.
3. Authority to make initial decisions on the withdrawal of circulating materials, the rebinding of books, repackaging of audiovisual materials, replacement orders, and the addition of gifts to the cataloged collection.
4. Authority to review collections in the Library and evaluate their contents.
5. Authority to propose any weeding projects as a result of collection evaluations.

## **GENERAL SELECTION CRITERIA**

Selectors should take the following general criteria into account for all materials in all formats selected for Bradford Public Library. All items selected will meet several of the general or specific criteria. Presence of an item in the collection is not an endorsement of any point of view by the Library.

- Is it likely to be demanded or used by our community and library patrons?
- Is it suitable for the intended audience?
- Is it favorably reviewed or referenced in reliable, unbiased selection tools?
- It is available at a reasonable cost?
- Will the subject matter or format withstand the test of time?
- Does it add significance and value to the collection?
- Does the material meet the library's standard of establishing a balanced collection of resources representing diverse interests and viewpoints for the use and recreation of the community?
- Is the item of historical or cultural significance to Bradford, Ohio, Miami and Darke Counties or the surrounding communities?

### Special Collections:

**LIBRARY OF THINGS:** The Library will select materials for the Library of Things based on the needs and interests of library patrons. (telescope, STEAM Kits, Memory Kits, Puzzles, etc.) The Library reserves the right to take a Thing out of circulation temporarily to use for library purposes (programs etc.) or for repair.

## **Selecting Controversial Materials**

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

## **Donations and Gifts**

All gifts of books, materials and historical items will be received by the Library Director only on the condition that all such books, materials and historical items become the sole property of the Library, are considered un-returnable, can be deemed acceptable or unacceptable for use as a part of the Library's collection, and can be used in any way and disposed of at any time as the Director sees fit.

## **Collection Maintenance and Weeding**

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials, condition of the material and availability through inter-library loans. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection.

Weeding of any material exempt in this policy may be weeded by the authority of the Library Trustee Board.

Withdrawn books are set aside for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be donated or disposed of at the discretion of the Library Director.

## **Reconsideration Policy**

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with a library director. If the patron is not satisfied with the response to their request, the library will provide the patron with information and a form to request formal reconsideration of the library resource. Withdrawn books are set aside for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be donated or disposed of at the discretion of the Library Director.

## **Bradford Public Library Procedure for Handling Complaints**

### Informal Complaints

1. Patron discusses their complaint with Library desk staff.
2. Staff will explain that our library offers material for everyone and that we have a process to select material. Staff will offer to help find alternate material for patron that will meet their needs and interests. If patron chooses to go forward with a challenge, the complainant will go through the Formal Complaint Process.
3. Material in question will remain in circulation during the duration of the process.

### Formal Complaints

1. Patrons interested in filing a complaint must have a valid Library card with our consortium. (Dayton Metro, Troy-Miami County and Bradford Public Library.)
2. Patron must come in to the library to obtain a Request for Reconsideration of Library Materials form.
3. Patron is given packet with form and a copy of our Mission Statement, selection policy and Library Bill of Rights.
4. Patron must complete the reconsideration form and return it to the Library Director.
5. The Director, with review committee, will review the form and material in question to determine if selection meets criteria stated in the Collection Development Policy. The review Committee will consist of five people appointed by the Library board President.
6. A decision will be made within 60 days. A letter will be sent to the patron stating the decision and reason for decision.
7. If patron is not satisfied with the decision, a written appeal may be filed no later than 10 business days to the Board of Trustees.
8. Board will address the appeal at an upcoming regularly scheduled Board Meeting or at a special session at the Board's discretion.
9. All Policy concerning Public Participation at Board Meetings will be adhered to.
10. The decision of the Board is final.

