



**Collection**

**Development**

**Policy**

**Bedford Public Library System**

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## **Section 1 Introduction**

### **Part 1           Collection Development and the Strategic Plan**

This collection development policy will clarify the criteria used in selecting materials, since the library can acquire only those materials which finances and space will permit. The collection development policy is sensitive to the needs of the Bedford community and supports the mission and vision statements of the library system as well as the strategic plan. The strategic plan is developed using focus groups of citizens, interviews with library staff and users, and a county wide survey of library services completed by any interested party. The current mission and vision statements and the strategic plan can be viewed on the library's website, and the strategic plan is adopted each year by the BPLS Board of Trustees and is updated every five years. Items not owned, acquired or leased by the Bedford Public Library System, but displayed in a joint catalog or other such medium, do not fall within the scope of this policy.

### **Part 2           Collection Goals**

In order to purchase and retain the best, most useful materials to fulfill the Library's mission, and to serve all of the people of Bedford County equally and impartially, the library has established the following goals:

- to encourage an interest in reading and learning in residents of all ages
- to provide materials that will enhance the quality of life and aid residents in the creative use of leisure time
- to supplement and encourage formal and independent study
- to provide resources for lifelong self-education and personal development
- to help insure an informed citizenry the library will provide current information on community issues including federal, commonwealth, and local services and issues of concern to voters

### **Part 3           Scope of the Collection**

In order to meet the outlined goals, our collection has a defined scope with specific concentration levels so that citizens know what resources they can expect to find. When a needed resource falls outside the scope of our collection, staff will be happy to refer patrons to other local sources of information such as neighboring library systems; special collections in museums, libraries, and universities; and the interlibrary loan system (ILL).

### Collection Concentration Levels

**Broad Concentration:** Subject areas, authors, or genres collected most extensively, both in depth and in numbers of titles. Duplicates will be purchased, especially based on projected circulation. The Library will buy as many current titles as possible and will maintain an extensive retrospective collection. This can include all new materials by an author, a broad selection of recommended titles in a genre, and titles to complete a series.

**Intermediate Concentration:** Subject areas, authors, or genres collected more selectively than those designated for broad concentration. This includes recommended titles of major authors and recommended titles in a genre. Materials are chosen to introduce, define, and give overviews of the subject as well as to indicate other sources for possible interlibrary loan. A retrospective collection of major titles is maintained. Some duplicates may be purchased.

**Narrow Concentration:** Subjects areas, authors, or genres in which only a few selections are purchased beyond the basics. These include the best-known titles of major authors and best-known samples of a designated genre. The intent is to provide essential information and to detail sources for interlibrary loan if further information is needed.

**Minimal Concentration:** Subjects, authors, or genres in which only the most basic selections are purchased.

**Popular Concentration:** The above four collection concentrations describe levels to be maintained continuously in the collection. The library also buys popular materials on current hot topics from bestseller and projected bestseller lists, as well as, from past experiences of what will be local best sellers. These titles will often not have value over time and may be purchased in paperback when possible. PLEASE NOTE: All best sellers do not fall into this ephemeral category. Some will be purchased because they fit one of the other concentration levels.

### Scope of Bedford Central Library

The Central Library houses the largest collection of items in the system, and maintains collections at various concentration levels. The space available at Central allows us to house items that fall into the minimal, narrow, and intermediate concentration levels and to share those items out through our holds system to the smaller branch libraries. Bedford Central contains materials that focus on Bedford history and basic genealogy. It also houses a special World War II collection, a subject of particular interest because of Bedford's severe D-Day losses and the fact that the National D-Day Memorial is within Central's service area. Selection concentrates on the history of D-Day and especially on Bedford's role in the war.

## **Scope of Branch Libraries**

The branch libraries are primarily designated popular concentration collections; if space and demand allow, some genres and collections may be broad or intermediate. The Forest Library, which has Thomas Jefferson's Poplar Forest within its service area, maintains a collection of Jefferson materials. The Montvale Library, located within the supposed area where the Beale treasure is hidden, maintains a collection of materials about the treasure. The Moneta Library, because of continued community interest, maintains a special collection of home gardening materials. Other special collections may be added or removed, as needed, by the Collection Development Committee.

## **Section 2 Selections**

### **Part 1            Responsibility**

The responsibility for selecting materials legally rests with the BPLS Board of Trustees. The Board delegates this responsibility to the Library Director who appoints a Collection Development Committee to oversee the selection and development of the collection. This committee may consist of the Library Services Librarian, the Youth Selector Librarian/County Library Manager, the Technology Librarian, the Technical Services Librarian, and the Collection Development Specialist. Committee assignments are not permanent.

Library Managers, under the guidance of the committee, are actively involved in selecting and deselecting materials for their individual facilities. The Library Services Librarian selects adult materials for the Central Library and oversees system-wide collection development. The Youth Selector Librarian selects children's and young adult materials for the Central Library and oversees system-wide development of the Juvenile and Young Adult collections. The Technology Librarian selects media system-wide.

### **Part 2            Freedom of Access**

The Bedford Public Library System endorses the American Library Association's Library Bill of Rights, Free Access to Minors Statement, Freedom to Read Statement, and Freedom to View Statement.

The library will provide free access to all points of view as far as budget, space, and availability of materials allows. Items will not be included or excluded because of political views, frank language (including expletives); controversial content (including sexually explicit content); race, sexual orientation, gender identity, religion, or nationality of the author or other responsible party; or the approval or disapproval of an individual or group.

The librarians involved in selecting materials will attempt to be as impartial as possible and select materials that represent a wide range of views. An individual's use of library materials is a private and personal matter, and all citizens are therefore free to decide for themselves the materials they want to access.

Materials for children and young adults are intended to support recreational reading, stimulate and widen their interests, lead to appreciation of literature, and reflect the diversity of both our community and the world. Responsibility for the reading, listening, and viewing of library materials by children belongs to their parents or legal guardians and not with the library staff.

Library materials will not be marked in any way to indicate approval or disapproval. Materials are not hidden or kept out of patron accessible areas unless it becomes necessary to prevent vandalism or theft.

Suggestions from the public regarding selection, retention, or reconsideration of library materials are encouraged. Selected materials will be removed from the collection only if shown not to follow collection development policy guidelines. The material will be considered in its entirety and not on passages taken out of context. Requests for reconsideration of materials must follow the procedures outlined in section 5 of this policy.

The minimally processed (MP)/honor back collections are comprised of uncataloged paperbacks that are chosen primarily from donations and do not seek to present a balanced representation of subjects or views.

### **Part 3            Formats**

Materials are purchased in the most appropriate sustainable format for library use. BPLS recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community. The library system monitors the development of new formats and may add these to the collection. The continuation of current formats and the adoption of new formats will be based on an analysis of market acceptance of the format, its ability to provide a cost-effective alternative to existing formats, and the library's financial ability to acquire, process, and maintain a sufficient collection.

BPLS acquires materials in formats that are useful to citizens with disabilities. Selectors will develop these collections as demand dictates, and will be alert for new formats that may be appropriate.

BPLS maintains a collection of circulating titles in Spanish, and will add other languages as patron requests and community awareness dictates.

The library does not collect audio cassettes, videocassettes, microfiche, 16mm film, phonograph records, realia, charts, filmstrips, sheet music, or music scores. Items of high local interest are not subject to the same deselection criteria because of their limited

availability, see section 4, part 2.

#### **Part 4 Selection Criteria**

**Print materials and e books (whether purchased, donated, locally produced, or self-published)** are judged by the following criteria:

- at least one positive review in a professional reviewing source
  - a staff review may be substituted for a third-party review, but other criteria still apply
  - exceptions will be made for basic guides and manuals that are standards in their fields
- purpose and importance in its field
- authority and reputation of the author, editor, illustrator, publisher, etc.
- accuracy, authenticity and currency
- style, clarity of presentation, plausible plot and good plot development format, appropriateness to the subject, and to the interest level and age of the intended audience
- creativity, imagination, originality
- literary merit or significant appeal
- need
- demand including use of the material locally as assigned reading, viewing, or listening
- value of the work in relation to its cost
- relationship to other items in the collection
- locally produced or authored
- scarcity of other information in the field

\* The following procedures will apply when an unreviewed work is to be considered for the collection:

1. A staff member will read/watch/listen to the item and write a review.
2. A member of the Collection Development Committee will look at the item and the staff member's review in the same way materials are normally considered for inclusion.
3. If there is not a consensus between the reviewing staff member and committee member, the item will be presented to the full committee for resolution.

**Non-print materials** are judged by the following factors as well as the above criteria:

#### **MEDIA**

- good technical quality
- artistic merit determined by industry awards given to the work and/or the various artists associated with it
- spoken word must be easy to understand and interestingly read

- popular demand must be balanced with quality (purchases will be based on reviews when possible)
- subject must be appropriate for format used

#### ELECTRONIC RESOURCES

- accessibility (ease of use, quick loading, requires no special browser configuration)
- authority (easy to understand, comprehensive documentation)
- currency (information is current and regularly updated)
- organization (easily browsed and searched)
- vendor support costs
- availability of remote access

Please note: electronic resources are bundled resources which often contain items which have not been vetted individually as we do with physical materials; we evaluate vendor performance each year and will take the number of materials which do not meet our criteria into account when renewing contracts.

### **Section 3 Donations**

The Bedford Public Library System encourages unrestricted, irrevocable gifts of monies to the Library Foundation or of library materials to the Library System from organizations, businesses, and individuals. These gifts are accepted with the understanding that they will be considered for addition to the collection in accordance with the collection development policy. Gifts donated to any facility in the system become the property of the system as a whole. The library reserves the right to sell or dispose of these donations through

- book sales
- the Friends of the Library book sales
- donations to other nonprofit organizations or
- recycling or disposal services

The BPLS, in accordance with IRS regulations, will not assign a value to donated materials. However, for tax purposes the library will provide donors with a receipt of X number of books, boxes of books, etc. if requested at time of donation.

### **Section 4 Deselection**

#### **Part 1          Responsibility for deselection**

Deselection is an integral and ongoing part of developing a collection. The collection development committee, assisted by the system library managers, is responsible for judicious and timely deselection of the collection.

## **Part 2            Criteria for deselection**

Librarians responsible for deselection will follow CREW guidelines unless otherwise directed by the collection development committee. Replacement of materials will be considered if the item meets selection criteria. Special collections will not adhere to the same deselection criteria as other library materials.

### **Section 5 Request for Reconsideration of Materials**

As stated in section 2 of this policy, the library tries as far as budget, space, and availability of materials will allow, to provide free access for the public to all points of view. Items will not be included or excluded because of political views, frank language (including expletives); controversial content (including sexually explicit content); race, religion, or nationality of the author or other responsible party; or the approval or disapproval of an individual or group. The library will attempt to impartially select materials that represent a wide range of views.

If a library patron objects to any item in the collection and wants to have the item formally reconsidered, reclassified into a different collection or withdrawn from the entire BPLS collection, the following procedures will be followed:

The patron should read this collection development policy in full. Any questions regarding this policy should be addressed to the Library Director.

The individual must be a Bedford County resident and must already have a current Bedford Public Library patron card or must be the parent or guardian of the minor child holding that card.

The item the patron wants reconsidered should be read/listened to/viewed in its entirety, because materials are selected based on their entirety and not based on passages taken out of context.

A "Request for Reconsideration of Material" form must be completed in full and signed. The form can be found at the end of this Collection Development Policy.

The item will not be removed from circulation during this phase of the reconsideration process. The request will be forwarded to the Library Director. The Director will consult with the Collection Development Committee. The results of this consultation will be communicated in writing to the patron in a timely manner.

If the patron wishes to appeal that decision, they may request the Director's decision to be reviewed by the BPLS Library Board of Trustees. After receiving the patron's request, the Library Board will schedule a meeting, taking into consideration that Library Board members will need time to become familiar with the material. The BPLS Library Board of Trustees decision is final.

## **Section 6 Policy Review**

The collection development policy is reviewed in the same manner as other BPLS Library policies.

# Request for Reconsideration of Materials

## Bedford Public Library System

### Guidelines

Please review these guidelines before filling out the Request for Reconsideration of Materials Form. Items will not be removed during the reconsideration process.

In order to request that an item be reconsidered:

- you must be a Bedford County resident and a Bedford Public Library System cardholder in good standing
- you should be familiar with all aspects of the collection development policy
- you should also have read, listened to, or viewed the item in its entirety
- the entire form must be filled out

After completing the form:

- turn in the form at any library in Bedford County
- the branch manager will forward your form to the Library Director
- the Library Director will review the form and if all conditions in the policy are met, will forward to the collection development committee
- the collection development committee will review the request and make a recommendation as to its resolution
- the recommendation will be submitted to the Library Director, and the results will be communicated to you in writing

### Appeal

In the event you wish to appeal the decision:

- a request must be made to the Library Director in writing
- the Library Director will take your appeal to the BPLS Library Board of Trustees
  - each BPLS Library Board of Trustees member will review the request, the item and the Director's decision
  - a meeting will be set by the BPLS Library Board of Trustees based on their schedule
- the BPLS Library Board of Trustees decision is final and the results will be communicated to you in writing

## Request for Reconsideration of Materials Bedford Public Library System

Author, editor or Producer: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

Format: \_\_\_\_\_

(book, periodical/newspaper, audio, visual, other – please specify)

Request Initiated by: (Name) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you represent: \_\_\_\_\_ Yourself \_\_\_\_\_ An Organization

Organization's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Did you read, view or listen to the entire work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Did you read the entire BPLS collection development policy? \_\_\_\_\_ Yes \_\_\_\_\_

Please answer the following questions as fully as possible:

What do you object to in the work? Be specific as possible, cite pages etc.

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What do you feel might result from allowing the public access to this work?

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For what age group would you recommend this work? \_\_\_\_\_

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Have you reviewed any professional reviews concerning this work? \_\_\_\_\_

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What would you like the library to do with this work? Reclassify it into a different collection or withdraw it from the entire BPLS collection: \_\_\_\_\_

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**I agree that the information presented in this form is true and correct, to the best of my knowledge.**

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**Signature**

**Date**

**Library Card Number**