

## **Belleville Area District Library**

### *Collection Development Guidelines*

#### **I. Purpose**

The purpose of Collection Development Guidelines is to guide librarians, and to inform the public about principles upon which decisions are made when adding or withdrawing materials from the library's collection.

#### **II. Definition**

Collection Development refers to the on-going activity of systematic acquisition and removal of library materials. Library materials can be in various formats - including print, audio, video, or electronic.

#### **III. Goals of Collection Development**

- a. To maintain a well-balanced and broad collection of materials for information and reference.
- b. To support the democratic process by providing materials for the education and enlightenment of the community.
- c. To provide recreational resources

#### **IV. Responsibility**

- a. The responsibility for collection development lies with the Library Director, who may delegate to staff members the authority to interpret and apply policy on a day-to-day basis.
- b. The Library Director welcomes, and will consider for possible inclusion in the collection, all recommendations from district library residents.

#### **V. General Principles of Collection Development**

- a. Basic to this policy is the Library Bill of Rights, as adopted by the American Library Association, a copy of which is appended.
- b. Responsibility for children's reading, viewing, or listening rests with parents or legal guardians. Library collection development should not be inhibited by the possibility that materials may inadvertently come into the possession of children.

**The following are some of the criteria used for inclusion of library materials into the collection:**

Usefulness in meeting community needs.

Public demand as measured by patron request.

Value to the existing collection and relationship to other materials on the same subject for the purpose of balancing the collection.

Materials that have popular appeal.

Significance of the author.

Materials with literary, artistic, political, or scientific value as measured by critical reviews and/or by library professionals.

Accuracy of information presented.

Suitability of presentation and style for intended audience.

Timeliness of material.

Permanence of material.

Readability of material.

Ease of format use.

Accessibility of material in other area libraries.

Price in relation to overall desirability of the item.

Local or regional interest and significance.

**Some of the professional journals and review media include:**

Booklist	Publisher's Weekly
Library Journal	New York Times Book Review
Detroit News	Detroit Free Press
BookPage	School Library Journal

The Library will collect materials which represent diverse points of view and will consider any material which meets the selection criteria even if it is considered offensive by some. Library materials will not be marked or identified to show approval or disapproval of the contents. Controversial subject matter is not a reason for limiting access.

Materials selection will not be limited by the possibility that they may inadvertently come into the possession of minors.

## **VI. Specific Principles of Collection Development**

The following guidelines reflect the roles, mission, and goals of the Belleville Area District Library, a copy of which is appended.

## **VII. Duplication**

Multiple copies of a title will be purchased in order to meet public demand for that item (e.g. bestsellers, popular children's picture books, etc.). Materials that receive heavy seasonal use, such as materials used by students for annual class assignments will be duplicated to the extent that the general public has reasonable access to the materials. However, the public library cannot assume the responsibility of the school libraries for purchase of materials to support the curriculum.

## **VIII. Replacement**

Replacement is the purchase of an identical title to take the place of an item that has been withdrawn from the collection. It is not the library's policy to automatically replace all books withdrawn. Replacement decisions are made using the same selection criteria used for all materials.

## **IX. Theft and Mutilation**

The susceptibility of library materials to theft or mutilation is not an influencing factor in their selection for the collection. However, since experience has shown that certain subject fields are particularly susceptible to theft or mutilation, access to these materials may be limited. The sole reason for limited access is actual experience of loss. Stolen or damaged materials will be replaced when they are necessary for a balanced collection.

## **X. Gifts**

The Library accepts gift materials with the understanding that these materials will be added to the collection only if they meet the same criteria required of purchased materials. Gift materials not meeting these criteria, those that are out of date, unneeded duplicates of items already owned, or those in a format not suitable for library use will be given to the Friends of the Library to sell.

The Library will gladly accept monetary gifts, memorials, and bequests, and will make a good faith effort to use moneys in accordance with the wishes of the donors. The Library may refuse proposed gifts if restrictions are attached which are counter to Library policy.

The Library does not provide appraisals or evaluations of gifts for tax deductions or other purposes. Receipts indicating the quantity and nature of gifts will be provided upon request.

## **XI. Withdrawal (Weeding)**

Continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. When library materials lose the value for which they were originally selected, they should be withdrawn so that the collections remain vital and useful. Weeding improves the appearance of the collection, makes more efficient use of valuable floor space, and increases the accessibility and usefulness of the remaining materials. The withdrawal of items is based on the following guidelines:

Materials which are physically worn out or damaged beyond reasonable repair. If an item is in poor condition due to heavy use, it will be considered for replacement.

Materials which contain out-of-date or inaccurate information.

Materials which were once popular but are no longer used. Duplicate copies of materials once their demand has been satisfied.

Superseded editions will be discarded unless there is a specific reason for their retention.

Materials which have not been checked out for several years.

Items withdrawn from the collection will be marked and, thereafter, considered to be of no value to the Library. Withdrawn items will be sold, discarded, or otherwise removed from the Library. In some cases, withdrawn items may be offered to other libraries for addition to their collections.

## **XII. Individual Subject Area Statements**

In addition to the general selection criteria, the following statements will be observed regarding specific parts of the collection.

### Periodicals

Periodicals are purchased on a wide range of subjects for browsing and general reference. . Specialized journals are most often beyond the scope of our collection. Many of these titles are available through electronic access and at nearby college and research libraries. (Patrons may request reprints of specific journal articles through interlibrary loan). Patron suggestions for titles that meet our criteria will be taken into consideration. Since periodicals must be renewed on a yearly basis, titles will be reviewed each year to make sure they meet our selection criteria. Those titles which do not meet the criteria, or which are not used, will be dropped.

### Children's Collection

The purpose of the children's collection is to encourage life-long reading habits and to provide materials in a variety of formats to satisfy and stimulate

the informational, educational, cultural and recreational needs of children from infancy to grade eight. Special attention is paid to the reading level and vocabulary of children's titles. More consideration is given to illustration especially at the beginning reading levels. An effort is made to replace worn or missing standard titles, such as award winning books. Responsibility for children's reading, viewing, and listening rests with parents or legal guardians.

#### Teen Collection

The teen collection provides young adults with adequate informational material to support personal research as well as required schoolwork. It provides for the fiction and mass market recreational reading needs of area teens. The library will be especially open to suggestions and requests from this age group and in the future may form a reader's advisory group to help select fiction.

#### Audio/Video

DVD's and Videos are purchased for the primary purpose of home entertainment, information, and instruction. The Library strives for a reasonable balance and variety of materials in the collection for both children and adults. Videos that are prohibitively priced are beyond our scope. The Library does not currently purchase tapes rated X by the motion picture industry.

The Library purchases a wide variety of adult, teen, and children's audio books. Formats include CDs, Playaways, and Downloadable Audios.

Compact disks of current popular interest are purchased. The CD collection represents a sample of a variety of genres but does not attempt to be an in depth music library. Some retrospective works are purchased as funds allow.

The selection criteria under section V. also apply to audio/ video materials. In addition, All Music Guide and amazon.com are used as selection tools.

### **XIII. Request for Reconsideration of Materials**

Requests from the public to evaluate library materials deemed questionable shall be presented to the Library Director in writing on a form obtainable from the Library. Only requests in writing shall be reviewed.

If an individual submits a written Request for Reconsideration Form, the appropriate library staff member will:

Provide a copy of the Belleville Area District Library's Collection Development Policy to patron.

Provide a Request for Reconsideration form to the patron.

Provide the patron of a copy of the completed form.

Forward the request to the Library Director and appropriate professional staff.

The Director and involved staff will review the material, including reviews, recommendations and/or other reasons for the initial purchase. After such review:

The patron will receive a letter from the Director describing the results of this review.

Copies of the Request for Reconsideration form, staff responses, and the material in question will be forwarded to the Belleville Area District Library Board.

If the patron is not satisfied with the result of the staff review, a formal Library Committee hearing may be requested in writing.

#### **XIV. Revision of Policy**

This Collection Development Policy may be revised and updated at any time as conditions warrant and will be reviewed at regular intervals as deemed necessary by the Belleville Area District Library Board.

# Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.  
Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

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

Author: \_\_\_\_\_

Type of Material: \_\_\_\_\_

Request Initiated By: \_\_\_\_\_

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

Do you represent yourself or another organization/group? (If representing another group please include its name and contact information).

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Please answer the following:

1. Have you read the library's collection development policy?
  
2. To what in the work do you object? (Please be specific; cite pages).
  
3. Did you read, view, or hear the entire work? \_\_\_\_\_ What parts?
  
4. Could you find any value in the work?
  
5. What do you believe is the theme of this work?
  
6. Are you aware of the judgment of this work by critics?
  
7. What do you feel might be the result of using this work?
  
8. For what age group would you recommend this work?
  
9. What would you like us to do about this work?
  
10. In its place, what work of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

DATE:

SIGNATURE: \_\_\_\_\_