

# Collection Development Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

## Policy Statement

This purpose of this policy is to serve as a guide for the librarians of the Baldwin Public Library in the process of materials selection and to inform the public of the principles upon which selections for the Library are made. Basic to this policy is the Library Bill of Rights as affirmed by the Baldwin Public Library Board.

## Objectives

The Baldwin Public Library strives to achieve the following goals with its materials collections:

1. Provide materials that are of interest and relevance to the members of its community.
2. Balance collections to incorporate both popular materials and those of lasting value.
3. Offer materials in a variety of formats to meet the needs of the community.
4. Represent a broad spectrum of interests to appeal to individuals of all ages and backgrounds.
5. Give all relevant perspectives on topics of interest to its community.
6. Create and maintain a local history collection that highlights knowledge and information about the Library's service area.
7. Consider the value of each item, the needs of the community, the existing collection, and the Library's budget when adding materials to the collection.

## Scope of the collection

The Library provides materials and services that reflect the diverse educational, information, and recreational needs of its users. The Library provides collections to support a wide audience, including the needs of specific populations such as children, young adults, adults learning to read, business professionals, and the disabled.

The Library recognizes that content and medium should be suitably matched, and that Library patrons have different learning styles and preferences for how they receive information. Therefore, Baldwin Public Library provides materials in a variety of formats, including, when appropriate:

- **Print** – such as hardcover books, paperbacks, magazines, and newspapers
- **Audiovisual** – such as Blu-Rays, DVDs, books on CD, and other audio and visual formats
- **Digital Resources** – such as online databases; digital books, recordings, and images; and software programs
- **Equipment** – such as toys, magnifiers, and bike locks

## Responsibility

Ultimate responsibility for materials selection rests with the Library Director, who operates within the policies determined by the Board of Directors. The Library Director delegates the responsibilities for specific subject areas and formats regarding the evaluation, acquisition, cataloging, retention and withdrawal of materials. Under the Director's guidance, a staff of librarians with professional education and training selects materials in accordance with state law and the principles and practices of collection development.

## Selection Guidelines

Materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. Criteria for consideration include popular demand, literary merit, enduring value, accuracy, authoritativeness, local interest, cultural significance, importance of subject matter to the collection, timeliness, cost, scarcity of information on the subject, availability elsewhere, and quality and suitability of format.

- **Reference Materials** – Items are purchased if they are authoritative works of general interest.
- **Popular Materials** – The Library collects current, timely materials to satisfy popular demand.
- **Textbooks** – Textbooks and curriculum-specific material are added to the collection only when such materials also serve the general public. The Library collection is designed to complement but not duplicate school district resources.
- **Periodicals** – Items are added to the collection on the basis of relevance and community interest.
- **Audiovisual materials** – The Library recognizes its responsibility to provide access to information, cultural enrichment and recreation through as wide a variety of media as possible. As new technologies are developed, the Library will investigate the appropriateness of new media formats and will select popularly adopted formats for the collection.
- **Self-published works** – The Library generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews, or are in particularly high demand.
- **Gifts** – The Library accepts gift donations of materials which meet the same criteria as purchased materials. The Library accepts commemorative requests, places a bookplate in each item and integrates the item into the appropriate collection. *See Gift and Donation Policy*
- **Toys** - Toys are evaluated based on developmental appropriateness for the intended user, current popular interests, literacy-based connections, and the level of active play involved. High priority is given to toys with educational value. Materials in this collection are non-toxic, designed to withstand heavy use, and have strong appeal to the intended audience.
- **Databases** – The Library makes available a variety of online resources purchased to supplement and enhance the Library's collection. These resources are evaluated on the basis of timeliness, ease of use, and ability to meet patrons' information needs.

- **Electronic Resources** –The Library will monitor advances in technology, future trends, and the emergence of new formats and adjust the emphasis within collections to reflect the changing times.

### **Collection Maintenance**

In order to provide the best service to our community the collection is regularly evaluated. The Library has limited space and therefore a limited collection size. To keep the collection updated, relevant, and contained to its present space, the Library maintains a schedule of evaluation. Items are withdrawn from the collection if:

- The item is worn, stained, or damaged beyond repair
- The item is out of date, contains inaccurate data or is not historically significant
- A new, more current, or more comprehensive resource is available
- A more desirable format of the content is available
- Duplicates of the item exist in the collection
- The item has low circulation

Items removed from the collection are to be either sold with proceeds to benefit the Library, or disposed of properly.

Items withdrawn by reason of condition, loss, or damage will be considered for replacement.

### **Patron Suggestions**

The Baldwin Public Library welcomes and considers all requests from Library Cardholders. Librarians use the same selection criteria for requests as the Library uses for the collection.

If an item is unavailable for purchase, the Library will make every attempt to obtain the item via interlibrary loan for BPL cardholders.

### **Controversial Materials and Intellectual Freedom**

Because strong feelings and emotions can develop over items in the Library's collection, patrons are welcome to fill out a *Request for Reconsideration of Library Materials* form. When this form is completed, it is given to the Library Director for response. The item will be reviewed in accordance with the Library's Collection Development Policy, the Library Bill of Rights, and the American Library Association guidelines on intellectual freedom.

The Library Director and Library Board of Directors review these written challenges and the patron is informed of the Board's decision regarding the challenged material. The decision of the Library Board is final.