



## **Boyle County Public Library Collection Development Policy**

The purpose of this policy is to guide the Boyle County Public Library staff in the selection of materials to support the mission, vision, goals, and objectives of the Library as delineated in its current Long Range Plan. The Boyle County Public Library subscribes to the Library Bill of Rights as endorsed by the American Library Association.

The Boyle County Public Library aims to provide materials for education, information, recreation and research for all residents within the county. Since the Library serves many groups of varying economic, social, religious, and political backgrounds, it has the responsibility of selecting materials which reflect a broad spectrum of points of view, limited only by the constraints of budget and space. In addition, the Library has the responsibility of preserving certain materials for future use.

### **Responsibility for Selection**

The Library Director, under the authority of the Board of Trustees, administers the process and has the final responsibility for material selection. Other staff members may be involved in the selection process. Suggestions for purchase are encouraged from the general public and are given serious consideration.

### **Criteria for Selection**

Recognizing the many educational and recreational needs of individuals, as well as the needs of the community, the Library considers the following criteria to be of importance in selecting materials whether print, electronic, or digital:

- a. Skill, competence and purpose of the author
- b. Timeliness and importance for contemporary society
- c. Accuracy, presentation of the subject, viewpoint of the author
- d. Readability, literary merit, organization of material
- e. Reputation of the publisher
- f. Suitable physical format for library use
- g. Price
- h. Appeal to the interest and needs of individuals in the community
- i. Representation of various interests and viewpoints
- j. Relationship to other materials in the collection
- k. Availability in other area libraries
- l. Permanent value to the collection
- m. Technical quality in the selection of electronic/digital materials

## **Reviews**

Reviews in professionally recognized resources are a primary basis for materials selection. Standard bibliographies and book lists by recognized authorities and the advice of competent people in specific subject areas will be used.

## **E-Media and Digital Materials**

The Library considers that non-book materials represent an alternative format and may be selected when the electronic or digital form best meets the needs of patrons. In general, the same selection criteria listed above will apply to the selection of electronic, digital, and downloadable materials.

## **Academic and School Materials**

The Library will not furnish materials needed for formal courses of study offered at any level of academic instruction. The Library has materials for independent study and materials to supplement school curriculums, but the collection is not primarily designed to furnish materials that might be required in school and college classes.

## **Children's Materials**

Selection of materials by Library staff intended for children will be based on the same criteria for selection as any other material in the Library's collection. Final determination of what Library materials may be appropriate for use by an individual child shall always rest with the child's parent or guardian.

## **Genealogical Materials**

Family histories and genealogies, whether purchased or donated, will be evaluated according to the Library's accepted criteria for selection. Donated family histories or genealogical materials shall be accepted in accordance with the Library's Gifts and Donations Policy (see appendix.)

## **Gift Acceptance and Appraisals**

The Library welcomes gifts and donations of print and non-print materials with the understanding that it has the right to handle or dispose of them in the best interest of the institution. Such material may be added to the collection provided that it meets the Library's criteria of selection. Guidelines for acceptance of gifts and donations are outlined in the Library's Gifts and Donations Policy (see appendix.)

## **Collection Inventory and Management**

Maintaining an accurate inventory of the Library collection is considered an ongoing process, with the goal of reviewing the entire collection every five years.

The Library keeps the collection vital and useful by retaining or replacing essential materials and, when warranted, removing items on a systematic and continuous basis. In general, items will be removed from the collection:

- a. When damaged or soiled beyond recovery
- b. When outdated by newer editions or more current material
- c. When lacking in historical significance
- d. When public interest fades and multiple copies of a title are no longer necessary
- e. When they cease to circulate

However, an item may be kept in spite of these criteria if, in the judgment of the Library Director, the item still retains some usefulness.

### **Controversial Materials**

The Library does not act as an agent for or against a particular issue, but maintains its position as a free channel of communication and upholds its right to select materials. The disapproval of an item by one group should not be the means of denying that information to all groups, if by the Library's criteria for selection it belongs in the collection.

### **Questioned or Challenged Materials in the Library Collection**

Any BCPL patron who is a resident of Boyle County may question or challenge the desirability of a book or other library material in the Library collection (the "Material at Issue") in accordance with the following procedure :

- a. Courteous acknowledgement of the question or challenge shall be given
- b. The patron shall be provided a copy of established policy and procedures for selection and for reconsideration of materials
- c. If the patron is a resident of Boyle County, then the patron shall also be provided with a "Request for Reconsideration of Library Materials" form (See appendix)
- d. If the patron submits a completed "Request for Reconsideration of Library Materials" form, then they shall be assured that it will be handled in compliance with adopted policies and procedures and a report made back to the patron.
- e. If a patron submits a completed "Request for Reconsideration" form, then it shall be referred to the Library Director, without unreasonable delay, who will forward it to the Staff Collection Development Committee.
- f. The Staff Collection Development Committee shall meet, without unreasonable delay, to review any completed Request for Reconsideration of Library Materials forms.
- g. Incomplete Request for Reconsideration of Library Materials forms shall not be reviewed.
- h. Any Material at Issue that has been challenged will be reviewed by the Staff Collection Development Committee only once in a 24-month period.