

Collection Development Policy

Baldwin Public Library Birmingham, MI

The Baldwin Public Library is a community service institution that collects and organizes information in a variety of formats that is easily accessible to all of its users. Materials are acquired and maintained to advance the mission of the Library.

Knowledge of the community is a vital ingredient in the responsible selection of library materials. Our community is unique and the Library collection should reflect that uniqueness. Because the Library recognizes that the community is diverse in its makeup and needs. The Library will endeavor to meet those needs, in a nonjudgmental and unbiased manner within the framework of available staff and funds.

Though the Library attempts to give the best service possible to its regular users, it also has an obligation to collect materials and search for methods of service that will satisfy the needs of those in the community who have not traditionally been library users. The library must consider not only the present needs of the community, but must anticipate the future needs in order to give timely service.

The Library provides service to all, regardless of race, creeds, color, gender, disability, sexual orientations, age, occupational or financial position.

I. Mission Statement

We enhance the quality of life and serve as a portal to the world's knowledge.

II. Responsibility for Material Selection

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, retention and withdrawal of materials.

III. Selection Process

The Library strives to develop a workable collection of standard works of permanent value and popular materials of current significance striking an overall balance between public demand and diversity of materials. The interests and needs of the community, the individual merit of each item, and the library's existing collection, budget and services are the main factors in selecting materials. Each title is judged as a whole, and isolated passages in themselves are not used as criteria. The Library will provide, as far as possible, materials treating all sides of controversial issues, materials that give evidence of a sincere desire to be factual. These materials should be written in a reasonable fashions and must show results of careful study. The Library seeks to provide unrestricted access to materials representing all sides of issues and the broadest spectrum of interests set forth in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. (See Appendices 1 and 2)

IV. Criteria for Selection and Deselection

Materials are chosen to provide for the needs and interests of Birmingham and service area residents. Recognizing the impossibility of one library's collection fulfilling the needs of all its users, consideration is given to the accessibility of other libraries' resources along with support for cooperative efforts to develop and share these resources.

In selecting materials for the library, the professional staff consults a wide range of standard collection development tools, including but not limited to professional and trade journals, bibliographies and lists, publishers' catalogs, and reviews published in reputable sources. The staff will consider the backgrounds and reputations of authors and publishers, and estimate the influence of promotional advertising on potential demand. Purchase suggestions from patrons are also an important consideration. Overall, purchasing recommendations are based on the availability of funds. The staff will endeavor-to exercise professional judgment base those decisions for purchase or rejection on these considerations.

A. The following principles are applied when selecting adult, young adult, youth and reference materials in all formats.

- The literary merit of the material
- The needs of the total collections
- Budget and space limitations
- The usefulness in the community
- Currency of the material
- Professional judgment of a qualified staff of librarians
- Public demand

- Quality of the product, including its physical aspects, and the reputation and qualification of the author, creator or publisher of the material

B. Weeding: Because obsolete materials stifle a library collection, removal of worn and outdated materials is done on a continuing basis. Criteria used in weeding include condition, content, inherent value and use.

C. Gifts of books and other library materials must conform with the general principles of this policy.

D. The Youth Services Department applies the same policies and criteria to the selection of children's materials as those selected for adults. In addition, collection development strives to reflect the community in which children see themselves as well as that of the broader world. Youth materials are a representative selection of fiction and nonfiction in a variety of formats on subjects of interest to or relating to children from birth through age 18. The Youth Services collection serves children, parents, caregivers, homeschoolers, university students, teachers and other adults interested in children's literature as a field of study. Youth Services recognizes and encourages the function of parental authority in the use of library materials for their own children. Youth Services supports the "Free Access to Libraries for Minors" and "Restricted Access to Library Materials" statements of the American Library Association.

E. 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.

F. Preservation: The library preserves those materials that cannot be replaced or obtained through resource sharing, but continues to have long-standing or permanent significance to the overall collection.

G. Interloan: The Library encourages the use of interloan to better serve the needs of its patrons by expanding available resources. A fee of \$15.00 will be assessed to non-resident reciprocal borrowers.

V. Request for Reconsideration.

Because strong feelings and emotions can develop over items in the Library's collection, a procedure for handling complaints is used by the Library. This includes a form and a brochure that is given to concerned patrons. When a form is completed, it is given to the Library Director for response. The item will be

reviewed in accordance with the library's overall objectives, its Collection Development Policy, the Library Bill of Rights, and American Library Association guidelines on intellectual freedom.

The Library Board declares as a matter of firm principle that no challenged library material will be removed from the Library under any legal or extra-legal pressure unless a judicial officer rules that the item be removed. This will be done only in accordance with well-established principles of law and only after an adversary hearing.

VI. Conclusion

The Baldwin Public Library hereby adopts the Library Bill of Rights, The Freedom to Read Statement, Free Access to Libraries for Minors, Freedom to View Restricted Access to Library Materials, Access for Children and Young Adults to Non-Print Materials, Statements of concern About library Resources and Procedures for Handling patron complaints about Library Materials, Appendices I, II, III, IV, V, VI, VII, and VIII as part of its selection policy.