

# Collection Development & Maintenance Policy

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

## Policy Statement

The purpose of this policy is to serve as a guide for the librarians of the Baldwin Public Library (BPL) in the process of materials selection and to inform the public of the principles upon which BPL selections and deselections are made. Basic to this policy is the [American Library Association's Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#), as affirmed by the BPL Board.

## Objectives

BPL 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 and support intellectual freedom
6. Create and maintain a special collection that highlights knowledge and information about BPL's history
7. Consider the value of each item, the needs of the community, the existing collection, future trends, and BPL's budget when adding materials to the collection

## Scope of the collection

BPL provides materials and services that reflect the diverse educational, information, and recreational needs of its users, though BPL may be unable to meet every need with on-site materials due to space and affordability constraints. BPL provides collections to support a wide audience, including the needs of specific populations.

BPL recognizes that content and medium should be suitably matched, and that BPL patrons have different learning styles and preferences for how they receive information. Therefore, BPL 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, images, and software programs
- **Equipment** – such as toys, magnifiers, bike locks, Internet to Go Kits, etc.

## Selection Guidelines

Selection of all materials shall be the responsibility of the Library Director, who operates within the framework of policies determined by the Library Board of Directors. 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 and maintenance. 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 the quality and suitability of the format.

- **Reference Materials** – Items are purchased if they are authoritative works of general interest
- **Popular Materials** – BPL is a popular materials library and therefore collects current, timely materials to satisfy popular demand; these items include fiction and non-fiction materials
- **Textbooks** – Textbooks and curriculum-specific material are added to the collection only when such materials also serve the general public. BPL's 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** – BPL 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, BPL will investigate the appropriateness of new media formats and will select popularly adopted formats for the collection
- **Self-published works** – BPL 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** – BPL accepts gift donations of materials which meet the same criteria as purchased materials. BPL 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** – BPL makes available a variety of online resources purchased to supplement and enhance BPL's collection. These resources are evaluated on the basis of timeliness, ease of use, accuracy, and ability to meet patrons' information needs
- **Electronic Resources** – BPL will monitor advances in technology, future trends, and the emergence of new formats and will 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. BPL has limited space and therefore a limited collection size. To keep the collection updated, relevant, in good condition, and contained to its present space, BPL 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 BPL, or disposed of properly. Items withdrawn by reason of condition, loss, or damage will be considered for replacement. Items that cannot be easily replaced, yet can be repaired, may be repaired.

## **Patron Suggestions**

BPL welcomes and considers all requests from BPL Cardholders. Librarians use the same selection criteria for requests as BPL uses for the collection. If an item is unavailable for purchase, BPL will make every attempt to obtain the item via interlibrary loan for BPL cardholders.

## **Controversial Materials and Intellectual Freedom**

It should be noted that inclusion of an item or resource in BPL's collections is not an endorsement of a particular point of view or philosophy and that BPL holds censorship to be a purely individual matter. While anyone is free to personally reject books and other materials of which they do not approve, they may not exercise censorship to restrict the freedom of others.

Also, responsibilities for materials selected/read/or viewed by children and adolescents rests with their parent(s) or legal guardian(s). Selection decisions are not influenced by the possibility that materials may be accessible to minors.

Because strong feelings and emotions can develop over items in BPL'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 BPL'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.

# Request for Reconsideration of Library Materials

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*The Baldwin Public Library enriches Birmingham and the communities it serves by providing opportunities and resources for individuals of all ages and backgrounds to learn, connect, and discover.*

Your name: \_\_\_\_\_ Date: \_\_\_\_\_

Library Barcode: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_ Phone \_\_\_\_\_

Are you a BPL cardholder or do you live, work, own property, or attend school in our service area?       Yes     No

TITLE \_\_\_\_\_

AUTHOR \_\_\_\_\_ TYPE OF MATERIAL \_\_\_\_\_  
(Artist, Composer, etc.)

Have you read, viewed, or heard the entire work? *(Requestors must read, hear, or view the entire work to have their challenge considered.)*       Yes     No

For what age group is this work intended? \_\_\_\_\_

What do you believe is the theme and/or major intent of this work? \_\_\_\_\_

Have you read any professional reviews of this work?       Yes     No

If yes, please list the publications here: \_\_\_\_\_

What is your objection to this work? Please be specific. \_\_\_\_\_

In its place, what work of equal literary quality would you recommend the library purchase that would cover the same subject or content? \_\_\_\_\_

*Thank you. Your request will be referred to the Library Director.*