



189 Greenwood Avenue • Bethel, CT 06801 • (203) 794-8756 •
www.bethellibrary.org

COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT - The Bethel Public Library's mission is to strengthen our community through cultural, informational, educational, and recreational services.

PURPOSE OF POLICY - This policy guides the development of the collection to reflect the Bethel Public Library's mission. The collection is defined in broad terms as materials which are offered both physically and virtually by the Library for the use of the community.

INTELLECTUAL FREEDOM - The Library's service commitment is to the people within its service area including people of every age, education, background, personal philosophy, religious belief, occupation, economic level, ethnicity and human condition. The Library has adopted the following guidelines of the American Library Association for public access to information:

- Library Bill of Rights
- Freedom to Read
- Freedom to View Responsibility

RESPONSIBILITY FOR SELECTION - The ultimate responsibility for selecting library materials rests with the Library Director, who operates within the framework of policies established by the Bethel Public Library Board of Directors. The Director delegates selection responsibilities to a professional staff with the authority to interpret and apply selection policy.

MATERIALS SELECTION - For a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other library staff, and evaluation of review copies from publishers, while also ensuring adequate availability of literary staples. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions.

Criteria - All materials, whether purchased or donated, are subject to the criteria listed below:

- Current and anticipated needs and interests of the public
- Enduring value
- Treatment of subject for intended audience
- Physical durability
- Creative, literary or technical quality/merit

- Quality of the production
- Cost and availability
- Evaluations in review media
- Professional or literary reputation of the author, publisher or producer
- Relation to existing collection and other materials on the subject
- Space and budgetary limits
- Suitability of the format for library use
- Availability in other formats

An item need not meet all of these standards to be included in the Library's collection. The choice of library materials by patrons is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or guardians.

PATRON REQUESTS - Library patrons are invited to submit requests for the purchase of new items at the Reference desk. The library's selection staff will periodically review requests made by patrons for new materials and purchase the items deemed appropriate for inclusion in the collection. A patron request for the purchase of an item will not automatically cause the item to be ordered. Patron requests must meet the same criteria as other selections.

COLLECTION MAINTENANCE - The library's selection staff will be responsible for periodically reviewing the library's collection for the purposes of weeding, rebinding or repairing materials. Materials no longer useful to the library's collection will be discarded.

The following general criteria will be used to select items for discard:

1. Dated material with little or no permanent value.
2. Rarely used material with little or no permanent value.
3. Misleading or factually inaccurate material.
4. Materials worn beyond reasonable mending or repair.
5. Material superseded by a new edition or a better title.
6. Trivial material of little or no permanent value.

Material of lasting value will be repaired or rebound or replaced if necessary.

REMOVAL OR RECLASSIFICATION OF LIBRARY MATERIALS - If a library patron wishes the Library to consider the removal or reclassification of a work (i.e. a proposal to change a Teen title to Adult), a "Patron Request for Removal or Reclassification of Library Materials" form (attached) is available at all library service desks. The request must be completed in its entirety and returned to the Library Director in order to initiate a review of the item in question. Once such a request is received, the Librarian Director will:

- a. Forward the item in question to the appropriate department for review, utilizing Library Board-approved policies—and, as appropriate, the Library Bill of Rights, the Freedom to Read, the Freedom to View Statements, and the American Library Association's (ALA) guidelines on intellectual freedom, with assistance from the Director.
- b. Once this process is completed, a written response, signed by the Director, will be mailed to the requester, stating the outcome of the review. If still dissatisfied, the requestor may present concerns to the Library Board of Directors. Information on how to do this will be included with the written response from the Director.
- c. The final authority regarding removal or retention of library materials ultimately resides with the Library Board of Directors.

GIFTS AND DONATIONS – Material Donation: The Friends of the Bethel Public Library accept donations of materials in good condition which are sold to raise money for the Library.

The Bethel Public Library accepts gifts for its collection that fall within needed subject categories as determined by collection development librarians and library staff. For an item to be added, it must meet the same selection criteria as purchased materials.

Donated materials are accepted with the understanding that the Library has the right to determine the disposition of the gift items. Donations become the property of the Bethel Public Library, and may be given to other libraries and nonprofit agencies, sold at a Friends of the Bethel Public Library book sale, or discarded at the discretion of library staff. Donated materials which have been added to the collection will not automatically be replaced if worn-out, damaged, or lost, or if they have become obsolete.

Examples of materials that may not be added to the collection include those that: are outdated, are in poor physical condition, lack any reviews or are poorly reviewed in professional reviewing sources, or are duplicates of items the Library already owns in sufficient quantity. The Library cannot accept magazine subscriptions, electronic books or electronic audiobooks purchased by a donor.

Due to the volume of gifts received, the Library cannot track or return unsolicited items received from publishers or individuals. The Library can supply the donor with a letter of acknowledgment if one is requested at the time of donation. By law, the Library cannot determine the value of a donation for tax purposes.

Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, Determining the Value of Donated Property, and Publication 526, Charitable Contributions.

Monetary Donation: To support the enhancement of library resources and/or to strengthen and promote the Library's quality services, monetary donations can be made by contacting the Bethel Public Library.

Approved by the Library Board _____ October 22, 2018