

Barneveld Public Library

COLLECTION MANAGEMENT POLICY

The Barneveld Public Library attempts to build a collection of materials in a variety of formats to serve the needs of the community for education, recreation, information and cultural enrichment. The Library acquires materials reflecting a diversity of points of view on topics of interest to the public.

RESPONSIBILITY FOR MATERIAL SELECTION

Final responsibility for selection rests with the Library Director. He/she may delegate selection authority to other staff members.

CRITERIA FOR MATERIAL SELECTION

The goal of selection is to develop a broad collection that meets the needs of the community. The following principles are taken into consideration in deciding which materials to purchase for the library:

- Current and anticipated needs of the community
- Accuracy and currency of content
- Contemporary significance
- Historical value
- Price, format, and ease of use
- Favorable reviews in library and popular journals (although an unfavorable review shall not be the sole reason for rejecting an item for which demand is anticipated)
- The relation of the item to the existing collection
- Requests from library customers
- Contribution to diversity or balance
- Availability through other sources
- Inclusion in standard bibliographies or indexes
- Receipt or nomination for major awards or prizes
- Presentation of unique or controversial points of view
- The reputation of the author, artist, or publisher

The library welcomes suggestions for purchase from library customers.

INTERLIBRARY LOAN

Because of limited budget and space, the Library cannot buy all materials that patrons might request. Via interlibrary loan, the library can obtain materials for patrons in lieu of purchase.

GIFTS AND DONATIONS

The library accepts gifts of books and other materials with the understanding that they may or may not be added to the collection. The selection criteria in Section 5.2 shall also apply to gifts.

DISCARDING OF LIBRARY PROPERTY

Space limitations require periodic discarding of library property. Factors considered in the discard of books and other library property include: physical condition, use, dated information, availability, and user demand. Whenever possible, property which is no longer useful to the library will be recycled, sold, or donated to another organization.

CONTROVERSIAL MATERIALS

The library recognizes that some materials may be controversial and that any given item may offend someone. The library does not promote any particular belief or point of view, but attempts to present a balanced marketplace of ideas so that an individual can examine issues freely and draw his or her own conclusion. Selection will not be made on the basis of anticipated approval or disapproval, but rather according to the criteria listed in this policy.

Responsibility for children's reading, viewing, and listening rests with parents or guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

The Barneveld Public Library Board of Trustees endorses the Library Bill of Rights and the Freedom to Read Statement which are included as an appendix to this policy.

CHALLENGED MATERIALS

Patrons requesting that an item be removed from the library's collection must complete a "Statement of Concern about Library Resources" form which is available at the library. The patron's request will be reviewed by the Library Director and the Barneveld Public Library Board of Trustees.

ADMINISTRATION OF THIS POLICY

The Library Director is responsible for the administration and interpretation of this policy.

Adopted 11/7/12
