

## COLLECTION DEVELOPMENT POLICY

### PURPOSE

Beloit Public Library's (BPL) collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs and interests of our diverse community. The policy outlines the philosophies that create and shape our collection, the practices that maintain it over time, and the guidelines that help the collection respond to our community's needs while protecting the collection from societal and political pressures.

The policy directly relates the collection to both the library's vision and mission statements.

**Vision:** Connecting our community to the world of ideas where learning never ends.

**Mission:** To provide enriching and inspiring learning opportunities for all members of our diverse community.

### PHILOSOPHY AND SCOPE OF THE COLLECTION

In support of its mission "to provide enriching and inspiring learning opportunities for all members of our diverse community," BPL and the Library Board of Trustees fully endorse the guiding principles of the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) of the American Library Association (ALA). BPL upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others.

BPL provides materials in a variety of popular formats to serve the general education interest, recreational, and entertainment needs of those we serve while striving to reflect the racial, ethnic, and cultural diversity of our community. The digital collection evolves as new formats and products become available and may include research and learning databases, eBooks and other downloadable or streaming media. BPL provides materials to support everyone's journey and does not place a value on one customer's needs or preferences over another's.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community and our world. The reading and viewing activity of minors is ultimately the responsibility of parents, or guardians, who guide and oversee their children's development. We do not intrude on that relationship.

## **SELECTION:**

### **RESPONSIBILITY FOR SELECTION**

Final responsibility for selection rests with the Library Director. Under the Library Director's supervision, selection is delegated to professional collection development library staff. Library materials selected according to this policy will be held to have the approval of the Library Board of Trustees.

### **SELECTION CRITERIA**

Staff responsible for collection development use their training, knowledge, and expertise along with the following general criteria to select materials for the collection (an item need not meet all these criteria to be added to the collection):

- Relevance to interests and needs of community
- Contribution to the diversity and scope of the collection
- Current or historical significance of the author or subject
- Author's, artist's, creator's, or publisher's qualifications and/or reputation
- Accuracy of content
- Level of publicity, critical review, and current or anticipated demand
- Price, format, quality, ease of use, and available space
- Receipt of or nomination for major awards or prizes
- Customer and Staff requests
- Ownership of product: purchase, lease, etc.
- Availability and accessibility
  - Item owned by another consortia library
  - Item readily available through statewide lending (WISCAT)
- Online resources are also evaluated based on accessibility and the availability of library licensing

In considering items for purchase, library staff consult reviews, bibliographies, and other evaluative sources. These tools are guides only. Decisions are made within the limitation of space and funding, and within the scope of policy. Materials will be selected based upon their value and selection presumes liberty of thought and intellectual freedom within the bounds of reason and law.

Multiple copies of materials are purchased in response to user demand as evidenced by number of holds, anticipated popularity, repeated requests, and monitoring of the collection. For popular fiction and non-fiction titles (including spoken word), BPL strives to maintain a holds ratio of 5 to 1 (for every 5 holds on a title, another copy is purchased). For movies, BPL strives to maintain a holds ratio of 7 to 1.

### **SUGGESTIONS FOR PURCHASE**

Suggestions for purchase from the public are encouraged and are subject to the same selection criteria as other materials. The library recognizes an obligation to attempt to obtain requested items and will do so either by purchase, intra consortia library loan, or interlibrary loan.

## **REQUESTS FOR RECONSIDERATION**

The public library does not promote beliefs or views. It does provide information from a variety of points of view so that an individual can examine issues freely and make their own decisions.

The selection of library materials is predicated on the individual's right to read and their freedom from censorship by others. Many materials are controversial, and any given item may offend some people. Selection for this library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the needs and interests of the community. The library holds that censorship is purely an individual matter and declares that, while anyone is free to reject materials of which they do not approve, they cannot restrict the freedom of others to have access to them.

The library welcomes comments and criticisms of its collection. However, no individual in a democracy has a right to prevent another from reading viewing or listening to a title by demanding its removal from the library. The Library Board of Trustees declares as a matter of firm principle that no challenged library material shall be removed from the Beloit Public Library under any punitive legal or extra-legal pressure, save after an independent determination by a judicial officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principles of law.

Beloit Public Library customers wishing to recommend the removal or reclassification of an item are directed to the Materials Reconsideration Policy and Form.

## **INDEPENDENTLY PUBLISHED MATERIAL**

Beloit Public Library is sometimes asked to include materials that have been written or published independently; this may include items that are self-published, or items published through a vanity press company. BPL looks for materials with regional connections and collection relevance that will appeal to a wide audience. The best way to bring an item to our attention is through reviews by sources such as Foreword Review, Small Press Review, Independent Publisher as well as by Library Journal, School Library Journal, Booklist, Publisher's Weekly, etc.

## **GIFTS AND DONATIONS**

BPL welcomes gifts of books and other materials and reserves the right to keep, discard, sell (through Friends at Beloit Library – FABL), or make other appropriate disposal of any books or materials that are donated as determined by its mission and needs. The library does not evaluate or appraise gift materials for tax purposes.

Donated materials not selected for inclusion in our collection are provided to FABL. FABL may then elect to sell these materials at one of their books sales. Funds raised at these sales help support programming at the Beloit Public Library.

Materials that may be considered for the collection or inclusion in FABL book sale:

- Materials that are in like-new condition
- Books
- Music CDs
- DVD/BLU
- Unabridged audiobooks and MP3 audiobooks

Materials that will not be accepted for the collection or inclusion in FABL book sale:

- Materials in poor condition (stains, water damage, smell, writing, etc.)
- Formats not currently being provided by the library (VHS, audio cassettes, LPs, etc.)
- Textbooks
- Dictionaries, Encyclopedias, Magazines, and Newspapers

## **MAINTENANCE:**

### **COLLECTION MAINTENANCE**

The library's collection is a living, changing entity. In addition to adding new materials, it is important to remove items no longer deemed useful or relevant from the collection, though care is taken to replace items that have enduring value to our community. Decisions for weeding materials are influenced on patterns of use, shelf capacity, appearance, availability of material at other locations, and overall relevance to the collection.

Library Leadership, or designated staff members, systematically review the collection with the goal of maintaining the quality and vitality of library resources provided to our customers. This process of collection analysis incorporates the use of output measures, circulation reports, other statistical information, and staff experience for continuous collection evaluation.

#### Weeding Criteria

- CREW method
  - Continuous
  - Review
  - Evaluation
  - Weeding
- MUSTIE
  - Misleading and/or factually inaccurate
  - Ugly (worn out beyond mending or rebinding)
  - Superseded by a new edition or a better source
  - Trivial (of no discernable literary or scientific merit)
  - Irrelevant to the needs and interests of your community
  - Elsewhere (the material may be easily borrowed from another source)

- General
  - Damage or poor condition
  - Relevancy
  - Lack of use
  - Lack of accuracy
  - Able to be obtained elsewhere
  - Staff experience

Judgments of priority often need to be made in the weeding of library materials, especially when faced with space limitations. Staff may need to weed materials that are used but used less frequently than other materials. Final responsibility for deciding which materials to weed rests with the Library Director. However, this authority may be delegated to other members of staff.

While BPL attempts to have copies of standard and important works, it does not automatically replace all materials weeded. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- Number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

Materials that no longer meet the stated objectives of the library will be weeded from the system. BPL reserves the right to determine how materials are removed. Weeded items may be donated to the Friends at Beloit Library or another organization. Items may also be disposed of or recycled.

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