

## **BLACK CREEK PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY**

The Black Creek Public Library's Collection Development Policy provides a basis for the growth and development of collections in support of the Library's mission to stimulate, enrich and entertain.

It is the Library's goal to provide the Black Creek community with library materials that reflect a wide range of views, expressions, opinions and interests. The Library's acquisition of these items does not constitute endorsement of their content.

In its selection of materials, Black Creek Village Library endorses the [Library Bill of Rights](#) and the [Freedom to Read Statement](#), as adopted by the American Library Association.

The Library provides free access to materials in a number of formats (print, media and electronic) to all customers. Library users make their own choices as to what they will use based on individual interests and concerns. The Black Creek Village Library supports the right of each family to decide which items are appropriate for use by their children.

The variety of formats collected include:

- Print: books, documents, magazines, and newspapers.
- Audiovisual Media: videos on DVD, books on CD, music on compact disc.
- Electronic Media: databases, software, electronic books, downloadable audio books
- The library also provides access to the Internet. Selected Internet sites are cataloged and linked to the Library's website.
- Other: multimedia kits

### **Criteria for Selection**

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- public demand, interest or need,
- contemporary significance, popular interest or permanent value
- attention of critics and reviewers
- prominence, authority and/or competence of author, creator or publisher
- timeliness of material
- relation to existing collections
- statement of challenging, original, or alternative point of view
- authenticity of historical, regional or social setting
- accessibility for multiple users of electronic formats

### **Responsibility for Selection**

The ultimate responsibility for collection development rests with the library Director, who operates within the framework of policies developed by the Library Board of Trustees. This responsibility is shared with the library staff. Recommendations from patrons and the community are encouraged and considered in the selection process. Customers can request that specific items be purchased by filling out a Recommendation for Purchase form at the library or online or through InfoSoup.

## **Collection Maintenance, Replacement and Weeding**

Library staff regularly review items in the collection to ensure that they continue to meet patrons' needs. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed. It is the responsibility of staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand and budget.

## **Gifts**

The Black Creek Village Library welcomes donations of gently-used materials. Because of space considerations, not all donated materials are added to the collection. Decisions on whether and how donated items will be added to the Library's collections are based on the same evaluative criteria that are applied to purchased materials.

Items that are not added to the collections are given to the Friends of the Black Creek Village Library for use in book sales or disposal as they deem fit.

## **Request for Reconsideration of Materials**

Requests to remove or move materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials is asked to complete and sign the Request for Reconsideration Form, available at the library. The form will be forwarded to the Director and the request may be brought in front of the Black Creek Library Village Board. The questioned material will be reviewed, in its entirety, and once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person, explaining the decision.