BARTHOLOMEW COUNTY PUBLIC LIBRARY

# COLLECTION DEVELOPMENT POLICY

A.      The purpose of the Bartholomew County Public Library collection development policy is to guide librarians and inform the public about the principles by which selections are made for all written, recorded, and digital purchases of the Library.  This policy includes materials at the main library, branch library, and bookmobile.

B.      The Board of Trustees of the Bartholomew County Public Library recognizes the diverse nature of the county and the varied backgrounds and needs of all citizens.  This collection development policy reflects the intention to provide materials for all Bartholomew County residents based on the values of information, education, and entertainment for all people in the county.  This includes the fullest practicable provision of materials presenting all points of view concerning local, national, and international issues.

C.      Ultimate responsibility for collection development rests with the Director of the Library who operates within the framework of policies determined by the Library Board of Trustees.  The Director may delegate to staff members the authority to make materials selections. Thus, the responsibility for collection development and selection of purchases lies with the professional staff of the library operating within the areas of service to children, teens, and adults.

D.      Based on professional reviewing sources whenever possible, the library considers the following criteria to be of particular importance in selecting materials:
1.  Reputation and authority of the author, musician, film writer or producer
2.  Potential or known demand for or interest in the material
3.  Timeliness as well as permanence of the material
4.  Scope and accuracy of the content of the material
5.  Quality of writing, design, illustration, or production.
6.  Relative importance in comparison with existing materials on the same subject.
7.  Presentation of a new or under-represented viewpoint in the collection
8.  Suitability of the physical format for library circulation
9,  Availability of the item in other libraries or elsewhere in the county
10. Price in keeping with the budget and principle of loaning to the general public

E.      The general public and any staff member may recommend materials for consideration. These suggestions are assessed by the same criteria as other materials purchases.

F.      The library welcomes gift materials donated by the public.  The library is not mandated to retain any gift.  Donated items will be included in the collection based on the same criteria as purchased items.

G.      Typically the library does not purchase or acquire by gift:
1. Textbooks and/or curriculum materials specific to a single school or instructor
2. Out-of-date formats including, but not limited to, videos, cassettes, vinyl records
3. Artworks

H.      Items are replaced and removed on a systematic and continuous basis to retain an up-to-date, attractive, and useful collection. Most de-selected items are donated to and sold by the Bartholomew County Library Associates (a Friends of the Library organization), and the profits are used to support library programming.

I.      Items selected for the Indiana Room at the main library may include formats and donations that differ from the collection policy of the general library holdings.
1. Among the items housed in the Indiana Room may be:
   a. City, county, regional, and state histories
   b. City and county records of marriages, deaths, census, military service, military pensions, court proceedings, obituaries, school yearbooks, maps, atlases, phonebooks, county  directories
   c. Genealogy items including passenger lists, immigration records, church records, journals, cemetery records, genealogies, name dictionaries, gazetteers heraldic works
   d. Microfilm and microfiche of local records and newspapers.
   e. Newspaper and periodicals clippings pertaining to Columbus and/or Bartholomew County
   f.  Photographs and postcards pertaining to Columbus and/or Bartholomew County

2. The library acknowledges an interest in local and state history and the works of local authors. The Library will apply the same standards of selection to the works of the local authors as it does to other general collection materials.

3. The library retains the right to de-select any Indiana Room items. These materials then may be donated to another library, donated to the Bartholomew County Historical Society, or donated to and sold by the Bartholomew County Library Associates.

4. Original artworks created by local or Indiana artists and craft persons may be approved by the Library Board of Trustees for display or permanent acquisition

J.      The Library Board of Trustees believes that censorship is an individual matter. While any library user may reject for him/herself library materials of which he/she does not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to use these materials.

K       Responsibility for the use of library materials by children and teens rests with their parents or legal guardians.  Selection of materials will not be inhibited by the possibility that such items may inadvertently come into the possession of children or teens.

L.      The Library Board of Trustees defends the principles of the freedom to read and declares that whenever censorship is involved, no books and/or library material shall be removed from the library save under the orders of a court of competent jurisdiction.

M.      The Library Board of Trustees adheres to and supports the Library Bill of Rights and the Freedom to Read statement adopted by the American Library Association. These documents can be requested from the Reference staff or obtained online at www.ala.org

N       This policy will be reviewed periodically to ensure that it is responsive to the changing needs of the library organization and the users it serves.

Adopted by the Bartholomew County Public Library Board of Trustees on February 9, 2015