

Blake Memorial Library Collection Development Policy

The purpose of the Collection Development Policy is to outline the general considerations upon which the Blake Memorial Library (Library) bases the selection and removal of the materials in its collection. The Library will strive to develop and maintain a well-balanced collection of the best and most useful materials available, in view of the overall needs of the community and within the limits of the yearly budget. The Library's collection will include any materials that help meet its objectives, such as books, periodicals, newspapers, pamphlets, audio and video recordings, and technology devices and software.

Materials Selection

The Board of Trustees, recognizing the varied backgrounds, interests, and needs of the community, declares as a matter of collection policy that:

1. The Library Director is responsible for selecting, acquiring, and evaluating library materials, using standard library acquisition methods and tools, by reason of special education, training and experience.

The following criteria are considered when selecting materials:

- a. reviews from professional journals, websites, popular magazines and newspapers
- b. expressed or anticipated patron demand
- c. timeliness or permanence of the material
- d. quality, accuracy or authenticity of materials
- e. inclusion of materials in a special bibliography or index
- f. scope and depth of our present collection or the availability of materials at other libraries in the area
- g. reputation or authority of the author or publisher
- h. format and price of material as well as space available to house it
- i. appropriateness to the interests and skills of the intended user

No single criterion is used to justify a purchase; all the criteria are considered in reaching a decision.

2. Selection of library materials shall be made in consideration of their general interest, information value, and consistency with the Library's mission. The Library will attempt to include collection materials presenting all points of view with no exclusion due to race, nationality, sexuality, social, political, or religious views of the authors.
3. The Library will strive to provide materials appropriate for all ages and reading levels. Responsibility for a child's reading and access to Library materials rests with the parents and/or legal guardians; selection of Library materials will not be influenced by the possibility that an individual's parent or guardian may object.
4. The Library welcomes suggestions and requests from its users, which will be considered in the purchasing process. No guarantees will be made in regard to recommendations.

5. The Library accepts gifts of books and other materials on the condition that the Library Director has the authority to make whatever disposition is deemed advisable under the Library's collection policy.

6. The Library will rely on interlibrary loan for materials beyond the scope of its collection and will make its materials available to other libraries.

7. The Library does not voice particular beliefs or views, nor is the selection of any given item equivalent to endorsement of the viewpoint of the author expressed within. Library materials will not be marked to show approval or disapproval of the contents, and no cataloged book or other item will be sequestered, except for the express purpose of protecting it from injury or theft.

8. The Board recognizes the rights of library users to have free access to the widest diversity of views and expressions as guaranteed under the First Amendment to the Constitution. The Board supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and as expressed in the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association.

9. The Board believes that censorship is a purely individual matter and declares that, while anyone is free to reject for oneself materials that do not meet with one's approval, one cannot exercise this right of censorship to restrict the freedoms of others.

Collection Review

The Board of Trustees, recognizing that a small public library best serves the community by providing a collection of materials which is actively used, supports the concept of regular collection review of all Library materials.

1. To maintain the dynamic quality of the collection, continuous review and evaluation is important—not only for saving space, but to maintain the collection's accuracy, check its physical condition, and assess its strengths and weaknesses.

2. Decisions about which materials to discard shall be made by the Library Director based on standards contained in references used by professional librarians, such as the C.R.E.W. manual for weeding library collections (published by the University of Texas), and the Blake Memorial Library procedure for discarding.

3. Disposal of discarded materials shall be left to the discretion of the Library Director.

Procedure for Reconsideration of Materials

Despite the quality of the selection process, the Board recognizes that occasional objections to library materials may be made by members of the community. If a member of the community makes a complaint about materials that are, or are not, in the collection, the following procedures shall be followed:

1. A patron's request for reconsideration will be treated with courtesy and respect. The Library Director will provide them with the Blake Memorial Library Mission Statement, the Collection Policy, a Request for Reconsideration form, and the Library Bill of Rights.
2. A person wishing to have any collection materials reconsidered shall complete a Request for Reconsideration Form. Challenged materials that are in the current collection will remain accessible and in circulation during the reconsideration process.
3. After receiving the Request for Reconsideration Form, the Library Director will review the challenged material.
4. Within 10 working days, the Library Director shall make a decision and send written notice, stating the reasons for the decision to the person who requested the reconsideration.
5. If the individual is not satisfied with the decision, s/he must submit a written appeal to the Board of Trustees within 10 business days.
6. Within 14 days, the Board shall notify the individual when and where the Board will convene a special meeting to review the request. This special meeting will be held as soon as possible. The Board of Trustees reserves the right at such a meeting to provide an agenda that limits the length of public comments by the individual and the public.
7. The decision of the board is final. Neither the director nor any other staff member shall remove the item from circulation until this process is complete.

Approved by the Board of Trustees: February 15, 2022

REQUEST FOR
RECONSIDERATION
ABOUT LIBRARY MATERIALS AND RESOURCES

DATE: _____

NAME: _____

ADDRESS: _____

TOWN/STATE/ZIP: _____

PHONE: _____

EMAIL: _____

1. Resource on which you are commenting:

Book ___ Newspaper ___ Magazine ___ Software ___
Audiovisual Resource ___ Library Program ___ Other ___

Title: _____

Author/Producer: _____

2. Did you review the item in its entirety? - _____

3. What brought this title to your attention? _____

4. Please comment on the resource as a whole as well as being specific on those matters which concern you.

5. What resources(s) do you suggest to provide additional information on this topic?

