

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.

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

Responsibility for the initial selection of library resources rests with the Library's professional staff, based on the criteria cited above.

Suggestions for Additions to the Collection

To assure the acquisition of resources desired by Library users, patron suggestions are always considered for their addition to the collection. 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.

Requests for Reconsideration of Library Materials Form

(This form may be printed out and returned to the library)

Title of item _____ Book__ Magazine__ Other__

Author of item _____

Request initiated by _____

Address _____ Phone _____

City _____ State _____ Zip code _____

Do you represent

____ Yourself

____ An organization (name) _____

____ Other group(name) _____

1. Did you read or view the entire work? _____ What parts did you read or view?

2. To what in the work do you object? (Be specific; cite pages, sections etc.)

3. What do you believe is the theme of this work?

4. In your opinion, is there anything good about this work?

5. What do you feel might be the result of reading or viewing this work?

6. What would you like the library to do about this material?

____ Do not allow my child to check the material(s) out

____ Take it to the Library Board for reconsideration

____ Withdraw it from the collection

7. Which title would you suggest as a substitute? _____

Signature _____ Date _____

