

## **BLOOMFIELD TOWNSHIP PUBLIC LIBRARY COLLECTION SELECTION & DEVELOPMENT GUIDELINES**

### **I. Philosophy**

This document guides the development and continuous evaluation of the collection to reflect Bloomfield Township Public Library's (BTPL) mission and Collection Development Policy as set forth by the Library Board of Trustees. BTPL's mission is: Bloomfield Township Public Library champions the power of words to spark discovery and imagination.

In keeping with the mission and policy, the philosophy of collection selection and development should be to inform, empower, inspire and entertain through services and resources that respect individuals and foster discovery, and build community.

The Board of Trustees recognizes that the collection of diverse materials may result in some complaints or requests for reconsideration. Procedures have been developed to assure that complaints are handled in an attentive and consistent manner.

The Library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which she/he does not approve, she/he may not exercise censorship to restrict the freedom of others.

Responsibilities for materials selected and read or viewed by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No item is sequestered except to protect them from damage or theft.

### **II. Selection Criteria**

The Library Board of Trustees shall authorize the Library Director to develop and communicate the guidelines for collection development in a variety of formats and delivery systems and oversee their implementation.

Professional librarians are responsible for choosing, replacing, and deselecting materials. Librarians use professional judgment and expertise in making selection decisions including the judicious use of the library's financial resources.

To build a collection of merit, materials are evaluated according to the following criteria. An item need not meet all of these criteria to be acceptable.

- Relevant to community needs and interests
- Attention of critics, reviewers, and the public
- Accuracy of information
- Artistic merit, literary value, or recognized award recipient
- Availability elsewhere through cooperative borrowing arrangements
- Materials reviewed in professional journals and other reputable resources
- Local and regional significance
- Suitability of physical format for library shelving and circulation including binding, paper quality, and readability of type.
- Equipment, training, and technology requirements
- Availability of the information in a library setting, or available to residents off site through authentication, to multiple, concurrent users
- Legal and licensing issues
- Evaluation of items in relation to current holdings and patron demand
- Relation to existing collection and other materials on the subject
- Access to retrospective information
- Material appropriate to public library collections
- Excluded from collection self published/subsidy published materials unless they are reviewed in professional publications
- Books by local authors will be given consideration of inclusion in the Local History Collection if the work meets the standard professional criteria.
- Representation of diverse points of view
- Inclusion of outside website links in the collection and our website will follow the same selection process for materials and databases

### III. Deselection

The Library keeps its collections vital and useful by retaining and replacing essential materials, in a variety of formats, and by removing on a systematic and continuous basis those works that are worn, outdated, of little historical significance, or no longer in demand. All collections are subject to deselection excluding the Archive which is a permanent collection.

### IV. Request for Reconsideration

There is a procedure in place for residents who have concerns about a particular item in our collections. To start this procedure, use the Request for Reconsideration form at <http://btpl.org/wp-content/uploads/2013/11/Request-for-Reconsideration-Form-6-2013.pdf>

## V. Gifts and Donations

The guidelines for materials selection also applies to the acceptance of gifts and donations of all formats. Once a gift is accepted by BTPL, it becomes the property of BTPL unconditionally. Gift materials not added to the collection may be given to the Friends of the Library for resale or to another institution deemed appropriate. BTPL will provide the donor upon request an acknowledgement of receipt, however, the library is not able to place a value on the donation.

A tribute is created when money or material is donated, usually in memory or honor of an individual or group. BTPL welcomes suggestions for purchases, but reserves the right to the final decision regarding choices. Material donations may be gift plated.

## VI. Local History Collection

The Local History Collection follows similar guidelines for selection and development. The goal of the Local History Collection is to build, maintain, and provide access to an extensive collection of local history materials emphasizing the Bloomfield area including the Charter Township of Bloomfield and the City of Bloomfield Hills, with additional materials that pertain to surrounding communities, Oakland County and Michigan, as relevant. All materials will be available for use by the public and will be accessible as non-circulating research and reference tools. These materials are subject to deselection.

## VII. Archive

Materials added to the Archive have quite unique guidelines. The goal of the BTPL Archive is to build and preserve a permanent collection for posterity. These materials are not subject to deselection.

The selection committee will decide on the acceptance or rejection of donated materials to the Archive. The committee will consist of the librarian in charge of the Local History Collection and the Library Director.

Oral history projects, in cooperation with the Bloomfield Historical Society, will be part of this collection when completed. Items may be considered for scanning and digitizing for future preservation and maximized access, particularly rare or fragile materials. Archival storage boxes and other similar acid-free packaging materials for storing and preservation will be appropriately used.

All gift materials, including oral histories, will be accepted with the understanding that they become BTPL property and the library will retain copyright of said items. In general, large museum objects and artifacts will not

be collected, however, small objects may be collected. Ephemeral items that are unique to the community may be considered. Items not selected for addition shall be given to the Bloomfield Historical Society to have the first right of refusal before the item is given or sold to another agency or individual.

Special procedures are in place to access the Local History Archive. The Archive houses all fragile, rare, irreplaceable or valuable materials owned by the library. In order to preserve and protect these uniquely special materials, the Archive is closed except to a small number of specific staff who are given access based on their job responsibilities. For preservation purposes no public access will be granted to the closed Archive. Access is granted only to the Director and Assistant Director for multiple purposes and to the Facility Services Department Head and the Systems Department Head for emergency purposes. Access is granted to the Adult Services Department Head and the Technical Services Assistant Department Head for necessary collection access. Access is granted to the Director's Secretary to scan and email images of items in the collection upon request by the public. Whenever possible, Administrative staff will scan and provide a digital image of the materials upon request. Due to the fragile condition of many of the items, photocopying and digitizing may be prohibited. All materials must be returned to the Archive by staff immediately after use. If a patron requests, Administration may scan and save an image of the document and forward via email. Charges may be made for special services based on the individual request. The Bloomfield Historical Society is a partner in our Local History collection development and will need access from time to time. Board members of the Bloomfield Historical Society and volunteers may access materials directly if accompanied by an authorized staff member by appointment. Appointments may be made with Administration during regular business hours. All items are to be used on-site only at the Bloomfield Township Public Library and may not be checked out.

#### VIII. Appendixes

ALA Library Bill of Rights

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

ALA Freedom to Read

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

ALA Free Access to Libraries for Minors

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries>

ALA Statement of Labeling and Rating Systems

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8657>

ALA Expurgation of Library Materials

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/expurgationlibrary>

ALA Freedom to View

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

ALA Diversity in Collection Development

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversitycollection>

ALA Restricted Access to Library Materials

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/restrictedaccess>

ALA Challenged Materials

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31881>

ALA Evaluation Library Collections

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/evaluatinglibrary>

Importance of Education to Intellectual Freedom

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/importanceofeducation>