



COLLECTION DEVELOPMENT POLICY

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COLLECTION DEVELOPMENT POLICY (CD)	0
GOAL OF COLLECTION DEVELOPMENT POLICY	1
GENERAL PRINCIPLES OF COLLECTION DEVELOPMENT	1
COLLECTION DEVELOPMENT GUIDELINES	1-2
DEVELOPMENT OF SPECIFIC MATERIALS	2
NON-FICTION	2
FICTION	2
PAPERBACKS	2
MAGAZINE, NEWSPAPERS AND MICROFORMS	3
AUDIOVISUAL MATERIALS	3
REFERENCE AND INFORMATION COLLECTIONS	3
LARGE PRINT	3
YOUNG ADULT MATERIALS	3
CHILDREN'S MATERIALS	3-4
SPECIAL COLLECTIONS	4
ELECTRONIC AND DOWNLOADABLE RESOURCES	4-5
GENEALOGY RESOURCES	5
LOCAL HISTORY	5
LOCAL AUTHORS	6
COLLECTION MAINTENANCE AND DESELECTION	6
RETENTION CONSIDERATIONS	6
DISPOSAL OF LIBRARY MATERIALS	6
GIFTS	7
OBJECTION TO LIBRARY MATERIALS	7
RECONSIDERATION OF LIBRARY MATERIALS	7-8
APPEAL PROCESS	8-9

Collection Development Policy

Goal of Collection Development Policy

- To maintain a well-balanced and broad collection of current and retrospective materials in various formats and levels of comprehension which will support the working, cultural, educational and leisure time needs of citizens in our service area regardless of their age, social and physical condition, or level of intellectual achievement.

General Principles of Collection Development

- The library subscribes to the general principles embodied in the “Freedom to Read” and “Library Bill of Rights” statements prepared by the American Library Association. Copies of these statements are included with this policy.
- Because the library recognizes its responsibility to the accepted principle of “intellectual freedom,” the widest possible variety of subjects and views are included in the collection.
- Selection is based on the merit of a work in relation to the needs and interests of the community. Critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand and current holdings must be considered.
- The library encourages suggestions and comments about the collection. They are important in helping to decide what to acquire.
- In upholding the selection principles it is accepted that, while people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the freedom of others.

Collection Development Guidelines

- The responsibility for the selection of library materials lies with the Librarians and/or Library Director acting in accordance with the policies established by the Library Advisory Board and City Administration.
- Collections are developed in response to the diverse informational, recreational, cultural and educational needs of the community. Materials are included to meet demand, and also for their potential to foster or create interests and to contribute to a balanced collection.
- Reviews in professional journals, such as *Library Journal*, *School Library Journal*, *Booklist* and *Hornbook*, are given primary consideration. *The New York Times Best Seller* list, *Publisher’s Weekly*, *Book Page* and other popular periodicals are also utilized to select high-interest titles.
- In addition to firm orders for materials, the library maintains regular standing orders and subscriptions for “best sellers” and other materials, such as large print.
- Materials and information resources are selected in appropriate formats to enhance accessibility. Library staff will evaluate new technologies and formats to determine their suitability, feasibility and longevity for the library.
- Materials are acquired that represent varying points of view which are of current interest and future significance. The materials will reflect current conditions, trends

and controversies so that members of the community may inform themselves and make individual judgments.

- Materials collected will support current interests or recurring interests of the local community rather than scholarly research.
- Particular beliefs, philosophies or viewpoints are not promoted, nor is the selection of any given item equivalent to endorsement of the viewpoint expressed therein. Materials will be provided that represent a range of opinions on issues.
- Selections will be made based on the merits of the work in relation to developing the collections and to serving the interests of the members of the community. Reviews in professional journals or actual examination and evaluation of materials are helpful in judging the merit of the work.
- Regardless of an item's popularity, the library may choose not to select it, because its format is not durable enough to withstand reasonable library use, or it would require excessive staff time to maintain.
- Selection will not contravene the provisions of Federal, State, or Local Criminal Code with regard to the distribution of illegal material.

Development of Specific Materials

Non-Fiction

- Non-fiction selected for the permanent collection is chosen carefully for its usefulness, accuracy, level of complexity for the intended audience, cost, and contribution to a well-balanced collection in all subject areas.
- Materials for which there is heavy but temporary demand are selected with less emphasis on these requirements and are kept as part of the collection until demonstrated interest has diminished.

Fiction

- The library attempts to provide a permanent collection of standard fiction by recognized authors. In addition, a wide-ranging selection of contemporary fiction is purchased in a variety of genres, including mystery, western, historical, science fiction and light romance titles.
- The interest and requests of library users are generally followed.
- Multiple copies of frequently used titles are provided in order to meet popular demands of library users.

Paperbacks

- A collection of donated paperback books is cataloged and maintained. Normally, paperback books are not purchased. However, to meet the demands of high-interest titles, or when hardbound books are not available, paperbacks may be purchased.

Magazine, Newspapers and Microforms

- A general collection of magazines providing informational and recreational reading is maintained.
- First consideration in selection and retention of magazines is the subject accessibility of their contents through indexes purchased by the library. Craft, hobby, consumer and other specialized magazines that are not indexed are also acquired and backfiles retained if they are not readily available from other sources.
- Because of space limitations, and the availability of electronic copies or photocopies from periodical banks, no titles are bound. Backfiles are limited to one year.
- Newspapers are selected to provide local, state, regional and national coverage. To preserve and record local history, *The Benton County Daily Record* is retained on microfilm and/or electronic files.

Audiovisual Materials

- The library maintains a circulating collection of video, audio, CD and DVD materials. In selecting these items, emphasis is placed on recreational, educational, and informational materials. Movie classics and foreign films are also acquired.
- Both MPAA (Motion Picture Association of America) rated and non-rated audio-videos are acquired.
- Unabridged content is the preferred format for audio titles.

Reference and Information Collections

- A major function of the library is to provide the public with accurate, up-to-date, readily accessible information on a wide variety of topics. Encyclopedias, dictionaries, directories, indexes and bibliographic tools are purchased on a regular basis.
- Reference materials are available for in-library use.
- Backfiles of selected superseded works with reference value are maintained.
- The Bentonville Public Library does not attempt to acquire textbooks that support local curricula, but may acquire textbooks for general use by the public.

Large Print

- Books in large print format are purchased for visually challenged readers. Recent best sellers and titles of proven popularity are added regularly.

Young Adult Materials

- The Young Adult division provides materials for 7th-12th grade youth and includes selected titles ranging in reading levels from the "reluctant reader" to the college bound senior.
- Review sources, which specialize in materials for young adults, assist in the selection of fiction and non-fiction materials.

Children's Materials

- The Children's Department provides books and other materials for the very small child and the growing child through approximately the 8th grade. Materials are

selected to excite the pre-reader and the beginning reader, to fill recreational needs, personal hobbies and interest, and to supplement school projects and assignments through the elementary years.

- High quality of writing and illustration is a primary consideration. General demand is also a factor, since children as well as adults have various levels of ability, knowledge and interest.
- Materials in areas of social and personal awareness, and of cultural and sociological concern, are chosen at all levels in fiction and non-fiction, reflecting current as well as traditional values.
- Classics, popular standard titles and best selling authors are purchased in quantity to ensure availability. Multiple copies of such items are retained as long as demand for them persists.
- Children's books are usually available in a variety of bindings: pre-bound, publisher's library edition, trade edition, paper, and hardbound paperback. All can be of use. Quality of binding, cost of book, and projected use generally decide which is chosen.
- It is the library's policy that parents or legal guardians are responsible for deciding what library resources are appropriate for their children. Parents may feel some resources are inappropriate for their children. Parents should let their children know if there are materials which they do not want them to use. Parents should supervise their child's usage of library materials and Internet sessions.

Special Collections

- The library may house "special collections" to meet community interests. For example, Business & Career, Literacy, Parenting, Local History & Genealogy, American Art and Graphic Novels.
- Special collections may include City of Bentonville or partner organizations' resources, housed and circulated by the Library.
- The library may also circulate various items such as technology hardware, special kits and other miscellaneous items.
- Innovative technologies and mobile devices, such as laptops, eReaders, iPads, telescopes and other items are available for use inside and checkouts outside the library. Library agreements and specific procedures have been established to protect and secure these investments. [Appendix D]
- Loan periods, checkout limits and fines/fees for special collections may differ from the Library's standard circulation policies.
- Off-site collections are considered an extension of the library's services to the public. Such collections may consist of circulating materials housed in a partnering agency location, or browsing or shared collections sponsored by the Friends of the Library.

Electronic and Downloadable Resources

- The library selects electronic resources (including, but not limited to: database subscriptions, downloadable eBooks, audiobooks, music, videos and mobile apps) to complement and supplement traditional print materials. Rapid changes in both the extent and format of electronic resources require their continuous evaluation.

- The library uses the same criteria for the selection of electronic resources as it uses for print media. Criteria include professional reviews, the scope of the resource, accuracy, currency, intellectual level, relationship to the library's total collection, and indexing.
- A selected resource must present information in a comprehensible and easily used format that requires minimal training and explanation.
- The relationship of an electronic resource to any print counterpart will also be considered. Electronic resources will not necessarily replace print sources unless they either 1) render a print source obsolete, and/or 2) cost or user demands permit the use of an electronic resource only.
- Preference will be given to resources that are compatible with the hardware and software already owned by the library. Licensing requirements and networking capability will also be considered. Ideally, access will not be limited to a particular workstation nor to the physical confines of the library building.
- When feasible, the library will partner with other libraries to provide online resources and digital content.
- In those instances where the library shares a collection or resources with other libraries, Bentonville Public Library's circulation policies and collection development policies, including reconsideration, may not be valid.
- Copyright privileges, publisher limitations and loan rules may dictate purchase of downloadable texts.

Genealogy Resources

- Genealogy materials in whatever format available which contribute information about population growth and relocation of individuals to Bentonville and Benton County history are purchased whenever possible, with less regard for quality of presentation than for those materials in the general collection.
- City Council Resolution 4-12-06A (Appendix B) acknowledges the gift of books and documents from the Northwest Arkansas Genealogical Society to the Bentonville Public Library. Items of said gifted collection are stamped as follows: "Property of the Northwest Arkansas Genealogical Society". Should the Library wish to discard or remove said gifted items, first right of refusal is granted to the Northwest Arkansas Genealogical Society.
- City Council Resolution 1-22-08C (Appendix B) acknowledges the gift of cemetery documents from the Benton County Cemetery Preservation Group to the Bentonville Public Library. Should the Library wish to discard or remove said gifted items, first right of refusal is granted to the Benton County Cemetery Preservation Group.

Local History

- Materials in whatever format available which contribute information about Bentonville and Benton County history are purchased whenever possible, with less regard for quality of presentation than for those materials in the general collection.
- Specialized genealogical materials and old U.S. Census materials are purchased as part of the Genealogy collection.

Local Authors

- The library supports local authorship.
- However, the library is not obligated to purchase or accept donations from local authors for the library collection.
- These resources may be cataloged, if they meet standard criteria in the library's collection development policies. Special consideration is given to edited texts.
- If local authors' materials are not cataloged, they may be sold by the Friends of the Bentonville Library.

Collection Maintenance and Deselection

- The library recognizes the need to continuously evaluate its collection in response to the changing nature and needs of the community.
- Deselection of library materials is an integral component of the collection development guidelines of the Bentonville Public Library. A vigorous and continuous deselection program is essential in maintaining a viable and useful collection. The following categories of materials should be considered for deselection:
 - Items damaged, worn, in poor physical condition, or mutilated.
 - Content outdated or no longer accurate.
 - Materials no longer of interest or demand.
 - Superseded editions of specific titles.

Retention Considerations

- The retention of Library materials is influenced by a variety of factors which include:
 - Needs and interests of the Library's community of users
 - Considered core or standard materials for public libraries
 - Circulation statistics
 - Special collections
 - Writings by local authors
 - Materials with local history or regional settings
 - Possible future usefulness of a particular item
 - Suitability of format
 - Budgetary considerations
 - Material is part of a set or series
 - Validity of its contents
 - Physical condition of the item
 - Item available online.

Disposal of Library Materials

- City Council Resolution 11-12-02A (Appendix B) stipulates that library material withdrawn from the collection will be disposed of in accordance with local law, which permits discarding into the trash, selling, recycling of paper, given to other libraries or non-profit institutions, or transferred to the "Friends of the Library" for sale.

Gifts

- The library welcomes gifts of books and other library materials or money to buy such materials, but reserves the right to use and dispose of gift materials as seems appropriate for current needs.
- The library will acknowledge receipt of donated items. Although gifts to the library are considered tax-deductible, the library is unable to set a fair market or appraisal value on materials.
- Monetary gifts and donated items will be added to the collection in accordance with the “Collection Development” policy. Donated items not included in the collection may be exchanged with or given to other libraries and non-profit institutions, sold at library book sales with proceeds used to buy new library materials, or discarded. The library reserves the right to decide when a gift added to the collection must be withdrawn.
- Donations given as special gifts or as memorials shall carry a special gift plate identifying the donor and/or the person in whose memory the gift is made, if the donor requests. The library is, however, under no obligation to replace these gifts if they are lost, damaged or worn, or to keep them after they have become obsolete or of no further value to the library.
- Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc. will be determined by the appropriate administrative body, which may be the Library Director, City Administration, Library Advisory Board and/or the Library Foundation.
- Acceptance of donations will be based on the suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library’s ability to cover insurance and maintenance costs associated with the donation.

Objection to Library Materials

- The choice of library materials by library users is an individual matter. While an individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, reconsideration policies have been developed to assure that objections or complaints are handled in an attentive and consistent manner.
- Once an item has been approved for purchase, based on the selection policy and the criteria for selection, it will not be automatically removed upon request.

Reconsideration of Library Materials

- A Request for Reconsideration form must be completed, signed and returned to the Library Director. Anonymous communications, rumors, or voiced concerns are not honored; action occurs only when the Library Director has received the completed, signed reconsideration form.
- The individual submitting the form must hold a current, valid Bentonville Public Library borrower’s card.

- If the request for reconsideration meets these requirements, the Library Director will appoint an ad hoc committee to reconsider the item.
- The ad hoc committee will consist of professional Librarians, including the Librarian responsible for selection in that subject area.
- Requests for reconsideration will be handled in a timely manner. However, it must be recognized that each committee member will require adequate time to review the material in question, research pertinent information and prepare a professional determination.
- The Library Director will notify members of the Library Advisory Board of the impending reconsideration at the next regular meeting.
- Items to be reconsidered are not removed from the collections during the review period.
- The committee will review and discuss the item in question and recommend one of four possible results:
 - Leave the material in the collection as it is currently classified.
 - Relocate or reclassify the material to a difference collection.
 - Purchase a different, suitable title on the subject matter (in lieu of the reconsidered title), if another suitable title is available for purchase.
 - Remove the material from the library's collection.
- Based on the committee's recommendations, the Library Director will make a decision regarding the disposition of the material. The Library Director will communicate this decision, along with the reasons for it, in writing to the individual who initiated the request.
- An item may only be evaluated for reconsideration one time in a twelve-month period. A single patron may not challenge more than three items in a twelve-month period.

Appeal Process

- If the individual desires further action, he/she may appeal in writing to the Library Advisory Board, within 30 calendar days of issuance of the Library Director's written decision, requesting a hearing before the Library Advisory Board.
- If a hearing is granted, it will take place at a regularly scheduled Board meeting, which may or may not be the next scheduled meeting; the individual will be notified of when he/she may address the Library Advisory Board.
- Appeals to the Library Advisory Board will be handled in a timely manner. However, it must be recognized that time constraints or schedule conflicts may possibly delay the appeal meeting.
- The Library Advisory Board reserves the right to limit the length of presentation and number of speakers at the hearing.
- Prior to the meeting, the Library Advisory Board will have an opportunity to review the library policy, the completed reconsideration form and other correspondence with the individual, supporting documents such as collection reviews or other relevant information, the ad hoc librarian committee's conclusion and the Library Director's decision.

- The Library Advisory Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Bentonville Public Library.
- In reviewing all applicable information, the Library Advisory Board may recommend one of four possible results to the Library Director:
 - Leave the material in the collection as it is currently classified.
 - Relocate or reclassify the material to a difference collection.
 - Purchase a different, suitable title on the subject matter (in lieu of the reconsidered title) if another suitable title is available for purchase.
 - Remove the material from the library’s collection.
- The Library Director will review all materials regarding the reconsideration request, including the Library Advisory Board’s recommendation, in order to make a final decision on the request. Recognizing that the Library Advisory Board represents the Bentonville community, their recommendation will be considered seriously and weighed heavily.
- The Library Director’s determination, concluding this appeal process to the Library Advisory Board, is final.