

## **Collection Development Policy**

The Boyertown Community Library (BCL) subscribes to the Library Bill of Rights and the Freedom to Read and Freedom to View documents from the American Library Association allowing people to use the library regardless of race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, veteran status or any other basis and make available the widest diversity of material.

The collection shall consist of print and non-print items to fill the needs of the patrons in such areas as children's easy, juvenile fiction and non-fiction, adult fiction and non-fiction, and periodicals. Selection of periodicals depends to a large extent on community needs and interests. A reference section will be maintained at the "Basic" (see the Reference Policy for more information) level to answer various reference questions asked by school-age children as well as adults. Responsibility for the reading materials of children and adolescents rests with their parents or guardians.

Gifts, donated items and multiple copies will be placed in the collection at the discretion of the Director, considering the usefulness, currency, authenticity and appropriateness of the item to the collection. Book plates will be added to library materials upon donor request at the discretion of the Director. Gifts and donated items become the property of the Library and may be given to other libraries and nonprofit organizations, sold at a Library book sale, or discarded at the discretion of the Director.

The Director and Youth Services Coordinator use a variety of resources to establish and maintain a core collection of books. Through the constant process of weeding, worn-out, dated and non-circulating materials will be withdrawn from the collection to maintain a current and useful collection. The Director will determine if the worn-out material is a necessary and valuable item to the collection and if it needs to be replaced with the same title.

Criteria for selection include:

1. Timeliness or permanence of the book
2. Significance of the author
3. Accuracy of the subject matter to the collection
4. Importance of the subject matter to the collection
5. Availability of material on the subject
6. Seriousness and creativity of new literature
7. Authoritativeness
8. Reliability of publisher
9. Technical quality of non-print material
10. Format

11. Cost

12. Availability of material elsewhere

### **Procedure for Reconsideration of Library Materials**

Patrons who wish to request the withdrawal or reclassification of library material are encouraged to discuss their concerns with the Director. The Director will provide the patron a copy of this Collection Development Policy and explain the application of selection principles set forth in this Collection Development Policy. If the patron is not satisfied with the results of this discussion and requests reconsideration, BCL's procedure for reconsideration of library materials, as set forth below, will be carefully explained and followed.

The procedure for reconsideration of library materials is as follows:

1. The Director will offer the patron a packet of materials that includes a copy of BCL's mission statement, the Collection Development Policy, Request for Reconsideration of Library Materials Form, and the Library Bill of Rights.
2. The patron must complete a Request for Reconsideration of Library Materials Form and submit it to the Director. A separate Request for Reconsideration of Library Materials Form must be submitted for each item. Any form that does not include the patron's name and contact information, or does not include the information requested in the form, will not be considered.
3. The Director, with input from appropriate BCL staff and/or Berks County Library System professionals, will reconsider the item using the criteria of the Collection Development Policy, the patron's written request, and reviews from recognized sources. The Director will inform the Board of Trustees of the decision regarding the challenged material.
4. Within 15 business days of the submission of the Request Form, the Director will respond in writing to the patron regarding the decision.
5. If the patron is not satisfied with the Director's decision, the patron may submit a written appeal to the Board of Trustees within ten business days. Such appeal shall not exceed two pages and should include copies of the original Request Form and the Director's written decision. The Board of Trustees will reconsider the decision based on whether or not the particular item conforms to this Collection Development Policy. In addition, the Board of Trustees may, at its discretion, appoint an independent advisory panel to review the submission and to make a recommendation to the Board. The Board of Trustees shall make the final determination of the matter, notifying the patron in writing of this action, in a timely manner.
6. The completed decision on reconsideration of a specific material shall remain in effect for three years.

7. During the review process, the Director will take appropriate action to ensure that the challenged resources remain in the collection, and that access to the resources is unrestricted.
8. Withdrawn resources will be donated to the Friends of the Boyertown Library for book sales. The proceeds from such sales are used for the benefit of the library. Items that are not sold will be disposed of at the discretion of the Friends of the Boyertown Library.

## Request for Reconsideration of Library Materials Form

The Board of Trustees of the Boyertown Community Library has established a Collection Development Policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Do you represent yourself? \_\_\_\_ Or an organization? \_\_\_\_

Name of Organization \_\_\_\_\_

1. Resource on which you are commenting: \_\_\_\_ Book (e-book) \_\_\_\_ Movie \_\_\_\_ Magazine \_\_\_\_  
Audio Recording \_\_\_\_ Digital Resource \_\_\_\_ Game \_\_\_\_ Newspaper \_\_\_\_ Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention? \_\_\_\_\_

\_\_\_\_\_

3. To what in the resource do you object? (Please be specific; cite pages) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Have you examined the entire resource? If not, what sections did you review? \_\_\_\_\_

\_\_\_\_\_

5. What concerns you about the resource? \_\_\_\_\_

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6. Is there anything of value in this resource? \_\_\_\_\_

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7. What do you believe is the theme of this resource? \_\_\_\_\_

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8. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? \_\_\_\_\_

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9. If this is a juvenile resource, do you believe it would be more appropriate in the young adult or adult collection? Yes \_\_\_\_\_ No \_\_\_\_\_

10. What action are you requesting the Director to consider? \_\_\_\_\_

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This policy shall be reviewed every three years by the Board of Trustees and the Director. Revisions may be made to fit the needs of the community and patrons.

Reviewed and adopted 26 June 2002

Reviewed 26 March 2003

Reviewed and approved 11 November 2009

Reviewed and amended 8 September 2010

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Reviewed and amended 4 November 2020

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