

COLLECTION DEVELOPMENT POLICY – BERNE PUBLIC LIBRARY

The Berne Public Library seeks to serve the educational, informational, and entertainment needs for its patron base. Accordingly, the library endeavors to maintain a collection of materials covering a wide range of topics, viewpoints, formats, and age and reading levels.

This policy is provided to aid library staff in the process of collection development.

PRINCIPLES OF ACCESS

- 1) The Berne Public Library will not restrict access to the collection except for the purposes of protecting materials from mutilation, environmental concerns, limitations in available shelf space, or other concerns as determined by the library director or library board. Access to materials will not be limited because the content of said materials may be considered offensive or inappropriate by some.

SELECTION

- 2) The responsibility for selection lies with the professional staff of the library. The general public and staff members may recommend materials for consideration. In all cases the materials requested by patrons will be given precedence over other selections, however all materials must meet the criteria outlined below. The Library reserves the right to not purchase any item for any reason. Interlibrary Loan should be considered for materials that will not have continued demand in the Library collection.
- 3) The ultimate responsibility for materials selections rests with the Director of the library who operates within the framework of policies determined by the library Board of Trustees.
- 4) As a responsibility of library service, books and other materials selected should be chosen for values of interest, information and enlightenment of all people in the community. There should be the fullest practicable provision of materials presenting all points of view concerning the problems and issues of our time – international, national and local. The library considers the following criteria to be of particular importance in selecting materials:
 - authority of the author
 - timeliness and importance for contemporary society
 - accuracy, presentation of the subject, viewpoint of author
 - readability, literary merit, organization of material
 - community needs and demands
 - representation of various interests and viewpoints
 - relationship of other materials in collection
 - availability in other libraries or elsewhere in the community
- 5) The library does not attempt to acquire textbooks and other curriculum related materials or professionally and technically oriented resources except as such materials also serve the general public.
- 6) The library acknowledges a particular interest in local and state history and the works of local authors; the library will, however, apply the same standards of selection to the works of the local authors as it does to other materials.
- 7) Electronic resources in all formats are considered a vital part of the collection and will be selected according to demand.

GIFTS AND DONATIONS

- 8) The library welcomes gifts, but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the institution. Such material may be added to the collection provided that it meets the library standards of selection.

The library will NOT accept the following:

- Musty, damp, soiled, and damaged material
- Old textbooks, encyclopedias, or Reader's Digest condensed books
- Non-Fiction material that is more than 10 years old
- Magazines over one (1) year old (cooking, craft, & special interest magazines are exceptions)

COLLECTION MAINTENANCE

- 9) The library will periodically review its collection for the purpose of weeding holdings. Candidates for discarding include:

- Dated or obsolete material with little or no permanent value.
- Rarely used material with little or no permanent value.
- Misleading or factually inaccurate material
- Materials worn beyond reasonable mending or repair. Depending on the item's popularity, a replacement copy may be purchased.
- Trivial material of little or no permanent value.

CENSORSHIP, REQUESTS FOR RECONSIDERATION

- 10) The library Board of Trustees believes that censorship is a purely individual matter and declares that while anyone is free to reject for him/herself library materials which he/she does not approve, he/she cannot exercise this right of censorship to restrict the freedom of others to use these materials.
- 11) Responsibility for the use of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that such materials may come into the possession of children.
- 12) A patron who wishes to lodge a complaint about a library material or request its removal or relocation should do so by filling out a Request For Reconsideration of Library Materials form (App. A). No action will be taken until a form is turned in, at which time the library director will review the challenged item(s) and send a response to the patron. After receiving the library response, an unsatisfied patron may appeal the decision to the library board. The request for reconsideration will be taken to the Board of Trustees at their next regular meeting. The final determination regarding the disposition of the request for reconsideration is made by the Board of Trustees.

Adopted 8/16/2011
Revised 5/21/2019

Request for Reconsideration of Library Materials

Appendix A

Berne Public Library * 166 N. Sprunger St. * Berne, IN 46711 * (260) 589-2809

Patron Name (*please print*): _____

Address: _____ Zip: _____

Phone Number: _____ Email: _____

Patron represents: himself/herself ___ or an organization (please specify) _____

Author: _____

Title: _____

Media Type (*please circle one*): Book Magazine Video Material Audio Material

Other _____

1. Why should the library reconsider this material?

2. For what age group would you recommend this material?

3. Is there anything good about this material?

4. Did you read/view the entire item? If not, then what parts?

5. What would you like the Berne Public Library to do about this material?

6. What material would you recommend to substitute and/or supplement the collection?

Signature of Patron: _____

Date:

Staff Member:

Date:

Library's Response (*please note on back or attach*) Date:
