

Collection Development Policy

Introduction

The Bremen Public Library's ("the library") Collection Development Policy exists to serve as a guide in the selection of materials and to inform the public about the criteria upon which selections are made. It is the responsibility of the library to provide, within its financial ability, a diverse, equitable, and inclusive collection of materials which embraces broad areas of knowledge and interest for all ages.

Philosophy

- The library and the Library Board of Trustees adhere to and support the American Library Association's Library Bill of Rights, the Freedom to Read, and the Freedom to View statements. These documents can be requested from the library staff or obtained online at www.ala.org.
- The library and the Library Board of Trustees defend the principles of the aforementioned freedoms and declare that whenever censorship is involved, no material shall be removed from the library save under the order of competent jurisdiction.
- The library and the Library Board of Trustees believe that censorship is an individual matter. While any library user may reject for him/herself library materials of which he/she does not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to use these materials.
- Responsibility for the use of library materials by children and teens rests with their parents or legal guardians. Selection of materials will not be inhibited by the possibility that such items may inadvertently come into the possession of children or teens.
- Not every item will appeal to all tastes, nor should it. All items are selected, retained, and removed considering both their individual qualities and their place in the collection as a whole.
- The library does not promulgate particular beliefs or views, nor is the selection of material equivalent to endorsement by the library.

Responsibility for Collection Development

Final responsibility for collection development of materials rests with the Library Director, operating within the framework of this collection development policy as adopted by the Board of Trustees. The Director delegates the responsibilities for specific subject areas and formats regarding the evaluation, acquisition, retention, and withdrawal of materials.

Labeling and Rating Systems

Library materials will not be marked or identified by library personnel to show approval or disapproval of the contents. Cataloging decisions, labels, or ratings applied in an attempt to restrict or discourage access to materials or to suggest moral or doctrinal endorsement is a violation of the First Amendment and Library Bill of Rights.

Library Use by Minors

The Library Bill of Rights of the American Library Association states that, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The Bremen Public Library strives to offer a collection of materials for minors that meet their basic educational, recreational and cultural needs. However, the library and its staff are not "in loco parentis," and the responsibility for evaluating library materials for reading, listening to, or viewing by minors ultimately rests with parents or legal guardians.

Selection Criteria

Based on professional reviewing sources whenever possible, the library considers the following criteria to be of particular importance in selecting materials. Given the area of the collection and intended audience, some criteria may be weighted more heavily than others.

- Public demand and/or interest
- Timeliness and/or significance of the subject
- Contribution to a balanced collection
- Support of library's mission and strategic plan
- Community relevance
- Literary merit, including nominations and receiving of awards
- Cost

Cooperative Relationships

The library encourages the use of cooperative lending to better serve the needs of its patrons by expanding available resources through Interlibrary Loan (ILL) and reciprocal borrowing with other participating libraries in the state.

General De-selection Criteria

A systematic evaluation of the collection by staff is conducted according to the C.R.E.W. (Continuous Review Evaluation and Weeding) method. This process identifies items for replacement, retention, or de-selection. The criteria listed below apply to the de-selection of all materials for the Bremen Public Library.

- Poor circulation statistics
- Out of date information
- Poor condition
- Space
- Community relevance

Replacement Criteria

If an item is removed from the collection because of damage, wear, or loss (including being long overdue), it is not automatically replaced. Budget, need, and demand will be considered when deciding whether or not an item should be replaced.



Community Involvement

The library welcomes and encourages community involvement with respect to collection development. A patron wishing to suggest an item's purchase for the collection may do so at any service desk, via telephone, or through the email contact form on the library's website.

Reconsideration of Materials

Members of the community concerned with specific materials in the collection should discuss the material with the appropriate staff member, Department Head, and/or the Director. If a satisfactory resolution is not reached, the patron may complete a "Request for Reconsideration of Library Materials" form. Upon receipt of the completed form, the Director will ask library staff for background information as to the criteria used in ordering the material in question, its relevance to the collection, and reasons for having the material in the collection.

The Director will, at the earliest possible date, study the information provided and respond, in writing, to the person who initiated the request for reconsideration. If the person initiating the request is not satisfied with the Director's decision, he or she may appeal the decision to the Board of Trustees. Any person wishing to make such an appeal should notify the Director of his or her intent, so that the subject can be placed on the agenda of the next library board meeting.

The Trustees will, at a regular or special meeting:

- Consider the request based upon whether the item as a whole meets the library's selection criteria
- Render a decision on the item
- Communicate the decision to the patron via official letter

Titles may only be reconsidered once per year.

Adopted by the Bremen Public Library Board of Trustees on February 29, 2016. Reviewed on February 28, 2022. Amended on September 25, 2023.