

# Butler Public Library Collection Development and Reconsideration Policy

## Purpose of the Policy

The purpose of the Butler Public Library Collection Development Policy is to provide the guidelines for day to day acquisition and withdrawal decisions, resource allocation and long-range planning of collection needs in accordance with the library's mission statement.

## Selection Process

1. Ultimate responsibility for materials selection rests with the Library Director who operates within the policies determined by the Board of Trustees. The Library Director may delegate the responsibilities for specific subject areas and formats regarding the evaluation, acquisition, retention and withdrawal of materials.
2. The Library strives to develop a workable collection of standard works of permanent value and popular materials of current significance, striking an overall balance between public demand and diversity in materials. The interests and needs of the community, the individual merit of each item, and the library's existing collection, budget and services are the main factors in selecting materials. Each title is judged as a whole, and isolated passages in themselves are not used as criteria. The Library will provide, as far as possible, materials treating all sides of controversial issues—materials that give evidence of a sincere desire to be factual, that are written in a reasonable fashion, and that shows results of careful study.
3. Standard collection development tools, including but not limited to professional and trade journals, bibliographies and lists, publisher's catalogs and reviews published in reputable sources are used as resources. Purchase suggestions from patrons are also an important source.

## Format

1. Materials are purchased in the most appropriate format for library use. Formats include print, audiovisual and multi-media materials. The Library recognizes the place of non print formats in the collection as legitimate educational and recreational resources for the community it serves. The Library monitors the development of new formats and with in budgetary and technical limitations, adds to these to the collection.

## Gifts

1. Gifts to the collection can be in the form of money or actual materials. Gifts of books and other library materials are gratefully accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the collection development policy. Donated materials may be added to the collection, put in the book sale or discarded.

## Discarded Library Materials

1. The Butler Public Library strives to maintain a collection that meets the needs of the community. In doing so, a regular and systematic weeding of the library's materials will improve the efficiency and vitality of the library's resources. Weeding has been shown to increase the quality and use of a library's collections.
2. All final discarding decisions will be the responsibility of the director or designee. A systematic re-evaluation of library materials should discard those which are obsolete, in poor physical condition or no longer in demand or interest or of future anticipated demand or interest subject. The disposition of the discarded materials shall be subject to the provisions of the laws of the state of Indiana, where applicable.

## Reconsideration of Materials

1. The choice of library materials by users is an individual matter. Responsibility of the reading or viewing of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or for his children, he cannot exercise censorship to restrict access to the materials by others.
2. A Request for Reconsideration of Library Material form is provided to a patron wishing to request that the Library reconsider a specific title currently in the collection. The patron is to complete the form and submit it to the Library Director. The Director will notify the Board of Trustees of the request, review the title and write a letter of response to the patron and the Board of Trustees. If the patron wishes to voice further objections regarding the title, they will be instructed to submit a Request to Speak to the Library Board During the Public Forum and receive information on the date and time of the next scheduled meeting of the Library Board. All complaints about library materials are viewed in the context of the collection development policy.

**Policy revised and accepted by Butler Public Library Board of Trustees on 3/2/2021**

# Butler Public Library

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL FORM

Requested by: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Contact information: \_\_\_\_\_

Title of material: \_\_\_\_\_

Author: \_\_\_\_\_

Have you read, viewed, or listened to the entire work? \_\_\_\_\_

To what do you object? Be specific: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What good or valuable features do you find in the material? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What do you believe is the theme of this work? \_\_\_\_\_

\_\_\_\_\_

What would you like us to do about this work?

\_\_\_\_\_ Re-evaluate its relevance in this section of the library

\_\_\_\_\_ Relocate to another section of the library

\_\_\_\_\_ Withdraw from collection

What work do you recommend in its place? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_