

Collection Development Policy

1. Statement of Purpose

This policy guides the selection evaluation and maintenance of the collection. It is the goal of the Library to provide a collection of books and other materials in a variety of formats for all ages that is both responsive to and reflective of the needs and interests of the community.

The Burton Public Library supports and adheres to the American Library Association's Library Bill of Rights, the Freedom to Read, and the Freedom to View.

2. Scope of Collection

The Library provides, within its financial limitations, a general collection of material on a wide range of topics of interest to the general public. Material is purchased in a range of formats to meet the various accessibility needs of the community. Multiple copies of high-demand titles may be purchased in order to satisfy customer needs. Material beyond the scope of the library's collection may be available through the CLEVNET Consortium and interlibrary loan.

3. Responsibility for Selection

Ultimate responsibility for collection development rests with the Director, who administers under the authority of the Board of Trustees. Under his/her direction, selection is delegated to the Technical Services Supervisor. Professional and para-professional staff are included in the process of selecting library materials, thus allowing a variety of input based on knowledge in a particular subject area.

Material purchase suggestions from patrons are always welcome and are given serious consideration.

4. Selection Criteria

Criteria include one or more of the following:

- Current and anticipated appeal
- Significance of the work
- Relation to the existing collection
- Reputation and authority of author or publisher
- Cost of the material and shelving limitations
- Critical reviews and inclusion in standard library indexes and tools
- Overall balance of collection
- Popularity of an author
- Suitability of subject and style for the intended audience
- Accuracy
- Suitability of format to library purposes
- Quality of technical production
- Availability of the material elsewhere
- Timeliness, social significance or permanence of value
- Local importance
- Patron Request

*Works by local authors of regional interest may be given special consideration

The library may acquire self-published books when they include unique local content, fit the scope of the Library's Collection Development Policy and meet the selection criteria. The library is more likely to add a self-published book to the collection if it has been reviewed in a major review journal (such as Library Journal, School Library Journal, and Publisher's Weekly).

5. Special Areas

Local History Collection

The Library makes a special effort to collect historical materials in all media which deal with Burton, Geauga County and Ohio. These materials must meet the Burton Public Library selection criteria as outlined in section four (4) of this policy

Amish Studies Collection

The Library selects materials on the Amish and Mennonite religions, life-styles and controversies. Particular emphasis is placed on materials related to the Amish and Mennonites of Geauga County and Ohio.

Adult Services Collections

The Adult Services collection includes print, audiovisual, and electronic materials in a variety of formats. Materials in the Adult Services collections are selected to meet the general educational, informational, cultural, and recreational needs of adults and secondary school students. A broad range of topics and viewpoints are represented, in order to serve the diverse needs and interests of our community.

Youth Services Collections

The Youth Services collections include print, audiovisual, and electronic materials in a variety of formats and reading levels, as well as puppets and puzzles. A broad range of topics and viewpoints are represented, in order to serve the diverse needs and interests of our community.

The Children's collection is designed to serve the educational, informational, and recreational needs and interests of children from birth through age 12, including materials that support the curriculum of the Berkshire School District and other area schools.

The Teen collection is designed to serve the needs and interests of patrons ages 12 through 18. The Teen collection includes materials of high interest to teens, and materials that support the curriculum of the Berkshire School District and other area schools.

6. Gifts

The Library at times welcomes gifts but accepts them with the understanding that it retains the right to handle or dispose of them in accordance with the Library's best interests.

Non-requested commercially sponsored materials will be handled as gifts.

7. Intellectual Freedom

The Library is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, the Library strives to offer a collection that represents the needs of our community. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

While every customer may not agree with the viewpoints offered in some library material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause, or movement may be explored, provided that the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of numbers. Customers are free to choose what they like from the collection, to reject what they don't like, but not to restrict the freedom of others to choose.

The Library's collection may include proselytizing works representing political, economic, moral, and religious or other vested positions when those works meet the selection criteria. Materials are not excluded because of the origin, background or views of those contributing to their creation or because they represent a particular aspect of life, frankness of expression or controversial subject matter.

Decisions about what materials are suitable for particular children should be made by the people who know them best - their parents or guardians. At no time will library staff act in place of the parent or guardian. Selection of materials for adults is not constrained by possible exposure to children or teenagers.

The Library is committed to free and open access to its collections and to connecting people with the world of ideas, information and materials they wish to explore in a friendly, nonjudgmental manner.

8. Challenged Materials

Just as they have a right to make recommendations for additions, patrons (Burton Public Library card holders) may challenge materials by inquiring about the appropriateness of an item for the collection. A formal process has been developed to assure that challenges are handled in an attentive and consistent manner. A "Request for Reconsideration of Library Material" form is available for such issues. The completed form will be referred to the Director. The challenged material will be reviewed by a three person committee with one appointed by the BPL Board; one appointed by the Berkshire Local School District Board; and one appointed by the BPL Director. When the material is not in use by the committee, it will remain in the collection until a final determination is made.

The Director will report the outcome of the review to the petitioner in a timely manner. If the complainant is not satisfied, they may request that the Library Board review the request. Any decision of the Library Board of Trustees will be final. Challenged materials which are found to have met the selection criteria policy of the Library will not be removed under any legal or extra-legal pressure.

9. Maintaining the Collection

In order to maintain a vital, current collection that meets the needs of the community, examination and evaluation of materials is an ongoing process. When library materials lose the value for which they were originally selected, they may be withdrawn.

Staff use the following criteria in choosing retention or withdrawal of items:

- Relevance to community need/inherent value
- Accuracy of information (obsolete, misleading or outdated)
- Number of copies in the collection
- Circulation statistics
- Physical condition of material
- Space availability

Gifts, including memorial items, are subject to these withdrawal and replacement policies.

10. Copyright Law

The Burton Public Library abides by copyright law. Patrons using library material are responsible for the legal use of that material.

11. Review of Policy

This policy will be reviewed periodically by the Director and the Technical Service Department Supervisor and revised as needed subject to approval of the Library Board of Trustees.

Appendices

- A. American Library Association's Library Bill of Rights
- B. American Library Association's the Freedom to Read Statement
- C. American Library Association's the Freedom to View Statement
- D. Request for Reconsideration of Library Material form

Appendix A

American Library Association's Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of “age” reaffirmed January 23, 1996.

Appendix B

American Library Association's the Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an

orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.***

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the

democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.***

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.***

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.***

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

- 5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.***

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- 6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.***

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- 7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.***

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the

people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation

National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Appendix C

American Library Association's the Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression.

Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

BURTON PUBLIC LIBRARY REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

(form must be filled out completely)

Name

Address

City

Zip Code

Telephone

Whom do you represent?

Myself

Organization (please specify)

Other (please specify)

Author/Performer (where appropriate)

Title

Form of material (e.g., Book, Video, DVD, CD, etc.)

Did you read, listen to, or view the material in its entirety? (Yes or No) If not, please specify which section you did read, listen to, or view (please specify page # and line if appropriate)

Have you seen or heard reviews of this material? (Yes or No) If yes, please name source.

Explain what the material is about.

Please state your comment, suggestion or criticism of the material as specifically as possible
(use additional sheets if necessary)