

## **COLLECTION DEVELOPMENT POLICY**

### Mission Statement

The Beaumont Public Library System's mission is to link resources to the citizens of Beaumont to enrich their lives. The library system will stimulate economic vitality, the self-learning process, inform, enrich, and entertain by providing access to its collections, services and facilities to members of the community. A broad spectrum of ideas reflecting diverse points of view will be provided. The library system's collections will reflect the needs and diversity of the community. The public trust will be honored by assuring maximum use of public resources.

### Regulations

The inclusion of an item in the library's collection is not to be considered an endorsement, official or otherwise, by the library system. The library system neither approves nor disapproves the views expressed in materials included in the collection.

### Authority and Responsibility

The authority and responsibility for the selection of the library systems' materials are delegated by the library director to each of the branch managers. Branch managers may delegate to other professional staff that are qualified for building the collection. Suggestions from library users are welcome and are given due consideration according to the selection criteria.

### Criteria for Selection

Each type of material (for all ages) must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, professional, or educational interests of the community. A work will not be excluded from the library's collection solely because of frankness of expression, depiction of a particular lifestyle or aspect of life, or controversial subject matter. Personal behavior of the author or creator of the material shall have no relevance to the selection decision. Materials which would offend community standards or have the primary purpose of advertising, proselytizing, sensationalizing, or being pornographic will not normally be selected.

The library system selects materials for its collection in accordance with the professional guidelines stated by the American Library Association in its *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements.

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities (such as best seller lists, lists produced by local schools, etc.) and the advice of

competent people in specific areas also will be used. Library users suggestions are welcome and given due consideration.

#### Interlibrary Loan

The library system cannot offer a comprehensive collection in every subject area due to such factors as space and budget limitations. Therefore, interlibrary loan is used to obtain materials from other libraries for our patrons.

#### Parental Supervision

The selection of material in the library system will not be restricted by the possibility that these materials may be used by minors. The collection contains materials which express a wide variety of views and are suitable for all ages and abilities. It is therefore the responsibility of parents or legal guardians to guide and supervise the reading, viewing, and listening choices of their children and teenagers and to decide what their children may or may not use from the collection.

#### Memorials and Gifts

Persons wishing to make a memorial or gift donation may donate an item, cash, or check. A branch may be specified for the gift or memorial. Donated money is used to purchase books unless other arrangements are made with the director or branch manager. Donors may request a general subject area or format for the donation. Materials will be accepted or selected by the director, branch manager, or designated professional staff member in accordance with the selection criteria. The donor understands that the library system retains unconditional ownership of all donated material.

#### Weeding and Replacement of Library Materials

Weeding is a continual and necessary part of the collection management process. Materials are withdrawn from the collection for a variety of reasons including physical condition, age, unnecessary duplication, out-of-dated or inaccurate information, superseded information, lack of demand, format, lack of relevance, or loss in circulation.

While the library system tries to maintain copies of important works and series, items are not automatically replaced when the materials are withdrawn. Many factors enter into the decision to replace an item including whether the item is still available, whether there is sufficient demand for a specific item, whether the item has value locally or historically, whether the item could be borrowed from another source, whether the subject matter is covered by other materials in the collection, the feasibility of mending, and the cost of replacement.

The library director delegates to the branch managers the responsibility of weeding the collection by following the current CREW Method (Continuous Review, Evaluation, and Weeding). Branch managers may assign professionals

and para-professionals to help in the weeding process. An effort will be made to retain materials on Texas and Beaumont history and personalities.

Approved by the Library Commission 3/5/09