



BARBERTON PUBLIC LIBRARY Collection Development Policy

Mission Statement

The Barberton Public Library (BPL) will promote the development of independent, self-confident, and literate members of the community through the provision of efficient and effective services; the access to diverse cultural, educational and informational resources; and the offering of an environment within which people can meet, interact and participate in public discourse about community issues.

Community Served

The library was founded in 1903 to serve the city of Barberton, and in 1925 became a school district library. Its primary responsibility is to the residents of the Barberton City School District and secondarily to the residents of the state of Ohio.

BPL's service commitment is to the people within its service area including people of all ages, education, religious belief, economic level, ethnic origin and sexual orientation.

BPL has adopted the American Library Association guidelines for public access to information: *(full text of these guidelines follow this policy)*

- **Library Bill of Rights**
- **Freedom to Read**
- **Freedom to View**

The collection contains information on a multitude of subjects and views. Customers have free access to the information within the limitations of space and budget. BPL will do its best to provide customers with this information either through traditional ordering or through the mutual cooperation of interlibrary loan services.

Responsibility for Selection

Selection of the materials is made by qualified staff responsible for Collection Development. These staff members have Master's Degrees in Library Science. Suggestions are taken from staff members, Board of Trustee members, customers and other members of the public. The Library Director has the final responsibility for all selections.

The Reference Department and the Children's Librarian are primarily responsible for the selection of the library's materials. Each department is responsible for selection in its respective collection area.

This Collection Development Policy, approved by the Board of Trustees, offers guidance for all who are responsible for selection and is the official policy of the library. It is subject to revision and change of emphasis.

General Selection Criteria

When determining the inclusion or deletion of a resource, selectors will consider a wide range of determining factors including:

- Relevant to community needs and interests
- Attention of critics, reviewers and the public
- Reputation/qualifications of the author, artist, publisher or producer without regard to political, religious, or other affiliations
- Artistic merit, literary value, or recognized award recipient
- Permanence or timeliness
- Quality of presentation in relation to content and audience
- Stability of physical format for library shelving and circulation including binding, paper quality, readability of type, packaging, specialized equipment needs and technical quality for electronic media
- Cost in relation to value to collection
- Availability of information within region or electronically
- Legal or licensing issues

Budget limitations and materials available in nearby libraries must be considered when selecting materials.

Diversity of Viewpoints

BPL purchases a variety of materials covering many areas of concern including controversial topics. The scope of the collection is not limited, nor are materials labeled or placed in restricted areas because an individual may object to the material's point of view.

Overall intent of a work is a primary consideration in selection. Materials solely appealing to prurient interest or promoting illegal activities are avoided. Unorthodox language or frank discussion of situations do not rule out selection if the librarians determine that the basic statement of the material is accurate and portrays realistic situations or characters.

Librarians will offer guidance in the selection of materials, but parents or guardians are entirely responsible for monitoring their children's use of library materials.

Gifts

BPL accepts gifts of books and other materials with the understanding that they will be evaluated in accordance with the criteria applied to materials selected for the collection. BPL reserves the right to dispose of any material not deemed appropriate for the collection. Once a gift is accepted at BPL, it becomes the property of BPL unconditionally. Gift materials not added to the collection may be sold by the Friends of the Library at their book sales or donated to other charitable book sellers.

Gifts of money are used to purchase materials for the department requested by the donor. Materials are selected with consideration given to the interests of the honoree as well as the occasion. Bookplates will be provided to recognize both the donor and the honoree.

Because of wear, theft and mutilation, the permanence of gifts cannot be guaranteed.

Major contributions of materials are acknowledged, but no statement of monetary value can be provided to the donor for tax or other uses.

Duplication

Occasionally, the library will order extra or additional copies of materials. Duplication of materials is determined by:

- The importance of the author, illustrator, or subject
- Continuing need for the material
- Budget limitations
- Community demand
- The availability of and the demand for the same item in different formats.

Temporary demand for library materials may be addressed by borrowing from other cooperative libraries or through leasing and rental programs.

Collection Maintenance

Selecting librarians are responsible for maintaining the collection. The number of copies of a title that are purchased varies with the expected popularity of that title. Demand for individual titles is monitored and additional copies are purchased to meet that demand if budgets allow.

The collection receives ongoing review in order to maintain its relevancy and physical condition. Staff uses the following criteria in choosing materials for retention or withdrawal:

- Relevance to community needs
- Information: accurate, timely, up-to-date
- Number of copies in the collection
- Circulation statistics
- Condition: worn, missing or stained pages, water damaged, mildewed or defaced.

Items that are removed due to condition will be considered for update or replacement/duplication.

Due to rapid changes in the fields of health and medicine, those materials should be reevaluated after no more than five years to determine continued accuracy. If budget and publishing trends allow, materials more than three years old should be discarded and replaced with newer items on the topic. Any health, medical and legal materials containing outdated information should be discarded.

Materials withdrawn from the collection are given to the Friends of the Library or vendor for sale. Materials that are damaged or otherwise unsuitable for sale will be recycled or discarded.

BPL does not remove materials from its collection for the purpose of selling them.

Intellectual Freedom and Requests for Reconsideration

BPL believes in freedom of information for all and does not practice censorship. This principle applies to all formats in BPL's collection. Many materials are controversial and may offend some patrons. Selections are not made on the basis of disapproval but on the merits of the material and collection needs. Exclusion of materials may occur because of cost, accessibility, and limited demand or lack of documentation, but not solely on the basis of language content, viewpoint or other matters.

Parents or legal guardians are responsible for monitoring materials used by their children.

A formal process has been developed to assure that complaints and requests for reconsideration are handled in an attentive and consistent manner. BPL will reevaluate when a Request for Reconsideration form is submitted.

The Library's Collection: an Overview

In keeping with the library's role as a center of life-long learning in the community, the library's primary format for information is books, of both general and specific interest to the community.

Children's and Tween's Collection

The Children's Department serves children from birth through eighth grade as well as adults working with children. The collections include both print and non-print materials, including games. Children's and tween's recreational and educational needs are considered in purchasing materials. The same standards that apply to the purchase of adult materials apply to children's and tween's materials with the additional provision of age appropriateness.

While the staff of the Children's Department welcomes the opportunity to help children in choosing materials, supervision of the use of materials by a particular child is the responsibility of that child's parents and/or guardians.

Community Health Library Branch

The Consumer Health Collection is comprised of material geared toward the lay-person rather than medical professionals. Topics covered include health, wellness, fitness, nutrition, hygiene, diseases, mental health, substance abuse and recovery, and alternative medicine. The collection at CHL will not overlap the main library's consumer health collection, with the exception of highly popular or iconic titles. Medical information is not interpreted by the librarians.

Electronic Resources

The Barberton Public Library offers access to a variety of electronic resources, both stand-alone and networked, to serve the informational needs of the library's customers. These resources include CD-ROM products, locally created databases and software, and networked databases and software. The library's goal is to make these resources convenient, customer-friendly, and readily available to all users of the library.

Fiction

The library's fiction collection is made up of popular and literary fiction based on community interest and positive book reviews. The collection contains many genres, including but not limited to: fantasy, inspirational fiction, mystery, romance, science fiction, and westerns. Books are selected in regular and large print.

Foreign Language Materials

Materials in foreign languages are added to the collection. The library makes attempts to add materials in languages other than English and concentrates on those communities living in the Barberton area and using the library. The library's collection is supplemented with access to the foreign language collection available through participation in the Clevnet Library Consortium. When budget, demand, and publishing trends allow, the library will acquire fiction and nonfiction materials.

Graphic Novels

Graphic novels are books written in a comic book format. These include comic books collected into a single volume and self-contained stories. Graphic novels are purchased for all ages and can be fiction or non-fiction. They are purchased for the appropriate sections by the selecting librarians for that section.

Local History Collection

The Local History collection includes nonfiction, reference, periodicals, CD-ROMs, and microfilm. The primary focus of the Local History collection is the City of Barberton. The collection also encompasses genealogical resources, materials on surrounding communities and counties, as well as information of a historical nature pertaining to the State of Ohio. Materials are acquired by purchase or donation. Materials are selected based on their pertinence to the collection, in response to patron interest and to maintain a collection that reflects the focus of the Local History Room. Donations are reviewed and accepted or denied by the Local History Librarian. Acceptance is determined by the appropriateness of materials to the scope of the collection and space available.

The artifacts, photographs, postcards, personal histories and other special collection items are collected based on their established relationship to the history of Barberton. Special collections items may be acquired through purchase or donation. Donations are reviewed and accepted or denied by the Local History Librarian. Acceptance is determined by the appropriateness of items to the scope of the collection. Donations of artifacts, photographs, postcards and other special collection items are accepted with a completed Deed of Gift form. The librarian will not assess value or provide a statement for tax purposes for donated items.

Temporary loans of materials are permitted with the intention of displaying items in a secure location for a specifically agreed upon timeframe, as recorded on a Temporary Loan Waiver. Temporary loans must be approved by the Local History Librarian or Library Director prior to receipt of items to be loaned. Temporary loan items are not permitted to leave the building without the permission of the owner. Permanent loans are not permitted with the exception of collections placed on permanent loan prior to the adoption date of this policy.

All Local History materials are carefully preserved and protected. Irreplaceable items or

items that are particularly expensive do not circulate. Special collections and books deemed worthy of additional preservation are stored in appropriate archival storage containers when possible. Items may be discarded based on their failure to fit within the scope of the collection or damage that limits their usefulness to the collection. Occasionally, lack of storage space may be a determining factor in the deaccession of items. Separate detailed procedure and policy instructions have been written for the Local History Room in the Library Policy Manual.

Nonfiction

The library has a balanced, up-to-date circulating collection of authoritative, well-recognized books in multiple fields for the general reader. Special focus is given to Ohio and region-specific topics, based on community interest. The limitation of funds prevents any attempt to provide a complete collection in any one field. Websites, databases, and other electronic resources are complements to our in-house collections. Books are selected in regular and large print.

Non-print Materials

The library acknowledges the popularity of many different formats of audio-visual and other non-print materials for both learning and entertainment. The AV Librarian selects materials in these areas using the same criteria as in other selecting areas. The collection contains many formats including but not limited to DVDs, CDs, books on CD, books on cassette, CD-ROMs, video games, downloadable media and video cassettes. As the formats and technology change, the library will make adjustments based on community needs, funding, and reviews.

Reference Materials

Books and other media which are intended for use only in the building are termed reference materials. They are used to provide quick answers or as a primary source of information for frequently asked questions. Examples are dictionaries, atlases, encyclopedias, financial and investment resources and biographical sketches. Particularly costly or rare books may be also be cataloged as reference to safeguard the materials so they remain available for public and staff use. Reference books may be duplicated in the circulating collections as determined necessary by the collecting librarian for the benefit of users. Collecting librarians follow the section criteria for other nonfiction works in the collection of reference materials.

Reference materials that become outdated or worn may be discarded from the collection at the discretion of the collecting librarians. New editions are purchased when deemed necessary based on available funds and the breadth of updated or augmented information. Older editions that have been replaced by new editions or are no longer deemed important to the reference collection may be placed in the circulating collection if the collecting librarian determines the resource to be an appropriate addition to the collection.

Teen Central

Teen Central primarily serves customers in grades 9-12 with varying reading levels. The collection contains fiction and non-fiction books, graphic novels, audio-books, and periodicals. The items in Teen Central fill recreational and informational needs. Efforts are made to collect materials in high student demand resulting from homework and home study assignments. Parents or legal guardians are responsible for monitoring the materials used by their children.

Websites

The Barberton Public Library maintains a website on the World Wide Web in order to meet the information needs of customers even when the library is closed. The library website is designed primarily to provide access to additional Internet resources and remote access to select databases. A secondary function of the website is to market the library to a wide range of current and potential customers. When possible, the library website will point to existing reliable sources which will provide topical information. The library will not recreate resources which already exist on the Internet. Professional librarians, using the general selection criteria outlined in this Collection Development Policy, will select appropriate sites for customer use. The library uses its Computer Usage Policy as a guide for monitoring computer usage and its contents.

All Library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.

Adopted by the Board of Trustees, March 25, 2010, Resolution #11-2010

American Library Association

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 that 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

<http://www.ala.org/advocacy/intfreedom/librarybill>

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 Foundation for Free Expression
The Association of American University Presses, Inc.
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

<http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement>

American Library Association

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

<http://www.ala.org/offices/oif/statementspols/ftvstatement/freedomviewstatement>

BARBERTON PUBLIC LIBRARY
Request for Reconsideration of Library Materials

Is the work a... Book Magazine/Newspaper Audio CD/Cassette DVD/Videocassette
 Other, _____

Title of the Work _____

Author/Artist _____

Publisher/ Producer _____

Did you find this item in the... Adult Collection A/V Collection Teen Central Children's Dept.

1. To what in this material do you object? Please state the specifics. _____

2. Did you read/ view the entire work? Yes No **What parts?** _____

3. What is the general theme of the material? _____

4. Are you aware of judgments of this work by critics? _____

5. What are the positive aspects of the material? _____

6. What originally attracted you to the material? _____

7. What do you suggest the library do with the material? _____

8. Do you believe moving the item to another section would solve the problem? Yes No

If so, to which section? Adult Section A/V Section Teen Central Children's Section

Request initiated by: _____

Do you represent... Yourself Organization _____ Other _____

Address _____

City _____ State _____ Zip _____

Telephone # _____

Signature _____ Date _____

Staff Member Accepting Request _____ Date _____

The library staff welcomes the opportunity to help students select library materials. Supervision of the reading, viewing, listening, and related activities of children is the responsibility of parents and guardians.

Barberton Public Library • 602 W. Park Ave. • Barberton, OH 44203 • 330-745-1194
www.barbertonlibrary.org