



# Bartholomew County Public Library Collection Development Policy

## Purpose of Policy

This collection development policy establishes guidelines for selecting and maintaining the written, recorded, and digital resources that make up the collection of Bartholomew County Public Library (herein referred to as Library). This policy applies to collection materials at all Library locations. The policy serves two main purposes:

- To provide guidance for staff engaged in collection development.
- To provide transparency to the staff, administration, and the public regarding our goals, criteria, and reasons for having the collections we do.

The collection development policy is written by members of the Library staff and is approved first by the Library director and then by the Library Board of Trustees, who represent the public. Library staff active in collection development will review this policy at least every three years as needed.

## Library's Mission

The Bartholomew County Public Library is the community crossroads – connecting people, ideas, information, and experiences to empower everyone on their journey of lifelong learning.

## About the Library and its Community

BCPL serves all of Bartholomew County and its diverse population of more than 80,000 people, representing various interests, affiliations, and backgrounds. BCPL consists of multiple Library buildings, mobile service points, and collections at partner agencies. While some electronic resources are only available for use at Library locations, many are available at all times and can be accessed anywhere.

## Philosophy and Principles

The Library adheres to and supports the [Library Bill of Rights](#) and the [Freedom to Read](#), adopted by the American Library Association. These documents can be requested from Library staff or found online at [ala.org](http://ala.org).

The Library and the Board of Trustees believe that censorship is an individual matter. No one can restrict the freedom of others to use Library materials. The responsibility for the use of Library materials by children and teens rests with their parents or legal guardians.

The Library and its Board of Trustees believe that the Library's collections are integral to achieving the goals of its Strategic Plan. The overall goal is to create community connections. The Library does this by:

- **Fostering Inclusion and Belonging:** Creating a welcoming environment for all and addressing each individual's unique needs.
- **Supporting the Economic Engine:** Assisting patrons to meet their economic, financial, and career goals.
- **Celebrating History and Architecture:** Instilling pride in both individual and community identity while embracing Bartholomew County's history and architecture.
- **Promoting Health and Well-being:** Heightening the quality of life for community members by promoting personal wellness and mental health.
- **Developing Critical Literacies:** Fostering literacies as the basis of an individual's ability to participate fully in society.
- **Providing Educational and School Support:** Preparing the students and parents of Bartholomew County to engage with and succeed in their academic programs across all grade levels, ages, and school types.

For the full Strategic Plan, see [mybcpl.org/frontend-images/pdfs/mybcpl/BCPLStrategicplan.pdf](http://mybcpl.org/frontend-images/pdfs/mybcpl/BCPLStrategicplan.pdf)

## Scope of Collection

The Library's physical collection serves all locations. A broad choice of circulating print and nonprint materials is selected to accommodate the diversity of tastes, reading levels, languages, and the evolving needs of users of all ages. The Library's ability to circulate materials between service locations is an important factor when considering which items – and how many copies of an item – the Library acquires.

BCPL maintains satellite and deposit collections at partner agencies throughout the community. Satellite collections are primarily request-driven. Deposit collections are composed mainly of deselected and donated materials, however materials may be purchased when warranted. Both satellite and deposit collections are evaluated periodically to determine continued need.

The main branch in downtown Columbus houses special collections such as the State and Local History Collection, the Genealogy Collection, and the Columbus Indiana Architectural Archives. See the Appendix for additional information on special collections and digital materials.

The Library collection does not typically include textbooks, curriculum materials, or artwork.

## Responsibility Statement

The Library Director, who has the ultimate responsibility for collection development, assigns trained, professional Library staff the task of developing the Library's collection. These individuals, operating within their designated collection areas, are responsible for collection development.

## **Collection Maintenance**

Collection maintenance consists of three primary functions – selecting, replacing, and de-selecting.

### **Selection Criteria**

Items are selected considering both their individual qualities and their place in the collection. 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 weighed more heavily than others.

- Reputation and authority of the item's creator
- Anticipated demand for the material based on patron requests and circulation trends
- Timeliness as well as permanence of the material
- Scope and accuracy of the content of the material
- Cultural sensitivity of the content of the material
- Quality of writing, design, illustration, or production
- Relative importance in comparison with existing materials on the same subject
- Presentation of a new or underrepresented viewpoint in the collection-represented viewpoint in the collection
- Suitability and sustainability of the physical format for Library circulation
- Availability in other libraries and ability to obtain via interlibrary loan (ILL)
- Price of the material

### **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.

### **De-selection Criteria**

The Library continuously evaluates its collections to ensure it stays current, relevant, and in good condition. De-selection is a systematic and ongoing process to remove materials from the collection, using the following criteria:

- Lack of use and/or demand
- Duplicate copies at the same branch
- Damage or wear that cannot be mended
- Contains inaccurate or misrepresented information
- Not relevant or superseded by an updated version/format
- Missing or long overdue

Items removed from the collection may be:

- Transferred to another collection
- Used in Library programming
- Sold by the Friends of BCPL, with proceeds supporting Library programming
- Donated
- Recycled or taken to a landfill

## **Community Involvement**

BCPL patrons may suggest items for purchase, donate materials for possible inclusion in the collection, or request a review of materials.

A patron may request materials for purchase via an online form or a request card available in a Library building.

A patron may donate funds or materials. Donated items will be considered for inclusion in the collection based on the same criteria as purchased items. Library selectors will determine how donated funds or materials are used. BCPL cannot assign value to donated materials but will provide a receipt for all donations upon request.

A patron who believes an item should be removed from the collection may fill out a Request for Reconsideration form.

## **Appendix**

### ***A. Special Collections***

BCPL's special collections include formats that differ from the collection scope of the general library holdings.

#### **Local and State History Collection**

The Local and State History Collection documents Indiana's history, geography, and people. Resources belong either to a non-circulating reference collection or a circulating collection.

Materials in this collection include atlases and plat maps, history books, newspapers (in microfilm and digital formats), books by Indiana authors, and books about Indiana people. The Columbus File contains newspaper and magazine clippings, pamphlets, booklets, and other ephemera about Columbus, Bartholomew County, and their residents.

Local author books may be acquired through purchase or donation. Not all donated local author books are added to the collection.

#### **Genealogy Collection**

The Genealogy Collection provides resources necessary for family history research. Resources include atlases, published and unpublished family histories, marriage and death records from Bartholomew County, city directories, school yearbooks, voter registration cards, and other local records. The Library collects genealogy-related books from Indiana counties and other states. **4**

## **Columbus Indiana Architectural Archives**

The Columbus Indiana Architectural Archives collection documents Bartholomew County's significant architecture, landscape architecture, public planning, public art, and graphic design. The collection includes primary source materials as well as secondary source materials that support the interpretation of the primary source materials. For more information, please see [CIAA's Collection Development Policy](#).

## **Library of Things**

The Library of Things contains materials in “non-traditional” Library formats, such as games, electronic devices, fiber arts and crafts, musical instruments, science equipment, and more. Community feedback, funding, durability, and patron safety all play a major role in the development of this collection.

## ***B. Digital Material***

BCPL is a member of a statewide digital consortium for digital eBooks, audiobooks, and magazines. This membership greatly expands the number of materials available to our patrons. Because all member libraries share materials, items appearing in the digital catalog are selected by many libraries.

BCPL subscribes to electronic media vendors that make many digital formats available to its patrons. The availability of specific titles may be curated by the subscription service and subject to change.