

Bartholomew County Public Library

Collection Development Policy

Purpose of Policy

Bartholomew County Public Library's collection development policy establishes guidelines for selecting and maintaining the written, recorded, and digital resources that make up the library's collection. This policy applies to collection materials at the main library, branch library, and bookmobile. The policy serves three main purposes:

- To provide guidance for staff engaged in collection development.
- To provide transparency to the public regarding our goals, criteria, and reasons for having the collections we do.
- To provide common ground for library staff, library administration, and the public. The collection development policy is written by members of the library staff and is approved first by library administration and then by the Library Board of Trustees who represent the public.

Library staff active in collection development will review this policy annually to ensure it is responsive to the changing needs of the library organization and the users it serves.

Library's Mission

The mission of the Bartholomew County Public Library (BCPL) is to provide resources for lifelong learning and enjoyment.

About the Library and its Community

BCPL serves all of Bartholomew County and the more than 80,000 people who live in its city, small towns, and rural areas. Residents may belong to families that have lived in the county for generations or may be new to the state, region, or country. The county's diversity is evident in the various interests, affiliations, and backgrounds of its residents.

BCPL provides service to the community at the Cleo Rogers Memorial Library in Columbus, the Hope branch, the bookmobile, and its mini-locations at area partner agencies (such as Foundation for Youth and Anderson Center). BCPL's many databases and downloadable books, music, movies, and magazines are always available online.

Philosophy and Principles

The library and the Library Board of Trustees adhere to and support the Library Bill of Rights and the Freedom to Read statement adopted by the American Library Association. (These documents can be requested from the Reference staff or obtained online at www.ala.org.)

The library and the Library Board of Trustees defend the principles of the freedom to read and declare that whenever censorship is involved, no books and/or library material shall be removed from the library save under the orders of a court of competent jurisdiction.

The library and the Library Board of Trustees believe that censorship is an individual matter. While any library user may reject for him/herself library materials of which he/she does not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to use these materials.

Responsibility for the use of library materials by children and teens rests with their parents or legal guardians. Selection of materials will not be inhibited by the possibility that such items may inadvertently come into the possession of children or teens.

Not every item will appeal to all tastes, nor should it. All items are selected, retained, and removed considering both their individual qualities and their place in the collection as a whole, within limits of budget, space, and scope of the collection. When making decisions about collection materials, collection developers consider community suggestions and comments as well as staff analysis of circulation patterns.

The library and the Library Board of Trustees believe that the library's collections, programs, services, spaces, and collaborations are all part of the library's broader context and function. The library's collections are integral to achieving its goals, as outlined in its Strategic Plan. These goals are

- To satisfy curiosity by providing resources for lifelong learning;
- To stimulate imagination by providing resources for reading, viewing, and listening pleasure;
- To create young readers and support early literacy through programs and services;
- To help residents connect and thrive in the digital world by providing public internet access and offering programs and services to advance technology literacy; and
- To help residents succeed in school by having the necessary resources.

For the full Strategic Plan, see https://www.mybcpl.org/documents/policies/BCPL_Strategic_Plan_2019-2023.pdf.

To accomplish these goals and to serve all members of the community, the library maintains a broad, diverse collection in a variety of formats encompassing contemporary works and those of demonstrated long-term appeal. The library provides both high-demand, popular works and subjects, and works and subjects that appeal to smaller audiences.

Scope of Collection

The main branch (Cleo Rogers Memorial Library) serves the Bartholomew County Public Library System as a whole, in addition to serving as a resource for the Hope branch, bookmobile, and satellite collections. It houses the core fiction and non-fiction collection for the system and offers a reference collection that supports an in-depth reference service. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, languages and interests of users of all ages.

The library's ability to circulate materials between service locations is an important factor when considering what items and how many of a particular item the library acquires. The home location of an item, however, is generally chosen to suit the community.

BCPL maintains mini-locations, including satellite collections and deposit collections at area partner agencies (such as Foundation for Youth and the Anderson Center). Satellite collections are primarily request-driven. Deposit collections are primarily comprised of de-selected and donated materials. Both satellite and deposit collections are evaluated annually for continued need.

The main branch is home to three special collections, the State and Local History Collection, the Genealogy Collection, and the Columbus Indiana Architectural Archives. The State and Local History Collection and the Genealogy Collection are housed primarily in the Indiana Room. The Columbus Indiana Architectural Archives (CIAA) collects materials related to the county's significant architecture, landscape architecture, public planning, and public art. See Appendix for more information on special collections.

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 the areas of service to children, teens, and adults, are responsible for all aspects of collection development and selection of purchases.

For further inquiry, please see a member of staff at whichever service area you are interested in.

Collection Maintenance

Ensuring the library collections are useful, relevant, and interesting for patrons, and are continuing to meet the library's goals requires consistent attention. Broadly speaking, collection maintenance has three activities — selecting, weeding, and replacing. Community involvement and patron feedback is also an important component of collection maintenance.

Selection Criteria

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
- Potential or known demand for, or interest in, the material based on users 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 under-represented viewpoint in the collection
- Suitability and sustainability of the physical format for library circulation
- Availability of the item in other libraries and ability to obtain via interlibrary loan (ILL)
- Price in keeping with the budget and principle of loaning to the general public

BCPL collects and provides access to various formats of materials based on price, space in the collection, and relevancy. Some formats of materials may be eliminated and replaced with new materials as technology changes in order to assure relevancy and usability of the collection.

BCPL acquires selected materials by purchase or through donation. For efficient use of public funds, items are most often purchased through major book vendors. Occasionally, items are purchased from reputable booksellers. Collection developers evaluate the donated materials for inclusion in the collection using the selection criteria above. (For information about donating materials to the library, see the Community Involvement section below.)

Typically, the library does not purchase or acquire by gift textbooks, curriculum materials, or artwork. When selecting materials for the collection, the library chooses formats that are useable or accessible to most patrons.

Weeding Criteria

Weeding is a systematic and ongoing process to remove materials from the collection. Weeding is an essential part of ensuring a collection stays current, relevant, and in good condition.

BCPL uses the following criteria when considering what to remove from the collection

- Lack of use and/or demand
- Duplicate copies at same branch
- Damage or wear that cannot be mended
- Contains inaccurate information
 - No longer accurate scientific or medical data
 - Misrepresentation of peoples and/or cultures
- Not relevant, outdated, or superseded by updated version
- Missing more than six months or not returned six months after due date

Items removed from the collection become property of the Friends of the Bartholomew County Public Library, and are:

- Sold by the Friends of Bartholomew County Public Library, with proceeds being used to support library programming
- Transferred to a deposit collection
- Donated
- Recycled or brought to landfill

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.

Community Involvement

BCPL welcomes and encourages community involvement with respect to collection development. Patrons may suggest items for purchase, donate materials for possible inclusion in collection, and request a review about materials in or removed from the collection.

A patron wishing to suggest an item's purchase for the collection may do so at any service desk or through the email contact form on the library's website.

A patron may donate materials. BCPL staff accept material donations on behalf of the Friends of the Bartholomew County Public Library. Donated items will be included in the collection based on the same criteria as purchased items. Although BCPL cannot assign value to the donated materials, BCPL will provide a receipt for all donated materials upon request. (https://www.mycpl.org/documents/policies/Donations_Policy_2019_FINAL2.pdf)

A patron who believes an item has been weeded incorrectly or should be removed from the collection may fill out a Request for Reconsideration form, available at any service desk.

Appendix Special Collections

BCPL has three special collections, the State and Local History Collection, the Genealogy Collection, and the Columbus Indiana Architectural Archives. Materials in these collections include both primary and secondary source materials. These materials may include formats that differ from the 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 and or to 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 is a vertical file containing 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 local author books are purchased but all donated local author books are added to the Indiana Room collection.

Genealogy Collection

The Genealogy Collection provides resources necessary for individuals wishing to research their family history.

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 other counties in Indiana and other states if they fit with the general migration pattern of ancestors coming to Bartholomew County. The Genealogy Collection holds the Helen Coffman file, Mary Francis Urbahns collection, and the Mary Ellen Sweet Grossman collection.

Columbus Indiana Architectural Archives

The Columbus Indiana Architectural Archives collects, preserves, and provides access to materials documenting Bartholomew County's significant architecture, landscape architecture, public planning, and public art.

Every community's environment has a distinct character and history reflecting the natural and human forces that have helped to shape. Bartholomew County is widely recognized for the quality and quantity of its significant modern buildings and landscapes. Columbus itself is home to seven National Historic Landmarks, all built after 1940. Our community's design heritage is both a source of civic pride and the subject of study by researchers from around the world.