

Collection Development Policy

COLLECTION DEVELOPMENT POLICY

As a free public association library serving the Village of Ballston Spa, Town of Milton and surrounding communities, Ballston Spa Public Library (BSPL) provides a diverse collection of current materials and resources for the interest, information, education and enlightenment of such community. This Policy is intended to inform the public about the principles underlying BSPL selection decisions, which are guided by the BSPL's Mission Statement set forth below:

Ballston Spa Public Library is a learning center and gathering place. The needs of our community drive our services. As a result, we take a personal interest in ensuring that services are delivered in a welcoming, convenient, and responsive manner.

and the following:

- First Amendment of the Constitution;
- Library Bill of Rights as adopted and further revised by the American Library Association (ALA) (<http://www.ala.org/advocacy/intfreedom/librarybill>); and
- The Freedom to Read Statement as adopted and further revised by the ALA (<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>).

Responsibility for Selection

Ultimate responsibility for the BSPL's collection and the resources for same rests with the Director who operates in accordance with this Policy and other relevant policies approved by the Library's Board of Trustees. The Director oversees the selection process for the adult collection, but other staff members contribute to this endeavor.

The Director responsible for selecting materials for the children's and teen collections. The child and their parent, legal guardian or caregiver are solely responsible for determining the suitability of any material for a specific youth.

Scope of Collection

BSPL offers materials and services which are intended to meet the diverse cultural, educational and recreational needs and preferences of its users. Accordingly, the collection offers a choice of format and level of difficulty so that a user's needs can be met, and services provided to accommodate all ages and proficiencies. Formats include the following, where appropriate:

- Print (e.g., hardcover, paperback, large print, newspapers, magazines);
- Non-print (e.g., audiobooks, DVDs, games and kits);

- Downloadable content (e.g., ebooks and e-audiobooks, movies, TV shows, music, online databases, periodicals); and

New formats are considered for the collection when, by industry report, survey results and user demand, a significant portion of the community has the technology to make use of the format, where applicable, and/or BSPL resources allow for their acquisition. Similar considerations determine the decision to delete a format from the collection.

Criteria

BSPL is primarily a popular materials library, emphasizing breadth of subjects over depth and general over specialized knowledge. BSPL allocates its resources largely to popular works which will be of interest or educational value to as many area residents as possible. It does not maintain the resources of an academic, scientific or research library, but when feasible, will attempt to borrow such resources from other libraries upon request.

Specifically, the Library endeavors to:

- Collect, organize, and make available a diverse collection of materials of contemporary significance and of long-term value;
- Make available materials in a variety of formats for collaborative learning and innovation, even if they are of limited interest or enduring value; and
- Offer a range of points of view and levels of difficulty to accommodate all ages, interests and abilities.

Individual selections may be based on all or some of the following criteria:

- Literary merit, critical acclaim, artistic quality, vitality and originality;
- Educational and informational value;
- Accuracy, objectivity, effectiveness and timeliness of presentation;
- Current interest and demand;
- Diversity and representation of viewpoint;
- Representation of a literary, political, or social movement, genre, trend or national culture;
- Availability in a format appropriate for circulation and multiple use; and
- Availability at a cost within BSPL's budgeted resources.

Selection Resources

Resources for collection selections include standard bibliographic works, published reviews in professional periodicals, publishers' catalogs, staff suggestions and recommendations by local specialists.

User "Requests for Purchase"

If an item is unavailable for purchase, BSPL will attempt to obtain the item for any BSPL patron through Inter-Library Loan.

Deselection Guidelines

Collection evaluation and maintenance is a continuous and ongoing process based upon quantitative and qualitative evidence and professional judgment. Materials that have outdated information, are in poor condition, or are no longer of use or interest will be removed from the collection. Materials are viewed as entire works, not based on isolated passages or sections.

Concerns about Library Resources

Free access to the collection is important to BSPL's mission and the protection of the First Amendment rights of BSPL's users. Therefore, BSPL may acquire items which meet the aforementioned selection criteria even though some Library users may find them offensive, explicit or controversial in nature.

When acquiring and managing its collections, BSPL follows the intellectual freedom policies of the ALA cited above and is also guided by *Interpretations of the Library Bill of Rights: Access to Library Resources and Services*. Copies of these statements are available on request.

Such persons who wish to submit a Request for Reconsideration should read the material in question in its entirety. Depending on the location of the item in BSPL, Director will review and send a written decision regarding the disposition of the item. In the event that such person is not satisfied with the decision, they may appeal to the Library's Director by making a written request for a reconsideration of the decision, providing such additional material as they deem appropriate. The decision of the Director on the Request for Reconsideration will be final and will be communicated to the person making the Request.

REQUEST FOR RECONSIDERATION

Title of material: _____

Format of material: _____

Author/Director of material: _____

Publication year _____

Request initiated by: _____

Address: _____

Email _____ Phone: _____

1. Have you read or watched the material in its entirety?

Yes _____ No _____

2. What brought this material to your attention?

3. Please cite specific examples of ideas or passages that prompted this submission. Use page numbers when possible.

4. Would you like to receive a written summary of what reviewers have written about this work? Yes _____ No _____

5. What would you like Ballston Spa Public Library to do about this work?

Thank you for your interest.

Signature: _____ Date: _____