



Bartlesville Public Library **Collection Development Policy**

Purpose

The collection development policy of Bartlesville Public Library (BPL) establishes the guidelines by which the library selects and deselects library resources. This policy supports the mission, values, and goals of the library, and this document is designed to inform library customers about the library's collections, the criteria used in selection of materials, and the procedure for a customer's request for reconsideration of materials.

Mission, Values, and Goals

This policy supports the library's mission of educating and entertaining a diverse audience, stimulating individual learning and advancing society as a whole. The values of collection development at BPL reflect the library as a place

- To freely explore all points of view
- That provides free and open access to resources for all cultural and economic backgrounds, all ages and levels of ability, and
- That inspires and enriches lives while promoting lifelong learning and civic engagement.

The goal of collection development is to serve the diverse needs of the Bartlesville area with a collection that is

- Relevant and up-to-date,
- Available in multiple formats,
- In demand,
- Reliable and authoritative,
- Of literary merit, or
- Reflective of the community.

General Principles of Collection Development

- The library's collection contains materials for customers of all ages. The use of materials is not limited by the age of the customer. The ultimate responsibility for the use of materials by children rests with their parents or legal guardians.
- The library selects materials that represent a variety of communities, views, and expressions, including those which may be unconventional or unpopular with some segments of the community. In selecting materials, the library does not promote any particular belief or view, but offers a variety of materials so individuals can examine different sides of issues and make their own decisions.
- The library invites purchasing suggestions, and serious consideration is given to all suggestions.

- A necessary component of maintaining a vibrant, useful and authoritative collection is deselection of materials that no longer meet the standard for inclusion in the library's collection.
- The library provides access to materials through resource sharing (Interlibrary Loan) and other partnerships. Every effort is made to ensure those items comply with BPL selection criteria.
- The library incorporates, as part of this policy, the principles contained in the First Amendment to the Constitution of the United States of America, American Library Association's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, the Digital Resources and Services Statement, and Statement on Censorship.

Responsibility for Collection Development-

Collection development staff select content for BPL with input from staff and customers. Final responsibility and authority for collection management rests with the Director, who operates within the framework of the policies adopted by the Bartlesville Public Library Board.

Library Materials Funds

The funds for library materials comes from three different budgets. The 101 budget consists of money from the City of Bartlesville and is generally spent from July to December. The 208 budget is from the Library Trust Authority and is spent on materials from January to June. The proceeds of the Friends of the Library online bookstore are used solely for replacement items.

Selection Criteria

Selection refers to the decision that must be made either to add a specific item or type of resource to the collection within budget, space, and availability constraints or to retain material already in the collection. Selection standards, including professional and commercial reviews, popular demand, and local interests, are considered by collection development specialists in selecting resources. The library provides a framework for staff and community contribution to the selection process. Specific criteria are used to select works of imagination, information, and opinion. The choices made to develop the collection are not necessarily a reflection of the opinions or values of the selectors, the library board, or City Council. The following are among the most important general criteria and are applied to all formats:

- Relevance to community needs
- Suitability of subject, style, and reading level for intended audience
- Insight into human and social conditions
- Reputation, significance, and qualifications of the author, creator, publisher, or producer
- Popularity of the material
- Reviews by critics and staff members
- Availability, age, and condition of other materials in the collection on the subject
- Clarity, accuracy, and effectiveness of presentation
- Suitability of the format for library use
- Local interest
- Price and budget considerations

- Materials of long-lasting popularity or importance
- Availability of usage statistics for online resources

An item need not meet all criteria to be added to the collection. A title may be judged primarily in terms of artistic merit, scholarship, information content, or value as a historical document. Others are chosen primarily on the basis of customer demand.

The liability of certain materials to mutilation or theft does not preclude their selection or purchase for the library.

Self-Published Works

Authors, producers, or performers who would like the library to add their publications, videos, or recordings to the library collection may donate a copy of the item through the library's Collection Development Department. Self-published works must meet collection development criteria.

Formats of Materials

The library selects a variety of formats to meet the diverse needs of its customers. New formats may be added as funding and availability allow.

Suggestions for Purchase

The library accepts suggestions for purchase. When the suggested material has been published more than 5 years prior, the library encourages the customer to use the Interlibrary Loan process to acquire it.

If the material is recent, and satisfies one or more selection criteria outlined above, the library will consider purchase requests via the Suggest a Purchase form.

Donated Materials

Donations will be accepted on behalf of the Friends of Bartlesville Public Library. Other types of donations may include gifts of specific titles, directed donations, and memorials. The library handles each instance on a case-by-case basis. Items accepted into the collection become property of BPL and are subject to the Collection Development Criteria outlined in this document.

Deselection of Materials

BPL will evaluate its collection on an ongoing basis in response to the changing nature and needs of the community. The same criteria used in the selection of materials will be considered during an ongoing withdrawal process, also called "weeding." In order to maintain the collection in its most useful and attractive condition, the professional staff will consider for deselection materials that are:

- no longer in demand,
- superseded by a newer edition or more accurate resource,

- in poor condition

Replacement of a deselected title is not automatic. The decision to replace will be based on the selection policy.

In general, the library follows guidelines set forth by the **Continuous Review Evaluation and Weeding** manual (CREW), a publication from the Texas State Library and Archives Commission. This manual is widely acknowledged as best practice in the library field.

Disposal of Library Materials

Library material purchased with City of Bartlesville funds or donated to the library are the property of the City of Bartlesville. In the disposal of deselected, obsolete or damaged library material, BPL follows all local and state law.

Reconsideration of Materials -

The library selects materials that represent a range of viewpoints and exercises impartiality in selection decisions. Selection is based on criteria established in this policy. The background or political views of an author, performer or producer; the frankness or coarseness of language; the explicitness of text, illustrations or video; or the controversial content of an item will not automatically cause it to be excluded. Materials are evaluated as a whole and not on the basis of a specific part.

If a library customer has a concern about the inclusion, classification, or location of library material, a **Request for Reconsideration of Materials** form is available from library staff. For a reconsideration request to be considered, the form must be completed in full. The customer submitting the request must have a valid library card.

- Upon receipt of a reconsideration request, a committee will be formed consisting of professional staff and library board members will review the material and make a determination within 30 days of receipt. The response will indicate the action to be taken and the reasons for or against the request.
- The Library Director will consider any requests to appeal the committee's decision.
- An item will be evaluated for reconsideration only once in a 12-month period.

Library patrons expressing concern over items in the collection are encouraged to submit a "Citizen's Request for Reconsideration" form. (Attachment #16.) Patron comments will receive careful consideration and a written response from the Library Director.

Review of Collection Development Policy-

This policy shall be reviewed annual by the Bartlesville Public Library Board.

Local and Family History Collection Policy

Mission

The Local and Family History Room at the Bartlesville Public Library will primarily collect, organize, preserve and provide access to a non-circulating collection of primary and secondary sources that document the history of the City of Bartlesville, its inhabitants, government, environment, business, institutions and organizations. Secondly, materials related to the history of Washington County and its communities, and Oklahoma will also be maintained, which includes Native American Nations headquartered in Oklahoma. Thirdly, materials related to the history of Washington County from the states bordering Oklahoma will also be maintained: Kansas, Missouri, Arkansas, Texas, New Mexico, and Colorado.

Collection Statement

The collection includes, but is not limited to, published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional or organizational records, and scrapbooks of historical materials that relate to Bartlesville and its environs. Emphasis will be placed on documenting the creation of city and county government, settlement, industry, commerce, education, recreation, and historically significant individuals as well as the history of civic, religious, cultural and social organizations. Found in the collection in various physical formats are: organization minutes, letters, yearbooks, periodicals, newsletters, demographic information, city directories, phonebooks, reports, studies, plans, obituaries, local histories, maps and plats, and images.

Selection Criteria

The following criteria are used to select items for inclusion in the local history collection:

- Relevance to Bartlesville and Washington County history
- Authenticity of record
- Non-duplication of material within the collection
- Quality of physical form of material

Items may be accepted in any format, including manuscript, printed, or digital. Photographs and three dimensional artifacts may not be accepted by the Library.

The Library reserves the right to refuse an offered donation. The Library will not accept material that can harm other material in the collection, such as anything that shows damage from mold, mildew, water, insects, smoke, or dirt. The Library may also decide not to accept items which it cannot properly store, display, or otherwise care for.

Additions to the Collection

Because history is created daily, donated materials that enhance the mission of the Local and Family History Collection and meet the selection criteria will be accepted by the Library.

The Library reserves the right to decide how donated material will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the local history

collection (especially photographs and negatives) may be scanned and placed on the Internet for viewing, may be moved from the local and family history collection to the Bartlesville Area History Museum, or may be sold (See Reappraisal and Deaccession).

Reappraisal and Deaccession

From time to time, the Local and Family History Collection will be reappraised, and the deaccession of some materials may take place. The Library will offer the deaccessioned materials to the Friends of the Library for resale.

Care of the Collection

The Local and Family History Room at the Bartlesville Public Library strives to organize, preserve, and provide access to its collection according to standard archival procedures and practices. A finding aid (a description of a collection with a content list) will be prepared for each collection, and will be accessible to the public. The materials in each collection are organized according to the original order (when applicable). The Local and Family History Room will follow the security practices and disaster planning set by the Library to protect the collection from potential loss or damage.

Monetary Appraisals

The Library will not conduct any monetary appraisals for donors.

Policy Review

This policy will be reviewed periodically by the Bartlesville Public Library Board.



Bartlesville Public Library Request for Reconsideration of Materials

Please complete the form in its entirety. A committee will be formed to review the material and your request. The committee will respond to your request within 30 days.

Date: _____ Name: _____ Library Card # _____

Address: _____ City: _____

Phone: _____ Email: _____

Do you represent yourself? ____ Or an organization? ____ Name of Organization _____

Author _____

Title _____

1. Please list your specific objections (i.e., give examples, page numbers, etc.)

2. Did you read / examine the material in its entirety?

☐

Yes

☐

No

3. If not, what parts did you read?

4. What brought this item to your attention? _____

5. What resource(s) would you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider? _____

BPL BARTLESVILLE PUBLIC LIBRARY
Bartlesville Public Library
BOOK/MATERIAL
REQUEST FORM

Today's Date: _____

Name: _____

Home _____ Library _____

Phone: _____ Card No. _____

Email Address: _____

Title Of Item Requesting: _____

Author/Artist: _____

If the material is not purchased, you may borrow it from another library through the Interlibrary Loan Service. A \$3.00 Return Postage Fee is charged on all Interlibrary Loan Requests. Visit the Reference Department for assistance.

**REQUEST FOR MATERIALS
DOES NOT ASSURE PURCHASE.**

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Bartlesville Public Library
BOOK/MATERIAL
REQUEST FORM

Today's Date: _____

Name: _____

Home _____ Library _____

Phone: _____ Card No. _____

Email Address: _____

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