

# Collection Development

Qualified Library material selection staff (selectors) operate within this framework of policies, using professional standards, judgment, and resources to develop the Library collection by selecting and discarding items.

The Bloomington Public Library Board of Trustees endorses and accepts as part of the Collection Development Policy the following documents:

- Library Bill of Rights
- Access for Children and Young Adults to Nonprint Materials
- Access to Digital Information, Services and Networks
- Access to Library Resources and Services Regardless of Gender or Sexual Orientation
- Challenged Materials
- Diversity in Collection Development
- Evaluating Library Collections
- Expurgation of Library Materials
- Free Access to Libraries for Minors
- Restricted Access to Library Materials
- Labeling and Rating System
- Universal Right to Free Expression
- Freedom to Read
- Freedom to View

These documents are available on the American Library Association website, [www\(ALA.org](http://www(ALA.org)).

## Selection

The Library offers a collection of library materials and information resources that support its mission and values.

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints.

Selections will not be made on the basis of any anticipated approval or disapproval, but on the merits of the material in relation to the building of the Library's collections and in support of its stated mission and vision. Selection criteria and purchasing levels vary by area, but in general all materials, including gifts, are selected based on the following guidelines:

- Individual merit of each item
- Existing library holdings
- Diversity of viewpoint
- Suitability to the community
- Intended Audience
- Budget
- Popular appeal and patron demand

- Critics' and staff reviews
- Timeliness of the material
- Availability and suitability of format

The Library does not collect textbooks or academic, technical, or self-published materials not professionally reviewed, unless they are considered generally useful. The Library will make reasonable efforts not to purchase content primarily generated by artificial intelligence (AI).

Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. In fact, individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and if they meet one or more of the criteria listed.

Purchase suggestions from patrons are welcome and are given serious consideration. A library cannot provide all materials that are requested. Therefore, interlibrary loan is used, when possible, to obtain from other libraries those materials that are beyond the scope of this library's collection.

It is possible that as technology and formats change, entire collections may be added or eliminated.

## Maintenance

As materials are regularly added to the collection, ongoing maintenance is necessary to ensure the collections are maintained in good condition, with relevant and up-to-date information that continues to meet selection criteria. The Library cannot, because of space limits, become a library of historical record except in the area of local history. To ensure a vital collection of continued value to the community, materials which have outlived their usefulness are withdrawn from the collection.

Materials which have been withdrawn and are in good condition may be sold by the Library or offered to other libraries and/or not-for-profit organizations. No items can be held for or given to individuals for personal use.

## Access

The Board of Trustees believes reading, listening, and viewing choices are individual, private matters. People are free to select or reject materials for themselves and their own minor children but are not to infringe upon the freedom of others to read or inquire.

The Library does not stand in place of the parent (*in loco parentis*). Parents and guardians have the responsibility to guide and direct the reading, listening, and viewing choices of their own minor children and teens.

Library material will not be marked or identified to show approval or disapproval of the contents, nor will they be sequestered.

## Reconsideration

The Library recognizes the right of Bloomington and Golden Prairie residents to request the reconsideration of materials in the collection. Such requests may be stated in writing on the Request for Reconsideration of Library Material form. (See Appendix B, at the end of this document.) The Library will give serious consideration to each opinion expressed.

Upon receipt of a Request for Reconsideration of Library Material form, the Library Director will appoint a committee to review the material and reply to the resident in writing as soon as is practical. No material is automatically removed from the collections because of an objection to it and will remain available to patrons until a decision is made.

Patrons who do not accept the Library Director's decision regarding a Request for Reconsideration of Library Material may appeal to the Board of Trustees.

Due to the unique nature of Library displays of items in the collection, requests for the reconsideration of Library displays (or items included in those displays) may be made in writing on the Request For Reconsideration of Library Program or Display form. (See Appendix A, at the end of this document.) The Library will give serious consideration to each opinion expressed.

Upon receipt of a Request For Reconsideration of Library Program or Display form, the Library Director will discuss the request with the appropriate Library staff and will reply to the resident in writing as soon as is practical. No display is automatically removed because of an objection to it and will remain available to patrons during the reconsideration process.

## Appendix A - Request for Reconsideration of Library Program or Display Form

### Appendix A - Request for Reconsideration of Library Program or Display Form

Program Title: \_\_\_\_\_

Program Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a Bloomington Public Library cardholder? Circle one: YES NO

Request Represents:

Individual

Organization; list name: \_\_\_\_\_

Other; list name \_\_\_\_\_

What brought this program or display to your attention?

What concerns you about the program or display? Please be specific.

What would you like the Library to do about this program or display?

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## Appendix B - Request for Reconsideration of Library Material Form

Author/Performer of Material: \_\_\_\_\_

Material Title: \_\_\_\_\_

Publisher/Distributor of Material: \_\_\_\_\_

Library Call Number: \_\_\_\_\_ Date of Material: \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a Bloomington Public Library cardholder? Circle one: YES NO

Request Represents:

Individual

Organization; list name: \_\_\_\_\_

Other; list name \_\_\_\_\_

Have you read or viewed the entire work? Circle one: YES NO

If your answer is NO, what parts have you read or viewed?

To what in the material do you object? Please be specific; cite pages or sections.

What good or valuable features do you find in the material?

What do you believe is the theme of this work?

What do you feel might be the result of reading or viewing this material?

Have you read any reviews of this material? Circle one: YES NO

If your answer is YES, please specify:

What would you like the library to do about this material?

Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated? Circle one: YES NO

If yes, please specify:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_