

# Butler Public Library Collection Development and Reconsideration Policy

## Purpose of the Policy

The purpose of the Butler Public Library Collection Development Policy is to provide the guidelines for day to day acquisition and withdrawal decisions, resource allocation and long-range planning of collection needs in accordance with the library's mission statement.

## Selection Process

1. Ultimate responsibility for materials selection rests with the Library Director who operates within the policies determined by the Board of Trustees. The Library Director may delegate the responsibilities for specific subject areas and formats regarding the evaluation, acquisition, retention and withdrawal of materials.
2. The Library strives to develop a workable collection of standard works of permanent value and popular materials of current significance, striking an overall balance between public demand and diversity in materials. The interests and needs of the community, the individual merit of each item, and the library's existing collection, budget and services are the main factors in selecting materials. Each title is judged as a whole, and isolated passages in themselves are not used as criteria. The Library will provide, as far as possible, materials treating all sides of controversial issues—materials that give evidence of a sincere desire to be factual, that are written in a reasonable fashion, and that shows results of careful study.
3. Standard collection development tools, including but not limited to professional and trade journals, bibliographies and lists, publisher's catalogs and reviews published in reputable sources are used as resources. Purchase suggestions from patrons are also an important source.

## Format

1. Materials are purchased in the most appropriate format for library use. Formats include print, audiovisual and multi-media materials. The Library recognizes the place of non print formats in the collection as legitimate educational and recreational resources for the community it serves. The Library monitors the development of new formats and with in budgetary and technical limitations, adds to these to the collection.

## Gifts

1. Gifts to the collection can be in the form of money or actual materials. Gifts of books and other library materials are gratefully accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the collection development policy. Donated materials may be added to the collection, put in the book sale or discarded.

## Discarded Library Materials

1. The Butler Public Library strives to maintain a collection that meets the needs of the community. In doing so, a regular and systematic weeding of the library's materials will improve the efficiency and vitality of the library's resources. Weeding has been shown to increase the quality and use of a library's collections.
2. All final discarding decisions will be the responsibility of the director or designee. A systematic re-evaluation of library materials should discard those which are obsolete, in poor physical condition or no longer in demand or interest or of future anticipated demand or interest subject. The disposition of the discarded materials shall be subject to the provisions of the laws of the state of Indiana, where applicable.

## Reconsideration of Materials

1. The choice of library materials by users is an individual matter. Responsibility of the reading or viewing of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or for his children, he cannot exercise censorship to restrict access to the materials by others.
2. A Request for Reconsideration of Library Material form is provided to a patron wishing to request that the Library reconsider a specific title currently in the collection. The patron is to complete the form and submit it to the Library Director. The Director will notify the Board of Trustees of the request, review the title and write a letter of response to the patron and the Board of Trustees. If the patron wishes to voice further objections regarding the title, they will be instructed to submit a Request to Speak to the Library Board During the Public Forum and receive information on the date and time of the next scheduled meeting of the Library Board. All complaints about library materials are viewed in the context of the collection development policy.

# Butler Public Library

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL FORM

Requested by: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Contact information: \_\_\_\_\_

Title of material: \_\_\_\_\_

Author: \_\_\_\_\_

Have you read, viewed, or listened to the entire work? \_\_\_\_\_

To what do you object? Be specific with page number, scene or chapter: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

What do you believe is the theme of this work? \_\_\_\_\_

\_\_\_\_\_

What are you suggesting we do about this work?

\_\_\_\_\_ Re-evaluate its relevance in this section of the library

\_\_\_\_\_ Relocate to another section of the library

\_\_\_\_\_ Withdraw from collection

What work do you recommend in its place? \_\_\_\_\_

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

## Public Comment Policy

Butler Public Library welcomes members of the public to their regular monthly meetings. Each meeting is conducted in strict compliance with state open meetings law. (IC 5-14-1.5-1) This law requires that the board meetings be open for public observation, but it does not require that the public be allowed to participate in meetings. An exception to allowing public observation would be in the case of an executive session being declared.

As the Butler Public Library board of trustees values the ideas and insights of the community members, it is the policy of the board to allow up to 15 minutes of each regular meeting for a limited public forum. If members of the public wish to speak to the board during the limited public forum section of the agenda, a *request to speak* form (below) must be completed and given to the library director no less than 10 days prior to the scheduled board meeting. Only persons who have completed the form and given it to the library director within the appointed timeframe will be allowed to speak.

When the board reaches the public forum section of the agenda, the board will divide the 15-minute segment by the number of persons who have requested to speak. This will determine the amount of time allocated to each person with a maximum of 5 minutes per speaker. No more than three members of the public will be allowed to speak per meeting. The board president will then call on those people one at a time to stand and address the board for no more than the allocated time. The board reserves the right to suspend the limited public forum section for any disruptive behavior, including but not limited to, verbal attacks, intimidation or inappropriate behavior.

The board will not be expected to respond at this meeting to any questions, requests for information or requests for action. The board will note the request and respond at a later time after members have had an opportunity to consider the comments or request. Board members may wish to ask for information from speakers. All persons in the audience will be asked to refrain from comment unless asked specifically for such from board members.

Thank you for helping the board of trustees conduct an open and orderly meeting.

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### Request to speak to the Library Board during the public forum

This form must be completed and delivered to the library director no less than 10 days prior to the scheduled board meeting. You will be allowed to speak to the board of trustees during the public forum section of the meeting agenda.

Name \_\_\_\_\_

Group/Organization you represent \_\_\_\_\_

Topic about which you will speak \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Requested meeting date \_\_\_\_\_

***I agree to the above conditions as stated in the Public Comment Policy of Butler Public Library.***

Signature of applicant \_\_\_\_\_

Policy adopted by the Board of Trustees of the Butler Public Library on April 20, 2022

BPL Staff member signature \_\_\_\_\_ Date/Time application received \_\_\_\_\_