

## **Management**

### **COLLECTION MANAGEMENT**

#### **POLICY STATEMENT**

Bucks County Free Library serves its mission by providing a balanced collection of materials that reflect a wide range of subjects, viewpoints, and interests at a variety of reading levels. The library system provides access to its collections, resources, and services without regard to age, race, gender, sexual orientation, religion, disability, national origin, or social and political views.

The Collection Management policy is used by library staff in the selection of materials and maintenance of the collection. It also serves to acquaint the general public with the principles of collection management and intellectual freedom.

Bucks County Free Library subscribes to the following American Library Association statements: [“Library Bill of Rights,”](#) [“Freedom to Read,”](#) and [“Freedom to View.”](#) These statements are integral parts of this policy.

#### **REGULATIONS**

##### Collection Responsibilities

The Board of Library Trustees delegates to the Chief Executive Officer (CEO) the responsibility for selection and purchase of all materials for the library. Authority for decisions on selection, maintenance, and withdrawal of materials is delegated to the Collection Management Director, under the oversight of the Chief Information Officer, and in cooperation with Collection Management Department (CMD) staff.

Securing funds for materials is included in the library’s annual budget process. Funds for materials come from the County, the State, and self-generated revenue. The CEO is responsible for overseeing the purchase and processing of materials for seven BCFL branches.

The Collection Management Director is responsible for preparing a detailed collection spending plan for administrative review. CMD provides collection continuity through systemwide planning and budgeting for selecting, acquiring, and managing library materials.

All staff members contribute to the development of a collection driven by patron needs and expectations by engaging in open communication with patrons and other staff, handling all requests equitably, and interacting with understanding, respect, and responsiveness to all.

The community has a role in shaping library collections by participating in the collection development process through suggestions and feedback.

As a designated Pennsylvania district center library, BCFL hosts electronic resources that are available to all residents of the County.

### Selection Guidelines

BCFL selects, organizes, and makes available a collection of user focused materials to meet a wide variety of needs and interests for residents of all ages. The Bucks County community includes people of all ages and backgrounds with diverse interests and values. Our commitment to building a collection to serve everyone means that some material on our shelves will be deemed inappropriate by some community members. The library supports the rights of all users and selects a broad range of offerings in various formats, languages, and reading levels.

Items are selected by staff in the Collection Management Department. However, online collections include platforms to which the library subscribes and that may have titles or items chosen by the vendor.

### Collection Maintenance

To ensure the currency and usefulness of collections, materials and usage trends are reviewed on a regular basis. The collection is not archival and is revised continually to meet community needs. Materials are withdrawn for relevance and accuracy of information, physical condition, or lack of use. The library does not withdraw materials selected for the collection solely because of content objections from library patrons or other citizens or groups. Books and other media which have outdated material, but which are of historic importance, are maintained in the collection.

### Selection and Maintenance Criteria

Management of the library's resources involves the continuous process of identifying materials that will be added to or withdrawn from the Bucks County Free Library collection. Staff involved with the selection and retention process will use their knowledge, education, training, expertise, and the following criteria when making collection building decisions. A selection need not meet all criteria:

- Popular interest and projected demand
- Accuracy and timeliness of information
- Reputation and significance of author, editor, artist, or creator
- Qualifications and significance of publisher, director, or producer
- Suitability for the intended audience
- Literary, artistic, or technical quality

- Critical assessments and/or listings in trusted review journals and professionally recognized selection tools
- Suitability of format and physical condition
- Cost and availability
- Representation of diverse points of view, diverse authorship, and cultural identity
- Representation of important movements, genres, or trends
- Relation to other materials and formats in the collection
- Space required to house the material
- Local interest or relevance to community
- Accessibility to multiple users
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, cost, ability to combine search terms, or continued access to retrospective information

Gifts, donations, and self-published/self-produced materials may be considered using the same selection criteria listed above. See the Gifts of Library Materials policy for more information about donated materials.

Materials are purchased through a variety of local, regional, and international vendors. Vendors will be evaluated regularly using a competitive bidding process. Criteria for the selection of vendors include:

- Discounts
- Speed of delivery
- Reliability
- Stock availability
- Availability and quality of value-added services including processing and cataloging

### Access

The library provides access to the collection in library buildings throughout the county and through a public website, which is always available.

Materials are placed at branches based on available space and are available to all library users at all branches through our holds process. Physical materials which are not owned by the Bucks County Free Library can be borrowed from other library institutions in accordance with our Interlibrary Loan policy.

The library strives to make the collection accessible to people of all ages and to those who have various learning and reading styles. The library does not restrict access to its collections based on the age of the borrower. Parents and guardians are encouraged to take an active role in guiding their children's use of the library and borrowing library materials.

Access to materials is ensured by the way materials are organized, managed, and displayed.

BCFL organizes its collection through a standards-based cataloging and classification system. Staff members are available to assist patrons in the selection and location of materials of interest.

### Intellectual Freedom

The public library is an instrument of democracy, encouraging an informed citizenry by providing an impartial environment and offering free access to ideas. BCFL supports the rights of individuals to secure information, even when the content may be controversial, unorthodox, or unacceptable to others.

BCFL recognizes that some materials are controversial and that any given item may offend someone. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. The inclusion of an item in the library collection in no way represents an endorsement of its contents.

Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered. Only individuals can determine what is most appropriate for their needs and can define what material is consistent with their personal or family values. Library users may not restrict the freedom of others to read, view, or hear what they desire. The responsibility for children's use of library materials rests with their parents or legal guardians.

### Reconsideration of Library Materials

Our community consists of people with diverse backgrounds, interests and values, and our commitment to building a collection to serve everyone means that some material on our shelves will be deemed inappropriate by some community members.

Library users who wish to recommend the removal or reclassification of a particular item in the collection should follow these steps:

- Have a conversation with a manager or staff member at the local library. The manager or staff member will try to address your concerns about the material.
- If the concern is not resolved, submit a Request for Reconsideration form in writing to the Collection Management Department. The Request for Reconsideration form must be fully completed, including name and library card number, information about the material for inclusion or exclusion, and the reason for reconsideration. Library users are asked to make sure to read, listen to, or view the material in its entirety before filling out this form for submission.
- The printable form is located [here](#) and can be printed, filled out, and sent to the Collection Management Department (150 S. Pine Street, Doylestown, PA 18901) or sent through delivery by dropping off at a local branch. The form can also be scanned and sent to [hello@buckslib.org](mailto:hello@buckslib.org).

The Collection Management Director will coordinate the review process by:

- Assigning the review of the item to a staff member in the department
- Reviewing the information gathered by the assigned staff member which includes credible reviews, circulation statistics, and any other relevant information pertaining to the item.
- Mailing a written response to the library user regarding the outcome the material.

During the time of review, the item will remain on the library shelves.

Once the library user has received the written reply from the Collection Management Department, the decision may be appealed in writing to the Bucks County Free Library Board of Directors in care of the Chief Executive Officer. The Board will consider the appeal at its next regularly scheduled Board meeting, to which both the library user and representatives from CMD or their designees will be invited.

The decision of the Board will be final.

APPROVED by the BCFL Board of Directors on May 16, 2018  
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