

Berne Public Library

Collection Development Policy

I. Introduction

Berne Public Library provides free, open and equal access to ideas and information for all members of the community. The library recognizes its responsibility to carefully select and maintain its print, non-print, and digital collections in support of its mission to make its resources available to every patron regardless of national origin, age, background or personal beliefs.

The purpose of this policy is to provide direction for the acquisition and development of the library's collections.

The library will acquire resources representing various contemporary and historical points of view which are of current interest and possible future significance, including resources which reflect current conditions, trends and controversies.

II. Responsibility for the Selection of Library Resources

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Berne Public Library Board of Trustees. This responsibility may be shared with other members of the library staff: however, because the Director must answer to the library board and general public to actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

III. Criteria for Selection

The following criteria will apply to purchased and donated resources, as well as selected online sites.

- Relevance to community needs
- Current popularity and/or permanence
- Suitability to the intended audience of subject, style, format, interest and reading level
- Budget allocations

The library's decision to acquire material does not constitute endorsement of the material's content.

IV. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed the director can dispose of them as he/she sees fit.

V. Withdrawal of Materials

The process of removing items from the collection is an integral part of collection development. Materials are withdrawn from the collection in order to maintain its usefulness, currency, relevance and condition. Responsibility for collection maintenance and for the disposition of withdrawn resources rests with the library director or persons approved by the library director. Withdrawn items may be sold, offered to other libraries or non-profit organizations, recycled, or discarded.

VI. Reconsideration of Library Resources

Although materials are carefully selected, differences of opinion regarding suitable materials may arise. Patrons requesting that material be withdrawn from or restricted within the collection may complete a *Statement of Concern about Library Resources* form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Berne Public Library Board of Trustees.

The library director will notify the patron of the results of the reconsideration.