



**Butler County Federated Library System
Collection Development Policy
(Creation 10/2023, Adopted 6/2024)**

Mission Statement:

The Butler County Federated Library System pursues, provides, and promotes the highest quality public library services possible for all residents of Butler County.

General Information:

The Butler County Federated Library System endorses the Library Bill of Rights (American Library Association), the Freedom to Read statement (American Library Association and American Book Publishers Council), and the Freedom to View statement (American Film and Video Association). For the purpose of this policy, these statements are extended to include library materials and electronic resources, in print or non-print formats.

Copyright:

The Butler County Federated Library System and its library staff observe copyright and licensing provisions for the materials it purchases. In using the library system's materials, patrons are responsible for complying with copyright laws and licensing agreements.

Purpose of the Collection Development Policy:

The objective of the Collection Development Policy is to guide the collection of library materials which support BCFLS's mission, identifies the people responsible for making decisions about the collection, and provides information about how the materials are chosen.

Responsibility for Selection:

The selection of library materials is the sole responsibility of the Director of their respective member library, who operates within the policies established by their Board of Trustees, or anyone the Director designates to select library materials.

Collection Evaluation and Assessment:

The library system collection includes approximately 360,000 items across the nine library locations. The primary format of materials is print, but the collection also includes audiobooks,



music, videos (DVD and blu-ray), magazines and newspapers, video games, and a variety of new technology. The libraries have an up-to-date collection that introduces readers to a variety of subject areas and is adequate to support independent study, enrichment, enjoyment and general information. The collection includes material at all appropriate reading levels.

General Principles:

- Selection of a given item for any of the system library's collections should not be interpreted as an endorsement of a particular viewpoint. No material is chosen or excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. In following this policy, neither BCFLS nor its Trustees endorses every thought, expression or belief represented in each member library's collections.
- Library staff will maintain the privacy of all patrons and will not share any information about the patron or the items checked out to that patron with anyone other than the individual patron.
- The responsibility of supervising a minor's selection of reading material or other library material rests solely with their parents or legal guardians. The libraries will not act "in loco parentis."

Selection Criteria:

- Relevance to the system libraries' mission, goals, and to the interest and need of the communities it serves.
- Relevance to the existing collection's strengths and weaknesses in the same subject field.
- Extent of publicity, critical review and current or anticipated demand.
- Authority, currency, timeliness of content.
- Significant reputation of the author, publisher, producer or other creative contributors.
- Contemporary materials which represent expression of controversial or minority points of view.
- Cost and availability of funds.
- Suitability of format to library circulation and use.

Staff members rely on a number of professional tools including library and publisher journals, and reviews as guides for selection of materials which meet these criteria. Electronic materials play an increasingly important role in the libraries' collections and are selected in accordance with this Collection Development Policy. These materials include, but are not limited to, databases, internet based tools, downloadable and e-books, and downloadable and streaming music and video. In addition to standard criteria used in selecting other formats, special selection criteria include ability to offer to remote users, availability of content in other formats, compatibility with existing technical set-ups, vendor usage statistics, and cost.

Collection Maintenance:



Replacements:

Items missing or withdrawn from the libraries' collection are the sole responsibility and decision of the library director of the individual member library.

Patron recommendations:

Patrons may request items the library does not own, at the discretion of the director of the individual library.

Patron Donations:

Gifts of books and other materials accepted by a library will be judged upon the same basis as purchased material. Factors such as duplication, lack of community interest, processing costs or inadequate shelf space may prevent a gift's addition to the collection or permanent retention on the shelves. Gifts are accepted with the understanding that a library may at any time discard them in any way that it sees fit. Materials donated to a library qualify as tax-deductible charitable donations, but the IRS regulations prohibit libraries from assigning a dollar value to the donation. Please consult current IRS regulations for more information.

Criteria for Weeding and Withdrawal:

The following criteria are used in identifying materials for withdrawal:

- Damage and poor condition
- No longer relevant
- No longer accurate
- Excess multiple copies
- Circulation statistics
- Existing coverage of the subject area within the collection
- Physical space

Request for Reconsideration of Materials Procedure:

- If a patron requests that a material in their home library should be reconsidered, they should fill out their home library's Request for Reconsideration form and submit it to the director of that library.
- Should the patron not be satisfied with the decision by the director, they can submit the BCFLS Request for Reconsideration form to the System Manager, found on www.bcfls.org, who will bring the request to the BCFLS Reconsideration of Materials Committee.
- The BCFLS Reconsideration of Materials Committee is comprised of 3 directors of the BCFLS member libraries, 1 BCFLS board member, and the BCFLS System Manager. Each director and board member will be on the committee for 3 years before cycling off to another director and board member for their chance to be on the committee.



- When the System Manager receives the request from the patron, the System Manager will then send the patron's form to the committee to be reviewed. The committee will decide whether or not to move forward with meeting about this challenged material and will schedule a date to make the determination.
- The patron, as well as the director and board of the library that the patron is requesting a reconsideration from, will each get a chance to present their case to the committee.
- After hearing both sides, the committee will come together to make a decision privately and then let the patron as well as the director know the decision.
- If a director whose material is being challenged is on the committee, then it is the responsibility of the committee to find an alternative director for that vote.
- If the majority of the committee votes a certain way, then that is the winning or dominant vote.
- Material challenges may only be submitted by an active BCFLS cardholder at their home library.
- If a material is voted to be removed from the collection, it will only be removed from the library where the request was made. It will not be a county wide ban of that material.
- The Reconsideration of Materials Committee will review the request and will contact the patron for clarity if necessary.
- No more than 5 Requests for Reconsideration per year can be made per material.
- The Reconsideration of Materials will not review a second Request for Reconsideration of Materials made by the same patron for the same material.
- A patron may not submit more than 1 item for reconsideration at a time.
- Any material that is brought to BCFLS to be challenged will be kept on file by BCFLS for reference. Individual libraries in the system may keep their own record keeping of challenged material.
- A BCFLS Committee member will respond within 90 days to the person who requested the review to inform them of the decision.

Policy Revision: This policy will be revised as needed by the BCFLS Reconsideration of Materials Committee.