

**BARTLESVILLE PUBLIC LIBRARY**  
**COLLECTION DEVELOPMENT POLICY**

**MISSION STATEMENT -**

**To promote the joy of reading**  
**To promote democracy through the free exchange of ideas**  
**To provide accurate and timely information that is**  
**responsive to community needs**  
**To practice operational excellence**

**OBJECTIVE -**

To provide a collection of materials which implements the Library's Mission and achieves its objectives. The collection is defined by a variety of formats including, but not limited to, books, audiotapes, videotapes, compact discs, printed materials, kits, and electronic information.

**PURPOSE OF POLICY -**

The purpose of the Collection Development Policy is to guide staff and inform the public about the principles on which selection is based.

**GENERAL PRINCIPLES -**

1. The Bartlesville Public Library respects and accepts in principle the following statements on Intellectual Freedom: the **Freedom To Read Statement**, the **Freedom To View Statement**, and the **Library Bill Of Rights** with attendant interpretations as proposed by the American Library Association. (Attachments #1 - #14)
2. Responsibility for guidance and selection of materials for use by children and adolescents belongs with the parents.
3. The materials collection should give a balance to all sides of public questions.
4. The standards used for the purchase of materials will also be applied to gifts. Donations will not be accepted if special conditions such as separate shelving, permanent retention, or value appraisal are prerequisites of the donor.

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**RESPONSIBILITY -**

Responsibility for selection of materials rests with the Library Director. The Library Director, in turn, delegates this to the Collection Management Team comprised of professional, paraprofessional, and clerical staff members.

The Collection Management Team is responsible for the general development and maintenance of the collection.

The Collection Management Team welcomes suggestions from the community for items to purchase. (See Book/Material Request Form-Attachment #15).

**GENERAL CRITERIA FOR SELECTION OF MATERIALS -**

The following criteria shall be considered in determining the addition of any item, either donated or purchased.

1. Material should meet high standards of quality in content, expression, and format.
2. Material should be authoritative and significant.
3. Materials should have either current high demand interest, permanent value, or both.
4. Material should be significant when compared with other material on the same subject.
5. Material should have received some favorable critical attention.
6. The format should be of sufficient durability to withstand library use. (Exceptions may be made for the Local and Family History Materials.)

**COLLECTION MAINTENANCE -**

The collection of this Library is maintained through judicious weeding of outdated, outmoded, and worn materials. If needed and possible, these will be replaced. Weeding the collection is considered primary to the maintenance of a good collection and should be performed continuously. (Attachment #17) Weeded materials are presented to the Friends of the Library for sale in their bookstore.

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**RECONSIDERATION OF MATERIALS -**

Library patrons expressing concern over items in the collection are encouraged to submit a "Citizen's Request For Reconsideration" form. (Attachment #16) Patron comments will receive careful consideration and a written response from the Library Director.

**REVIEW OF COLLECTION DEVELOPMENT POLICY -**

This policy shall be reviewed annually by the Bartlesville Public Library Board.

Reviewed July 2007