



# Bedford Public Library Collection Development Guideline

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## Purpose

The Bedford Public Library (the “Library”) strives to provide a collection that is current and balanced which serves the entire community. The Library recognizes that individuals and groups within the community have diverse interests, backgrounds, and needs. The Library provides materials to support each individual’s journey, and does not place a value on one customer’s needs or preferences over another’s. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

## Definitions

For the purposes of this guideline, “collection” means any of the materials or resources provided by or accessed through the Library, including books, media, electronic databases, Internet websites, and non-traditional items.

## Guideline Statement 1

The Library’s collection is developed based on community interests and needs, the composition and use of the existing collection, and input from customers and staff. The Library collects and provides access to a wide range of material that can support the role of the Library as a popular materials resource and lifelong learning center within the allocated collection budget. As such, it is the Library’s intent to fulfill the following purposes:

- 1.1 Provide a broad selection of up-to-date, popular circulating materials in all formats for all age levels.
- 1.2 Provide a targeted selection of up-to-date information resources that support the current lifelong learning interests of customers.
- 1.3 Provide programming and services for all ages.

## Guideline Statement 2

The Bedford Public Library is committed to the free and open exchange of ideas, information, and points of view, and ensures free and open access to its holdings to all users. In that spirit, the Library has adopted the following guiding principles:

- 2.1 The Library attempts to provide materials that cover a wide range of ideas, issues, and lifestyles, materials that examine all sides of controversial issues, and materials that reflect, respect, and appeal to the diverse values and interests of Bedford’s residents.
- 2.2 As a government-funded agency, the Library neither knowingly restricts nor promotes one idea over another. The Library does not sanction or promote any particular viewpoint or belief, nor does inclusion of such materials express or imply the City’s or the Library’s endorsement of the author’s viewpoint.
- 2.3 The Library does not knowingly discriminate in its materials selection regarding the age, race, beliefs, sexual orientation, gender identity, or affiliations of the author or producer.
- 2.4 Selection decisions are not influenced by the possibility that the materials may be seen by minors. Courts have held repeatedly that the government may not reduce the adult population to reading only what is fit for children.
- 2.5 The Library does not monitor or restrict young people’s access to any of its resources. The Library is not authorized to act *in loco parentis*. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children’s development. The Bedford Public Library does not intrude on that relationship.

## Guideline Statement 3

Ultimate responsibility for materials selection rests with the Library Director who operates within the framework of guidelines approved by the Library Advisory Board. The Library Director delegates the task of collection development to staff.



#### **Guideline Statement 4**

The Library has funds to purchase only a small portion of what is published or produced each year. Selection of materials is driven by customer demand in all formats for all ages. In order to maximize funds, the Library will select materials using the following guidelines:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted in the editing and publishing industry
- Price, availability and Library materials budget
- Relevance to the existing collection's strengths and weaknesses
- Suitability of format to the Library circulation and use
- Date of publication
- Online resources are also evaluated based on accessibility and availability of library licensing

#### **Guideline Statement 5**

Customer recommendations and gifts are evaluated based on the same criteria as purchased materials, such as the following:

- 5.1 Purchase suggestions may be submitted online. Each request is review for inclusion using the selection guidelines.
- 5.2 Acceptance of donated items and monetary funds are subject to the discretion of library staff.
- 5.3 Donated items not added to the collection are not returned to the donor, but instead are offered to the Bedford Library Friends, which provides funds for library programs.
- 5.4 Monetary donations are encouraged as an alternate form of giving that allows library staff to choose materials within the Collection Development Guidelines.

#### **Guideline Statement 6**

The Bedford Public Library regularly withdraws worn, damaged, outdated, inaccurate, and underused materials from the collection as follows:

- 6.1 The Library bases its weeding guidelines on *The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries*, published by the Texas State Library and Archives Commission.
- 6.2 Materials that are weeded from the Library's collection, as well as donated items that the Library has not added, are sent to the Bedford Library Friends for their book sales.

#### **Guideline Statement 7**

Bedford citizens have the right to request that the Library reconsider materials as follows:

- 7.1 Requests to reconsider Library materials must be made in writing using the "Request for Review of Library Materials" form located in Appendix A and following all instructions on the form for completion and submittal.
- 7.2 Library materials will not be removed from the Library during the reconsideration process.
- 7.3 Upon receipt of a request for reconsideration, the Library Director will form a committee of library staff members to review the item. Following review of the material by the committee, a vote will be taken, and a decision will be rendered by majority vote.
- 7.4 Written notification will be sent to the requestor advising them of the committee's decision. Under normal circumstances, this should be within 30 days of the date on the Request for Review of Library Materials form. The requestor should be advised of any delays. The requestor may appeal the committee's decision. Such appeal must be made in writing and submitted to the attention of the Library Director in the same manner the original request was made. The request will be referred to the Library Advisory Board and the requestor will be notified of the date, time, and location of the meeting at which the Library Advisory Board will hear the appeal.



- 7.5 Following review of the material by the Library Advisory Board, a vote will be taken by ballot and a decision will be rendered by majority vote.
- 7.6 The Library is not required to reconsider Library materials that have been the subject of a previous request for reconsideration.

## **Appendix A**

### **Request for Review of Library Material**

#### **Procedures for Staff**

Bedford Public Library has established reconsideration procedures to address concerns about library resources. The first step in this process is for the customer to be referred to the Library Director. The form is for distribution upon request only.

If a customer wishes to have a library item reconsidered, please follow these procedures:

1. Refer the customer to the Library Director to discuss the item.
2. If, after discussion with the Library Director, the customer still wishes to reconsider the item, please ask him/her to fill out the attached form. All the requested information is necessary in order to consider the request.
3. Once the customer has completed the form, s/he should submit it to the Library Director.
4. A committee comprised of library staff will review the material. Following review of the material by the committee, a vote will be taken, and a decision will be rendered by majority vote.
5. Written notification will be sent to the customer advising them of the committee's decision and of the Collection Development Guideline. Available reviews of the material will be sent with the notification.
6. The complainant may appeal the committee's decision in writing to the Library Advisory Board. The request will be referred to the Library Advisory Board and the customer will be notified of the meeting date.
7. Following review of the material by the Library Advisory Board, a vote will be taken by ballot and a decision will be rendered by majority vote.



**Bedford Public Library**  
**Request for Review of Library Materials**

Requests for review of Library materials must be in writing and contain all of the information below. In order to assure that the Library has an accurate statement of your opinion regarding the material in question please complete this form and return it by mail or in person to the Library Director, Bedford Public Library, 2424 Forest Ridge Drive, Bedford, TX 76021. The Library will only process requests made by Bedford residents.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent a group? If so, what group? \_\_\_\_\_

Type of item on which you are commenting:

Book     Movie     Other: \_\_\_\_\_

Title \_\_\_\_\_

Author/Artist/Producer \_\_\_\_\_

What brought this item to your attention?

Have you read, viewed, or listened to the entire item?

What concerns you about the item? (use other side or additional pages if necessary)

Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

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

