

Bronxville Public Library Collection Development Policy

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Library Mission

The mission of the Bronxville Public Library is to serve the cultural, educational, recreational and community needs of the residents of Bronxville by

- Providing high-quality, up-to-date library materials, programs and services,
- Offering an attractive, welcoming, efficient and well-maintained facility,
- Serving as a venue for community events and for permanent and temporary fine art exhibitions, and
- Coordinating with other institutions, organizations and individuals in defining and serving the changing needs of the community.

Adopted, December 2002

Purpose

The purpose of the Bronxville Public Library Collection Development Policy is to provide guidelines for selection, acquisition and withdrawal of materials for the Library in accordance with the Library's mission. The Library Board of Trustees seeks to acquire and maintain materials with both contemporary significance and permanent value to underline the Library's role as a community resource and center for education and entertainment. The responsibility for selection of library materials is delegated by the Board to the Library Director and, under the Director's supervision, to the Reference and Youth Services Librarians. These guidelines will help staff in their decisions for selection and weeding, and will serve as a tool to educate the public to the Library's roles and responsibilities in fulfilling the Library's mission.

Community Profile

Bronxville is a village with a population of 6,543 (2000 Census). A community of graceful homes and streets, encompassing an area of just over one square mile, it is surrounded by its neighboring communities of Tuckahoe, Mount Vernon, Eastchester and Yonkers. Only 28 minutes from the heart of Manhattan, Bronxville is home to a highly regarded public school that houses kindergarten through twelfth grade in its beautiful and newly renovated building. There are seven churches of different denominations, Lawrence Hospital and Concordia College in the village. This community boasts a highly educated population, 75% of whom have a bachelor's degree or higher, as well as a young community, with nearly 30% of the population under the age of 17. The value on education inherent in Bronxville places a demand on the Library to make available the widest variety of subjects of the highest possible quality.

Intellectual Freedom

The Library provides free access to all materials, housed on open shelves easily accessible to the public. No item is labeled in any way to indicate any particular bias, nor will any item be identified to imply or show approval or disapproval of its contents. The Library's decision to acquire any item does not necessarily mean the Library's endorsement of that item's contents. The Library adheres to the principles of intellectual freedom. They are detailed in the four documents listed below that have been adopted by the American Library Association. They are located at the end of this document.

Library Bill of Rights
The Code of Ethics
The Freedom to Read
Freedom to View Principles

Collection Description

For nearly 100 years, the Library has sought to acquire the broadest possible range of items for its size and for the community it serves. The Library maintains a collection of approximately 67,000 items. It also has access, through the Westchester Library System, first to the collections of the 37 other libraries within that System, to the academic libraries in the area and ultimately to any library that owns materials our patrons need or want. The following paragraphs describe its main Departments.

Adult

Within its adult collection, Express Books, new fiction, hardcover fiction and paperbacks and non-fiction are available as well as large print fiction and non-fiction and a separate collection of mysteries in hardcover and paperback. The nonfiction collection includes a special Barr Poetry collection, an extensive history and travel section as well as books that serve the informational, educational and cultural needs of the community. The audio visual items include music on CD's, audio books, both fiction and nonfiction on cassette, CD and digital format and videos in both VHS and DVD formats. The Director, Head of Reference and Reference Librarian are responsible for maintaining this collection.

Young Adult

Our Young Adult room's eclectic collection, aimed at the educational and recreational needs of the community between the ages of 12 and 18, contains hardcover and paperback fiction and nonfiction; audio books; videos and DVD's as well as poetry kits, study guides, magazines, college guides and Xbox games. The Young Adult Librarian is responsible for maintaining this collection.

Juvenile

Our Children's Room serves children from birth through sixth grade and their families with books, both fiction and non-fiction; reference resources, audio books and kits, videos and DVD's, magazines and many small separate collections specific to the Children's Room, such as Parenting, Easy Readers, Picture Books and Board Books. The Children's Librarian is responsible for maintaining this collection.

Material Selection Procedures

The Director, charged by the Board of Trustees with the responsibility of the Library's collection acquisition and management program, works with the Head of Reference, the Reference Librarian and the Youth Services Librarians to carry it out. The Director determines allocation of resources and assigns responsibility for acquiring new materials in all departments of the Library. The acquisition and maintenance of materials is based on certain objective guidelines. All items, whether purchased or donated, are considered in terms of the standards listed below.

General Criteria

- Present and potential relevance to community needs
- A resource for school curriculums
- Relation to the existing collection and other materials on the subject
- Suitability of the subject and style for the intended audience
- Attention given by critics, reviewers and the public
- Reputation and significance of the author
- Reputation of publisher
- Appropriateness and effectiveness of medium to content
- Suitability of physical form for library use
- Price
- Accuracy

- Popular Demand

Selection Tools

Library staff members rely on standard review journals, both in print and online. These include but are not limited to *Library Journal*, *Booklist* and *Publishers Weekly*. In addition, patron requests and/or staff recommendations are considered, along with publishers' catalogs and other promotional materials. Materials in high demand may be purchased in quantity. Items on bestsellers' lists or that receive a high number of hold requests from the public would be considered high demand items. In addition, materials are acquired to replace items that have been removed from the collection due to condition, through wear or damage; or loss.

Challenges

The Bronxville Public Library welcomes expressions of opinion from the public concerning materials selected or not selected for inclusion in the collection. While we recognize that some materials are controversial and may be considered offensive by some, our staff will continue to make selections based solely on the merits of the works, in concert with the criteria outlined above. Patrons who wish to request the reconsideration of an item may do so by completing a "Request for Reconsideration" form. Once a completed form is returned, the Director will present it to the Library Board who will consider the request and respond in writing.

Material Removal

The Bronxville Public Library continuously reviews its collection for condition, accuracy and timeliness of its items. Items are removed based on the following criteria:

- Damage to the Item. Examples of such damage are torn pages, a broken spine, defaced pages or covers. A/V items can suffer scratches to CD and DVD surfaces, torn or copied over tapes.
- Accuracy and timeliness of content. Subjects such as history, science and travel must be constantly monitored in order to maintain the most up-to-date information.
- Lack of circulation. Fiction and non-fiction must be regularly evaluated to remove older titles that have become shelf sitters. Titles that are no longer on the best seller list may have multiple copies the Library no longer needs.
- Space limitations. In a finite area, older titles must sometimes be removed to make room for newer titles

Policy Binder

- No relevance to the community's needs or beyond the scope of the Library's collection.

Appendix I
Bronxville Public Library
Request for Reconsideration of Library Materials

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone #: _____

Do you represent?

_____ yourself _____ An organization _____ other

Item on which you are commenting:

_____ Book

_____ Video/DVD

_____ Audio

_____ Magazine/Newspaper

_____ Electronic Database

Title _____

Author _____

Publisher _____

What brought this item to your attention?

Have you read/examined/viewed the entire item?

What are your concerns? (Please be specific and use reverse side or additional pages if needed)

Signature