

Collection Development and Maintenance Policy

Policy approved by the Board of Trustees, November 1989

Policy revised and approved by the Board of Trustees, March 1996

Policy revised and approved by the Board of Trustees, December 1999

Policy revised and approved by the Board of Trustees, June 2006

Policy revised and approved by the Board of Trustees, March 2012

Policy revised and approved by the Board of Trustees December 2020

Policy revised and approved by the Board of Trustees November 2022

Bethlehem 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 library resources in support of its mission to make its collection available to every patron. Expanding areas of knowledge, changing social values, technological advances and changing demographics of a diverse and evolving community require flexibility, open-mindedness and responsiveness in the selection, evaluation and reevaluation of library items and resources.

Responsibility

Authority and responsibility for the selection of library items and resources are delegated to the library director by the board of trustees. The director may delegate related responsibilities to qualified staff.

Removal

Library resources may be removed from the collection due to damage or technological obsolescence, routine evaluation, or Request for Reconsideration.

Resources removed from the collection may be sold to the general public, donated to the Friends of Bethlehem Public Library, donated to other libraries or non-profit organizations, recycled or discarded.

Policy review

This collection development policy is available to the public at the library or on the library website. It will be reviewed by the library director and the board of trustees every five years.

**Appendix “A”
Request for Reconsideration of Library Resources form**

This Request for Reconsideration of Library Resources form is governed by the Library’s Collection Management Policy and the Library’s Current procedures for Selection and Cataloging.

To initiate a reconsideration of a library resource, please fill out the form and follow instructions below:

Your name:

Your phone:

Your email:

Your address:

Your city:

Your state:

Your zip:

Resources on which you are commenting:

- Book/eBook
- DVD
- Audio recording
- Periodical
- Online resource
- Library Program? (May not be covered by this policy)
- Library Display (May not be covered by this policy)

Title

Author/producer

Basis of concern:

- Does not meet selection criteria
- Improperly cataloged (please note specific issue)
- Does not fall within the needs of the community

Please include any comments you would like the Library to consider:

Have you examined the entire resource?

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

Instructions and process:

Please only list **one work** per form.

After submitting this form as an online form or printing and delivering to the Library, your submission will be reviewed by the Library Director and a response will be made within a reasonable time.

You will receive a response in writing that indicates either:

a) your request for Re-Evaluation has been evaluated and no change is required;

OR

b) your request has been evaluated by the Library and the Selection or Cataloging of the item will be changed, which shall be briefly described in the reply.

If the Library determines that no action is needed, and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original Request, and the Director's reply, together with statement saying "I request an appeal" to the Board of Trustees by either email using

the form at www.bethlehempubliclibrary.org/about-us/board-of-trustees/e-mail-the-board-of-trustees/ or delivery in print to Bethlehem Public Library Board of Trustees mailbox.

The Board of Trustees is an all-volunteer organization that meets monthly. Therefore, any appeal regarding a Request for Reconsideration will be finalized within sixty (60) days. Any material under review will remain in circulation until such time as the Library determines it must be removed.

All Requests for Re-Evaluation will be evaluated per the Library's Long-Range Plan, policies, and the following excerpts from the American Library Association's Code of Ethics:

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

The Board of Trustees' determination is final.