

**BERKELEY PUBLIC LIBRARY  
POLICIES**

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**SUBJECT: Collection Development Policy**

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**I. PURPOSE**

The purpose of this Collection Development Policy is to define the criteria and principles by which the library selects and retains resources and materials.

**II. POLICY**

**Goals and Scope of the Collection**

The Library is committed to developing collections, resources and services that meet the informational, cultural and recreational needs of our diverse community.

We support the library's mission through a collection that is:

- Relevant
- Engaging
- Appealing

The Library's community-driven collection is augmented by LINK+, a lending consortium comprised of public, academic and special libraries throughout California and Nevada.

We are a collection shared among five locations.

Our collection includes fiction and non-fiction materials and resources for all ages, supporting a community of readers and lifelong learners.

**Responsibility for Selection and Maintenance of the Collection**

The Library Director, with approval of the Board of Library Trustees, is administratively responsible for the collection. The Library Director delegates the tasks of selection and maintenance to Collection Development team with continued reliance on staff input.

**Selection Criteria**

Collection Development librarians, using available collection tools and knowledge of community trends, select and evaluate materials and resources for the collection. Gifts, purchases and e-resources are selected for the collection using the same criteria.

- Popular demand
- Currency of material
- Condition of material(format)
- Relationship to existing material in collection
- Accuracy and depth of content
- Cost and availability
- Reputation and authority of author, artist, producer or publisher
- Material's contribution to a diversity of viewpoints

**Suggestions for Purchase**

The library encourages input from our community. A suggestion for purchase may be made in person or online. All suggestions are subject to the same selection criteria as other materials and are not automatically added to the collection.

**Gifts or Donations**

Donations of materials are regularly presented to the library as possible additions to the collections. Donations must also meet the same criteria as purchased materials.

The library reserves the right to determine the conditions of display, housing and access to materials. Materials not added to the collection are not returned to the donor and may be given to the Friends of the Library for resale, with proceeds going to support the library.

The Library welcomes monetary gifts for collection enrichment. Donors may request that these funds be directed to particular collections or subject areas, the library reserves the right to make the final selection decisions.

**Requests for Reconsideration of Materials**

Persons seeking the reconsideration of a title in the collection are asked to complete a "Request for Reconsideration of Library Materials" form, available online. These requests will be reviewed by the Library Director, the Collection Management librarian, and librarians specializing in the content area. The decision about reconsideration will be communicated by letter from the Director.

**Collection Maintenance**

Maintenance of the collection through scheduled evaluation by library staff is critical to ensuring its continued usefulness and relevancy.

Evaluation criteria include:

- Age of materials and currency of material
- Condition of item
- Circulation of the material

Damaged materials will be considered for replacement.

<b>Reviewed by:</b>	_____	
	Director of Library Services	Date
<b>Approved by:</b>	_____	
	Chair, Board of Library Trustees	Date