

**BERKELEY PUBLIC LIBRARY
POLICIES**

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PAGE:	1 of 2

SUBJECT: Collection Management Policy

Berkeley Public Library Collection Management Policy

The Library is committed to developing a collection that meets the informational, cultural, and recreational needs of the City of Berkeley's diverse community. To accomplish this, the Library allocates a significant portion of its annual operating budget to purchase new materials. The Library strives to provide access to a collection that is relevant, engaging, and appealing.

The Library's collections are intended to support the reading interests of the community, to provide access to media in up-to-date formats, and to support lifelong learning and cultural enrichment for all ages.

The Library selects resources based upon the principle of open access to materials for all. The Library is committed to providing a collection with a wide range of points of view. Materials are not excluded due to frank or controversial content.

Planning

The Library Director is responsible for implementing the Collection Management Policy. The Library Director shall ensure that the Library develops and maintains a publicly accessible Collection Management Plan that details the role of staff, strategies for collaborative decision-making, selection guidelines, deselection criteria, and other operational elements, procedures, and practices related to collections and implementation of this policy.

Selection

Library staff, using available collection tools and knowledge of community trends, and through ongoing examination of quantitative and qualitative data, evaluate and select materials and resources for the collection. Numerous criteria are used in the selection process, including, but not limited to popular demand and interest; currency of content; usefulness of an item's format; advisement of professional review sources; relationship to existing materials in collection; accuracy and depth of content; cost and availability; reputation and authority of author, artist, producer, or publisher; and the material's contribution to a diversity of viewpoints and cultural perspectives. Gifts, purchases, and e- resources are selected for the collection using the same criteria.

The Library encourages community input to support selection decisions through suggestions for purchase. All suggestions are subject to the same selection criteria as other materials and are not automatically added to the collection.

Budget and space restrictions, as well as local needs, preclude the Library from duplicating specialized collections that exist elsewhere in the greater Bay Area. Scholarly materials, including textbooks, are generally not collected; a balanced collection is sought to satisfy the rich and diverse needs of patrons.

The Library's community-driven collection is augmented by participation in an interlibrary resource-sharing consortium comprised of public, academic, and special libraries throughout California and Nevada. This partnership expands access to a wide range of materials, providing quick

and easy access to materials not currently available in the Library’s collection. This may include such things as highly technical materials, books in languages not collected by the Library, and out of print titles.

The Library accepts donations of materials and welcomes monetary contributions to support purchase of new materials. Although gifts are not accepted with stipulations, Library staff will consider the interests of donors in determining how to use monetary gifts. Materials donated must meet the same selection criteria as used for the purchase of new materials. Donated materials are the property of the Library and, if not added to collections, may be given to Library support groups for resale, with proceeds going to support the Library.

Deselection

The Library’s collections are ever-changing. New materials are purchased and older materials may be removed through attrition and deselection by trained staff. Maintenance of the collection through continuous staff review and evaluation is critical to ensuring the quality, usefulness, and relevancy of the collection. The Collection Management Plan will establish criteria to assist staff in identifying materials in poor condition; finding items that have been superseded by new editions; identifying time sensitive materials or other items that do not reflect current community interests; discovering subject areas needing to be refreshed with newer, more attractive titles; and identifying classic titles for which newer copies should be purchased to replace any copies in poor condition.

Although staff are provided tools to help identify items that are likely to meet established standards for deselection, individual librarians must use their professional judgment when determining which items to deselect. Staff who participate in the deselection process are trained in professional principles and best practices.

Requests for Reconsideration of Materials

The Library welcomes expressions of opinion about its collections. The Library will make an effort to respond in writing to patron requests for removal of an item or requests to restrict access to any materials.

Reviewed by:	_____	_____
	Director of Library Services	Date
Approved by:	_____	_____
	Chair, Board of Library Trustees	Date