



9 Church Street
Bloomfield, NY 14469
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www.bloomfieldpubliclibrary.org

COLLECTION DEVELOPMENT POLICY

ADOPTED by the Board of Trustees 4/19/2021 , reviewed 2/24/25, updated 3/16/25

1. Purpose

The mission of the Bloomfield Public Library is to educate and enrich the community by providing resources and opportunities for gathering, learning, connecting, innovating, and accessing information.

The Bloomfield Public Library recognizes its responsibility to carefully select and maintain its print, nonprint, and digital collections in support of this mission and has therefore adopted this Collection Development Policy.

The primary goals of Bloomfield Public Library's Collection Development Policy are to:

- Acquire materials that will fill educational, informational, and recreational needs of the community in a wide range of subject areas.
- Expand areas of knowledge with a focus on changing social values, technological advances, and cultural differences in the selection, evaluation, and reevaluation of all resources.
- Make resources available to every patron regardless of national origin, age, background, or personal beliefs.

The Bloomfield Public Library, as part of this Collection Development Policy, uses the following documents as guiding principles: Library Bill of Rights, Interpretations of the Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, Access to Library Resources and Services for Minors, and Statement on Labeling and Rating Systems. These documents may be viewed on the American Libraries Association (ALA) website <http://www.ala.org/>.

2. Authority

The Director administers development of the library's collection under the authority of the Board of Trustees. At the discretion of the Director, qualified staff may be assigned selection and deaccession responsibilities.

3. Scope of the Collection

The collection serves the Bloomfield Public Library community from birth through adulthood and includes a wide range of materials in a variety of physical and digital formats.

The Children's Collection serves children from birth to approximately 12 years of age, as well as the parents, caregivers, teachers, and professionals involved in service to children. Responsibility for monitoring a child's access to library resources rests with the parent(s) or legal guardian(s).

The Young Adult (“Teen”) Collection focuses on the informational and recreational needs of adolescents (approximately grades 7 – 12) and seeks to provide a wide range of materials to meet and stimulate the interest of teenagers in reading and in the world around them. Responsibility for monitoring a teenager’s access to library resources rests with the parent(s) or legal guardian(s).

The Adult Collection serves adults of all ages.

4. Criteria for Materials Selection

While a single standard generally cannot be applied, potential resources are judged by appropriate criteria and/or considerations, including but not limited to:

- Relevance to community needs, interests, and demands
- Balance with the current collection
- Suitability to the intended audience including subject, style, format, interest, and reading level
- Authority and Competency of the author, composer, filmmaker, publisher, or producer
- Accuracy, clarity, currency, and comprehensiveness
- Comprehensiveness in breadth and scope.
- Durability, ease of use, and ability to be housed in a library collection
- Price
- Availability at other libraries in the OWWL library system.

Standard professional journals, as well as popular and local media sources, are also used in the selection process. To assure the acquisition of resources desired by Library users, patron requests will be considered if the item is available, the item is consistent with this Collection Development Policy, and the item does not place a stress on the materials budget.

The library’s acquisition or use of any resource does not constitute approval or endorsement.

5. Use of Library Material

The library recognizes that any material can be controversial and any given item may offend a library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to building of the collection and to serving the interests of the community.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from

injury or theft.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

Responsibility for the reading, listening, and viewing of materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into possession of children.

6. Guidelines for Selection

- The library adheres to the principles in the American Library Association Bill of Rights and the American Library Association statements on the “Freedom to Read” and the “Freedom to View”.
- The library recognizes the purpose and resources of other area libraries and shall not needlessly duplicate functions and materials. Through cooperative agreements, the resources of these libraries may be made available to the Bloomfield Public Library.
- The library acknowledges the purpose of education programs for students of all ages provided by the educational institutes in the area. Textbooks and curriculum related materials for these programs are provided where the materials also serve the general public or where they provide information otherwise not available.
- Legal and medical works will only be acquired to the extent that they are useful to the general public.
- Because the library serves a public embracing a wide range of ages, educational background and reading abilities, it will always seek to select materials of varying complexity.
- In selecting materials for the collection, the library will consider the special, commercial, industrial, cultural and civic enterprise of the community.
- The library is committed to maintaining a collection that reflects human creativity, knowledge, and expertise. As such, the library does not purchase, acquire, or accept donations of books that are primarily generated, authored, or written by artificial intelligence. This policy ensures that our collection upholds quality, authenticity, and intellectual integrity for our community.

7. Criteria for Withdrawal

The library continually evaluates its collection. Resources are withdrawn from the collection in order to maintain its usefulness, currency, relevance, and condition. Staff members may utilize the guidelines set out in [CREW: A Weeding Manual for Modern Libraries](#). Considerations for withdrawal include:

- 📖 Condition (example: damaged or missing parts)
- 📖 Dated content, accuracy, reliability, and/or relevancy
- 📖 Low use
- 📖 Online availability of content
- 📖 Space limitations [as new items are acquired]

■ Multiple copies of an item no longer necessary

De Accessed materials may be sold, offered to other libraries or non-profit organizations, recycled, or discarded.

It is the responsibility of the Director to assess the need for replacing materials that are damaged or lost. Items are not automatically replaced. Decisions are based on need, demand, and budget.

8. Request for Reconsideration of Library Materials

Procedures have been developed for the reconsideration of materials to assure that objections or complaints are handled in an attentive and consistent manner.

Reconsideration of Library Materials and Programs

1. Purpose

Materials and programs through the Bloomfield Public Library are available to all patrons. The choice of library materials and programs used is an individual matter. Parents or guardians are the authority in determining what programs and materials are appropriate for children in their care. While a patron may accept or reject materials and programs for themselves, they may not insist or restrict access to others. The library recognizes that a diversity of materials and programs may result in requests for reconsideration.

The purpose of this policy is to establish a procedure that assures requests for reconsideration of library materials and programs are addressed in an attentive and consistent manner.

2. Policy

If a person at least 18 years of age, and a resident of the Bloomfield Central School District for a period of 30 days makes a request for reconsideration of library materials or programs, they will be referred to the director or staff member in charge.

The director should speak with or contact the patron to provide a copy of the Library Collection Development Policy and answer any clarifying questions regarding the policy.

If the individual is not satisfied with the explanation, they may choose to make a written request for reconsideration. The director should inform the individual that both the request form and the Reconsideration policy are available online.

If an individual chooses to make a written request for reconsideration, they must complete a Request for Reconsideration form to the library director.

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 mailing the request to the Bloomfield Public Library, attention : Bloomfield Public Library Board of Trustees.

The Board of Trustees is an all-volunteer organization that meets no less than 4 times per year. Therefore, any appeal regarding a Request for Re-Evaluation 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 Plan of Service, policies, and the following excerpts from the American Library Association's Code of Ethics

The library provides 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.



Form to Request Re-Evaluation of Library Resource

This Request for Re-Evaluation is governed by the Library's Collection Management Policy and the Library's Request for Reconsideration of Library Materials Policy.

For current copies of these documents, Bloomfield Public Library at 9 Church Street, Bloomfield, NY, 14469 or the library's website at www.bloomfieldpubliclibrary.org.

To initiate a Re-Evaluation of a Library Resource, please fill out the form and follow the instructions below:

NAME	
Address	
Library Card #	
Catalog # of Material of Concern	
Title of Work	

Basis of Concern (select all that apply):	<ul style="list-style-type: none">o Does not meet current Selection Criteria o Improperly Cataloged (please note specific issue) o Does not fall within needs of community
Please include any comments you would like the Library to consider:	Comments:
Date submitting form:	
Signature:	

Appendix "A"

Request for Re-Evaluation of Library Resource

Form for Notice of Director's determination

Request for Re-Evaluation of Library Resource

Notice of Director's determination made on DATE

Regarding Request for Re-Evaluation of

TITLE, CATALOG NUMBER

Submitted on: DATE

RE: Notice of Director's Determination

Dear NAME:

The NAME Library received your above-referenced Request for Re-Evaluation on DATE.

In evaluating your request, I as Library Director have applied the Library's Collection Management Policy, its Long-Range Plan of Service, and the Code of Ethics of the American Library Association.

Based on that criteria, I have determined that [the Library Resource was properly included in the Library's collection] **OR** [the Library Resource was not properly included in the Library's collection, and will be removed/re-cataloged as INSERT].

The NAME Library strives to meet the needs of everyone in the community, as required by our Long-Range Plan of Service. If you would like to appeal this determination, you may direct your appeal to the Board of Trustees care of NAME at ADDRESS.

Sincerely,

NAME

Director,

NAME Library