



## COLLECTION DEVELOPMENT POLICY

*This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.*

### I. STATEMENT OF POLICY

The responsibility for the collection rests with the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees. The responsibility for selection of materials and collection maintenance rests with the Director, who delegates this task to qualified professional staff.

### II. GENERAL COLLECTION

- A. The selection of library materials is based on a comprehensive knowledge of the nature and special characteristics of both the local community and Erie County.
- B. The collection includes subjects of permanent value as well as subjects of current general international, national and local interest.
- C. A "complete" collection of library materials is not the goal, but the best and most useful materials are selected. Some materials may be acquired primarily on the basis of their artistic merit, scholarship or value to humanity, while others are selected to satisfy the informational, recreational, cultural or educational interests of the community.
- D. Materials are acquired to be inclusive of individuals of all ages, educational levels, backgrounds and abilities.
- E. The B&ECPL acquires a wide range of materials in a variety of formats according to their suitability for public library use and their cost effectiveness. Each type of material is considered in terms of its own merit and its intended audience.

- F. Wherever possible, the B&ECPL provides materials to anticipate the needs and interests of potential users.
- G. Gift materials are judged by the same standards that apply to purchased materials. (See "Gift and Donor Recognition Policy.")
- H. The collection is maintained by retaining or replacing essential materials and removing, on a systematic and continuous basis, those works that are worn, outdated, or no longer in demand.

### III. SPECIAL COLLECTIONS

- A. Special collections are defined as, but not limited to: rare books, manuscripts, scrapbooks, sheet music, maps, genealogy resources, the William A. Miles Center for African and African-American Studies collection, government documents, certain reference materials and databases representing unique resources.
- B. Policies related to management and ownership of special collections at the Central Library and/or Buffalo City Branches shall be contained in a separate policy which does not apply system-wide.

Contract Libraries within the B&ECPL System that maintain ownership of special collections shall establish policies as their Board's of Trustees deem appropriate.

### IV. SUGGESTED ADDITIONS OR REMOVAL OF ITEMS FROM THE COLLECTION

- A. Patron requests to add specific items to the collection may be made using the [Purchase Suggestion](#) form.
- B. No library materials are excluded based on expressions of race, religion, nationality, or political or social views. This policy defends the principles of freedom to read, view or hear. No material shall be removed from the collection, except for routine collection maintenance or for conditions as determined by the staff and/or Board of Trustees, pursuant to [Request for Reconsideration of Library Materials Procedures](#).
- C. Patron requests to reconsider specific items already in the Library's collection may be made using the [Request for Reconsideration of Library Materials](#) form.

V. SUPPORTING TENETS

- A. The B&ECPL does not stand *in loco parentis*. Parents and/or legal guardians, not library staff, are responsible for monitoring their children's use of reading, viewing, and listening material.
  
- B. The Buffalo & Erie County Public Library Board of Trustees has adopted and declared that it shall adhere to and support: The B&ECPL Mission Statement and American Library Association's *Library Bill of Rights*.

Adopted January 18, 2001.

Amended June 17, 2010 Resolution 2010-23.

Amended September 19, 2013 Resolution 2013-31.

Amended July 21, 2016 Resolution 2016-28.