



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 Buffalo & Erie County Public Library (B&ECPL) collection (collection) consists of print, audio visual, and electronic materials at its 37 locations and the Library on Wheels. The collection includes, but is not limited to, books, magazines, periodicals, large print titles, audiobooks, eBooks, eAudiobooks, music CDs, DVDs, Blu-ray Discs, and streaming media.

The responsibility for the collection rests with the 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.

This Policy is intended to set forth the principles for selection, evaluation, and maintenance of the collection, and supporting tenets of the B&ECPL. It shall also provide guidance for the selection of materials to the general collection to meet the needs of the diverse communities served by the B&ECPL within budgetary and space limitations.

II. COLLECTION DEVELOPMENT

A. Selection and Acquisition

1. The goal of collection development is to develop and maintain a collection of relevant, popular, and useful library materials for the residents of Erie County.
2. The selection of library materials is based on a comprehensive knowledge of the nature and special characteristics of the various communities of Erie County.
3. The collection will include subjects of lasting value as well as subjects of current local, national, and international interest.

4. Materials may be acquired on the basis of their artistic, historical, literary, or scientific merit, and/or to satisfy the cultural, educational, informational, or recreational interests of the community.
5. Materials are acquired for individuals of all abilities, ages, backgrounds, and educational levels.
6. Materials are acquired in accordance with the principles of freedom to read, view, or hear; no library materials are excluded based on expressions of race, religion, nationality, politics, or social views.
7. The B&ECPL acquires a wide range of materials in a variety of formats.
8. Each type of material is considered in terms of its own merit and its intended audience. General criteria for selection may include, but are not limited to the following:
 - a. Accuracy of content;
 - b. Authoritative reviews;
 - c. Availability;
 - d. Community demand/interest;
 - e. Contribution to subject balance of the entire collection;
 - f. Cost;
 - g. Current and/or anticipated demand;
 - h. Diversity and balance of viewpoint;
 - i. Patterns of use for existing materials;
 - j. Physical quality, durability, and suitability;
 - k. Qualifications and/or reputation of the author, publisher, or producer; and/or
 - l. Relevance and timeliness.
9. Gift materials are judged using the same standards that apply to purchased materials. (See [Gift and Donor Recognition Policy](#).)

B. Maintenance/Deaccession

The collection is maintained by retaining or replacing essential materials and removing, on a systematic basis, those works that are worn, outdated, or no longer in demand.

C. Requests for Addition or Removal

1. Patrons may request to add specific items to the collection using the [Purchase Suggestions](#) form.
2. Patron requests to reconsider specific items already in the B&ECPL's collection may be made using the [Request for Reconsideration of Library Materials](#) form.
3. 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](#).

D. Supporting Tenets

1. 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.
2. The B&ECPL does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author or content of the item.
3. The B&ECPL Board of Trustees has adopted and declared that it shall adhere to and support the B&ECPL Mission Statement and the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

III. SPECIAL COLLECTIONS

- A. Special collections of the B&ECPL including but not limited to manuscripts, scrapbooks, scored music, maps, genealogy resources, rare books, the William A. Miles Center for African and African-American Studies collection, and certain reference and rare materials represent unique resources for research. Therefore special conditions may apply to the management of these collections as determined by the Library Director.
- B. Policies related to management and ownership of special collections at the Central Library and/or Buffalo Branches shall be contained in a separate policy which does not apply system-wide (See [Special Collections Development Policy](#).)

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

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.

Amended September 19, 2019 Resolution 2019-32.