

MATERIAL SELECTION POLICY

BRIDGEPORT PUBLIC LIBRARY MISSION STATEMENT

The Bridgeport Public Library provides information, resources and services that encourage the pursuit of lifelong personal development.

The Bridgeport Public Library is an independent institution that cooperates with other institutions in Michigan and throughout the nation to manage resources effectively and to assist residents of the Bridgeport area in obtaining materials beyond the scope of the library's own collection.

LIBRARY ROLES

The Bridgeport Public Library will:

serve the community as a popular materials center.

The Library will collect, in a variety of formats, those items of high interest and high demand in quantities sufficient to serve the community. The Library will maintain an up-to-date collection of popular fiction and non-fiction materials that reflects current political and cultural issues from a variety of perspectives.

Act as a preschooler's door to learning.

The Library encourages young children to develop an interest in reading and learning through materials and services for children and their families.

Serve as a reference library.

The Library will provide timely, accurate and useful information to community residents.

Act as a resource for independent learners.

The Library will support individuals of all age groups pursuing sustain programs of learning independent of any educational provider.

LIBRARY GOALS

The Bridgeport public Library will strive to:

- Update and expand educational support materials for students of all ages.
- Expand the scope of popular materials for both adults and children.
- Provide items of high interest and demand in a timely manner.

RESPONSIBILITY FOR MATERIALS SELECTION

Materials selection is carried out under the policies and guidelines adopted by the Board of Trustees of the Bridgeport Public Library. Materials selection will be the responsibility of members of the staff who are qualified by education, training, or job responsibilities. The Director will bear the ultimate responsibility for all selection decisions. Patrons and staff are encouraged to submit requests for items not currently in the collection.

GENERAL SELECTION CRITERIA

The Bridgeport Public Library continuously selects materials in a variety of formats. Consistent, intelligible criteria have been developed which govern material selection. Most of the criteria are equally valid for both print and non-print items. Many factors are taken into account before an item is purchased.

Below is a list of criteria that will be used to determine whether items are included in the Bridgeport Public Library collection.

AUTHORITATIVENESS

The background and reputation of the author or creator and publisher or sponsoring body are scrutinized.

ACCURACY

The information presented in the work must be accurate to known facts.

IMPARTIALITY

All sides of an issue should be presented fairly. If there is evidence of bias, it should be openly evident.

RECENCY OF DATA

Information contained in publications must be current as well as accurate. In revised editions, the work must show a significant effort to update material.

ADEQUATE SCOPE

All important aspects of the topic must be covered. An explanation should be presented for topics slighted or left out.

DEPTH OF COVERAGE

The work should go into significant detail. Superficial coverage of topics must be justified.

APPROPRIATENESS

Works need to be presented at a level (vocabulary, visual, etc.) that can be comprehended by the intended user. The length and medium must be suited to the user's level.

ORGANIZATION

The work should be developed in a logical fashion or show artistic merit that validates an illogical development.

STYLE

The style of presentation needs to be appropriate to the material.

AESTHETIC QUALITIES

In addition to informational value, the work may offer a genuine artistic experience or presentation as an added value.

TECHNICAL ASPECTS

Illustrations, visual matter and sound must be clear in focus and faithful to the original. The relationship of the size of the images to the original should be indicated in some way to prevent confusion.

Elements (visual images and audio) must be synchronized. Transitions from one scene to another (in a video) should be clean.

PHYSICAL CHARACTERISTICS

The typeface should suit the format and intended user. The paper, binding, magnetic tape or disc material should be of good quality. The work should be well designed and attractively packaged. The work should be easy to use. Material durability and ease of repair are important factors in the decision to purchase materials.

SPECIAL FEATURES

The presence of bibliographies, indices, appendices, notes and guide to the material is important for many works. If the work is part of a multi-media package, supporting elements must be available.

LIBRARY POTENTIAL

The work should fit into the existing collection concentrations. Works should balance existing viewpoints in the collection or provide further definition to subject areas. The work should be used frequently enough to justify purchase.

COST

The presence of less expensive substitutes will affect selection decisions. Equipment costs necessary to access a work must be considered at the point of selection. Consideration will be given to processing and storage costs. Content permanence and obsolescence should be considered. For emerging media and technologies, consideration will be given to how well the media or technology is established on the open market and whether the media or technology will be subject to dramatic change in the near future.

SPECIFIC SELECTION CRITERIA BY FORMAT

The Bridgeport Public Library collects materials in all formats with the few exceptions noted below. The Library staff will apply the General Selection Criteria outlined above to all print and non-print materials being considered for acquisition.

PRINTED MATERIALS: Printed materials in book form will be considered to form the core of the Bridgeport Public Library collection. When making purchase decisions, each item will be evaluated for patron interest, intellectual merit and technical aspects. In fulfilling the Library's role as a popular material library, patron interest will play a crucial role in selecting printed materials.

COMPACT DISCS: The library will purchase books on compact discs.

DOWNLOADABLE MATERIAL: The library will provide access to downloadable materials for Bridgeport and Spaulding Township residents with valid library cards.

FILM/FILMSTRIPS: The library does not collect film in any form.

COMPUTER SOFTWARE/CD-ROMS: The Library currently receives software programs with book material. The Library also purchases Microsoft Office software for the public computers.

MICROFORMS: The Library will utilize microforms to preserve access to the local newspaper. Editions of the Bridgeport Weekly News are available through the generosity of the Bridgeport Historical Society.

MUSIC SCORES: The Library will collect music notation in book form only: No individual sheet music will be purchased. The nature of this collection will center on popular music.

PAMPHLETS: The Library does not collect pamphlets.

PHONOGRAPHIC RECORDS: The Library does not collect phonographic records.

SERIALS: In addition to the general criteria, serials will be judged on the availability of indexing for their articles and the availability through serial vendors. The Library's collection will focus on popular interest, current events and popular scientific, technical and business related titles. The Library also provides access to full text magazine and newspaper databases through the Michigan Electronic Library and Zinnio.

VIDEO DISCS/DVDS: The library collects entertainment DVDs in the G, PG, PG-13 and R rating classes. The library also collects educational DVDs. Rated R movies are restricted to those aged 18 and above.

WEEDING/DISCARDING LIBRARY MATERIALS

The Board of Trustees of the Bridgeport Public Library recognizes that discarding no longer useful materials for the collection is as important as acquiring new materials for maintaining the vitality of the Library's collection. Therefore, the decision to discard items from the Library's collection will be guided by the same principles governing selection. Items may be discarded when:

Their physical condition makes them unusable or when mending or repair is impractical or not cost effective; however age and physical condition do not unilaterally dictate withdrawal of an item.

- The information within is out of date or superseded by other materials.
- Duplicate copies exist with the Library's collection.
- Circulation records or in-house surveys show the items are not in demand.

This policy applies to both books purchased by the Library and those received as gifts.

This section does not provide for discarding materials due to controversy surrounding the materials. If a patron objects to the inclusion of specific items in the Library's collection, they will submit a request for reconsideration of the item. (See following page).

Discarded materials may be offered to the public for sale, transferred to other libraries, public or educational institutions, donated to non-profit organizations, recycled or disposed in other appropriate ways.

INTELLECTUAL FREEDOM AND CENSORSHIP

It is the policy of the Bridgeport Public Library to purchase materials based on the selection criteria listed in this document. The Library staff and Board of Trustees realize that some materials purchased according to these guidelines may be offensive to certain members of the community. As outlined in its mission statement, the Bridgeport Public library strives to meet the information and recreational needs of all residents within the Library's service area and the Library supports the freedom of residents to seek information. Additionally, the Bridgeport Public library subscribes to the American Library Association's "Library Bill of Rights and its many interpretations, which are included in the appendices to this document. The Bridgeport Public Library is a repository of recorded expression and any attempt to remove materials from this collection or to add materials which do not meet the selection criteria will be addressed by the Director.

PROCEDURES TO REQUEST RECONSIDERATION OF LIBRARY MATERIAL

The Board of Trustees recognizes the right of individuals to question the inclusion of specific materials in the Library's collection. An individual with concerns over specific Library material will be referred to the Director, who is encouraged to listen to the patron's concerns. An individual who continues to have concerns over specific material may fill out a "Request for Material Reconsideration" form. Copies of this form will be available at the circulation desk. This form will allow any patron to express his or her opinion of a specific item in the Library's collection. No request to

reconsider Library materials will be considered if a patron chooses not to fill out a form or if any questions on that form are filled out with misinformation or left blank.

The Director will bring the request to the attention of the Bridgeport Public Library Board of Trustees. The statement and the material in question will be reviewed by the Board and Library and the Library Director, who will determine if the material in question meets the criteria of this policy and the Board will make a recommendation to the Director who will prepare a written reply within thirty days of the complaint.

In the event that a complainant charges that a particular item is not protected under the First Amendment of the Constitution of the United State of America, the onus of proof rests with the plaintiff. Material under question will remain in the active collection until such judicial determination is made.

Adopted 5/1985

Revised 5/2002

Amended July 24, 2018