



BOYNTON BEACH CITY
Library

Collection Development Policy

June 2022

Mission Statement

The Boynton Beach City Library enriches lives by inspiring learning and nurturing creativity.

Purpose of Collection Development Policy

The collection development policy serves as a guide for selection, acquisition, organization, and retention of materials by establishing responsibilities and a process for addressing Library user concerns. The Boynton Beach City Library collection development goal is to provide a broad and balanced collection with the space and financial resources available. This policy assists the staff in building collections that are responsive, relevant, and inspiring for the community. The Library collections and service will continue to evolve as the needs of the Boynton Beach community change. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection that respond to community needs.

The Community

The City of Boynton Beach and surrounding areas of Palm Beach County, Florida include varying economic, racial, ethnic, and educational backgrounds. Boynton Beach City Library has reciprocal agreements with most surrounding libraries. Consideration and understanding of the community are essential for selecting materials and providing services to our Library users.

Selection Principles

In support of its mission, the Boynton Beach City Library fully endorses the principles of the American Library Association documented in the Library Bill of Rights, the Freedom to Read and the Freedom to View statements. The Library upholds the right of the individual to secure information, though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make informed choices in a democracy. The Library neither approves nor disapproves of the views expressed in material included in the collection. The presence of questionable language or attitudes is not in itself a reason to add or remove materials from the collection. The inclusion of an item is not to be considered and endorsement by the Library. Selections for the Library will not be made on the basis of anticipated approval or disapproval, but on the merits of the material in relation to the collection and serving the needs and interest of Library users. The collection is for patrons of all ages, backgrounds, interest, education, and opinions. The Library values intellectual freedom and strives to provide equitable, diverse, and inclusive materials and services.

Responsibility for Selection

The authority and responsibility for the selection of Library materials rests ultimately with the Library Director. Under the Library Director's direction, selection is delegated to professional Librarian staff. All staff members and Library patrons are encouraged to recommend materials for consideration.

Suggestions for Purchase

The Boynton Beach City Library strongly encourages input from the community concerning the collection. A suggestion for purchase procedure enables citizens to request that a particular item be purchased by the Library. All suggestions for purchase are subject to the same selection policy as other materials and are not automatically added to the collection. Suggestions for purchase are used to help the Library in developing collections which serve the interests and needs of the community. Customers can make a material suggestion online in their library account or in person.

Selection Criteria

Tools used in selection include professional journals, trade journals, subject bibliographies, publisher's catalogs and promotional materials, reviews from reputable sources, lists of recommended titles, and sales representatives for specific materials.

Selection for the Library collection is intended to facilitate equitable experiences for engagement, education, and inspiration.

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Popular interest
- Contemporary significance or enduring (award winning, historical) value
- Accurate and current information
- Relevance to the needs and interests of the City of Boynton Beach community
- Readability or ability to sustain interest
- Treatment of subject relative to age of intended audience
- Notable author, publisher, producer or illustrator
- Creative, literary or technical quality
- Positive reviews in publications for library professionals
- Critical assessments in peer reviewed journals
- Appropriate price, format, availability, and ease of use
- Circulation as monitored through the automated system

- Relationship to existing materials in collection and other area libraries

Request for Reconsideration

A Boynton Beach City Library patron may initiate a review of any item in the Library's collection by fully completing a Request for Reconsideration of Library Materials form. The request will be reviewed by the Library Director and the staff in relation to the Library's mission statement and the selection criteria of this collection development policy. A written response will be made by the Library Director communicating the Library's decision. The individual who submitted the Request for Reconsideration may appeal the Library Director's response in writing to the Boynton Beach City Library Advisory Board.

Gifts and Donations

The Library evaluates gifts in accordance with our selection criteria. The decision on the disposal of gift items are discretionary and will be made on the authority of the Library Director. The Library will not accept books or other materials that are not outright gifts to the Library. Personal property, art objects, portraits, antiques, and other objects will be accepted or rejected on a case-by-case basis after review by the Library Director and other appropriate Library staff and must meet a Library materials collection need.

When the Library receives a cash gift for the purchase of memorial books or materials, the selection will be made on the authority of the Library Director, in consultation with the donor.

The Library does not endeavor to provide an appraisal or place a value on a proposed gift of books, art objects, or other materials. The Library will provide to the donor a signed statement acknowledging receipt of the item(s) by request.

Independently Published Material

The Library is often asked to include items in our collection that are written and/or published independently. This can include materials that are self-published/produced or items published through a vanity press company. Boynton Beach City Library looks for material with regional connections and collection relevance that will appeal to a wide audience. A professional review along with a brief summary regarding the material content and publication should be provided for consideration. Preview copies will be treated as a donation and their disposition will be covered under our gifts and donation policy. See the Local Author/Book Policy at boyntonlibrary.org

Displays and Free Literature

The Library has limited space available for displays and literature. Priority is given to Library materials that pertain to the use of the Library or that describe the services, programs, and informational resources available at the Library. If available, Library staff provides space for information materials that would be of interest to the Library's users and City of Boynton Beach residents. Boynton Beach City Library Collection Development policy guidelines apply to these resources.

In addition to information materials, library staff curate displays and bibliographies that highlight specific materials in our collection. Themes of these displays and bibliographies may include internationally or globally recognized observances, notable current events, or seasonal and local topics of interest.

A Library Observances Committee comprised of librarians and other library staff will meet annually to determine the calendar of observances that the library will mark with displays and/or programming. Observances may be added or removed on the basis of how they further our goal of supporting accessibility, diversity, and inclusivity.

Format Considerations

The selection of materials for inclusion in the Library's collection can be limited or enhanced because of the format of the item. The Library endeavors to provide: print, large print, audio, video, and digital formats.

The Collection

Adult Collection

Fiction

The Library's collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. The Library makes every effort to acquire fiction which is representative of the diverse community that it serves and to satisfy the diversity of interests and recreational needs of its users.

Non-Fiction

The Library aims at acquiring materials which provide a core of basic knowledge. The Library collection includes materials which:

- Address contemporary issues
- Provide self-help information
- Facilitate continuing education
- Enhance job-related knowledge and skills

- Increase knowledge of affairs of the community, the country, and the world
- Support business, cultural, recreational and civic interests in the community
- Present different viewpoints on issues
- Nourish intellectual, aesthetic, creative and spiritual growth

Juvenile and Young Adult Materials

Juvenile and young adult materials include general fiction and nonfiction book and electronic resources. Fiction include notable, curriculum related and popular titles. Nonfiction encompasses a broad range of knowledge supporting learning and research at primary and secondary school levels. A young adult collection has been established to satisfy the Library needs of patrons from the approximate age of 13 to 18 years. The type of materials selected differs significantly from the junior high level because of the social, emotional, and intellectual maturity required to read them. Determining the appropriateness of materials for minors is the sole responsibility of the parent or guardian.

Parent Teacher Collection

The Parent Teacher collection is designed to support teachers and parents who are looking for materials that will enrich the educational experiences of their students or children from birth through 12th grade.

Language Materials

The language materials include a small fiction and non-fiction Spanish collection. The Library's collection also includes materials which aid in learning a second language. Such resources include books, including grammars and dictionaries, audio CDs, and videos for learning the languages most frequently studied in the community. The Library subscribes to the Transparent Languages database for language learning.

Digital Resources

The Boynton Beach City Library provides access to a vast array of information available through electronic media. Online information, services, and networks provided directly or indirectly by the Library will be readily, equally, and equitably accessible to all Library users. Providing access to electronic information, services, and networks differs from selecting and purchasing material for the Library's collection, offering unprecedented opportunities to expand the scope of information available to all users. The Library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. It is essential for staff to monitor technological developments so that appropriate and cost-effective collection decisions are made for the Boynton Beach City Library community.

Periodical Collection

The Library's newspaper, magazine, and journal collection, both print and electronic, provides current information aimed at meeting the research and recreational reading needs of the community. The collection also contains periodicals that serve the professional reading and

material review needs of the Library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books. Back issues of current magazines circulate.

Reference Collection

Reference sources include both print and electronic resources with the most complete coverage in the major areas of finance and investment, business, government, history, medicine and science. This collection typically does not circulate. Databases provide access to newspaper, magazine, and subject sources. The reference collection primarily serves as a general informational resource for searches, school reports and community college level research.

Electronic Databases

Research databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the Library staff to enhance and supplement reference service and are available for patron use both in the Library and remotely. Many of the databases contain specialized information beyond the scope of the Library's print collections; others have information that does not exist in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to Library users.

Audio Recordings

Music and spoken word recordings are available in compact disc (CD) formats because of their availability and popularity. The music collection consists of works by major contemporary and classical artists as well as popular music with emphasis on acquiring recordings in a variety of genres including rock, R&B, folk, jazz, and classical music. Many books, both fiction and nonfiction, are also available in audio format and include a variety of genres.

Videos

The Library offers DVDs to meet the recreational and educational needs of adults, young adults, and children. Videos of feature films include highly rated current films as well as film classics, which are of broad family appeal or potential cultural, historical, or aesthetic significance. The Library also has a foreign film collection.

Government Documents

The Boynton Beach City Library is a Florida State Documents Depository. "The Florida State Documents Depository Program, established in 1967, is governed by Chapter 257.05, Florida Statutes. This program was formed to meet the need of researchers and the general public around the state for access to information by and about Florida government. By placing state documents in depository libraries throughout Florida, the program makes state documents from all agencies readily available to the Floridians in a cost-effective and timely manner."

Local History Archives

The Boynton Beach City Library Local History Archives collection includes records that interpret the social, economic, and political development of Boynton Beach and surrounding communities. Information about the Archives collection can be found on the library website at boynton-beach.org/library/archives.

Collection Maintenance

Maintenance of the Library's collection through re-evaluation by the Library staff ensures its usefulness and relevance to the community. This evaluation relies heavily on the staff's professional education and experience in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are withdrawn from the collection.

The Library maintains a disaster plan that designates procedures for the initiation of action should an emergency arise involving the Library's collection.

Appendix

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social

growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
5. *It is not in the public interest to force a reader to accept the prejudgetment of a label characterizing any expression or its author as subversive or dangerous.*
The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.
7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and*

expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Freedom to View Statement

The **Freedom to View**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Request for Reconsideration of Library Materials Form

Name _____

Address _____

City/State/Zip _____

Telephone (if applicable) _____

Cell Phone _____

Do you represent:

1. Yourself
2. An organization (please identify) _____

Resource on which you are commenting:

1. Title of item _____

2. Author of item _____

3. Publisher _____

4. Publication Date _____

5. Item Type (check applicable type)

1. Book
2. Periodical
3. Video/DVD
4. Audio Recording
5. Electronic resources
6. Display
7. Library program

6. What brought this resource to your attention? _____

7. Have you read/viewed the entire work? _____

8. What concerns you about the resource? (Use back of form if needed.) _____

Received By (Library Staff Member Name) _____

Date Received _____

Please return completed form to the Office of Library Director, Boynton Beach City Library