

# BRIDGEPORT LIBRARY

## COLLECTION DEVELOPMENT POLICY

**Library Mission Statement:** The Mission of the Bridgeport Public Library is to provide open access to free resources and programs through knowledgeable staff, to promote literacy in all its forms – written, digital, financial and civic – to connect communities, enable lifelong learning, enrich lives and cultivate curiosity.

### **Purpose**

The purpose of the Bridgeport Public Library collection development policy is to serve as a guide for librarians and to inform the public about the principles upon which materials and information are selected and acquired for the library. These principles apply to any format either currently available or those to be developed in the future. In managing the collection, the Library takes into consideration the budget, and other financial resources, competing demands among materials and various formats, evolving library roles, where to locate material, what to preserve and store, and what to weed or discard.

### **Philosophy**

Fundamental to the collection development principles of this policy is the endorsement of the American Library Association's Library Bill of Rights and its various interpretations. Full text of each document is available at [ala.org/bill of rights](http://ala.org/bill_of_rights), and on the Library's website.

The Library provides free access to all materials selected in print, non-print and electronic or digitized formats (subject to licensing agreements), to all patrons who are free to select or reject any item for their personal use. Those items which may need protection because of rarity, cost, susceptibility to loss or damage, fragility or format unsuited to heavy use, are available on a limited basis.

The Library strives to serve patrons and groups of diverse backgrounds and needs. Responsibility for the reading, listening and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children.

The Library neither promotes nor endorses particular beliefs or views, but provides resources representing a variety of viewpoints for individuals to examine freely in order to make their own decisions. Notwithstanding any apparent provisions to the contrary, the Bridgeport Public Library and Reading Room adheres to and complies with SB2, Sec 11024b in that the Bridgeport Public Library does not prohibit or otherwise limit the availability of any book or related library materials by banning, censoring, or challenging such book or related materials at such library.

## **Community Served**

The City of Bridgeport is home to 148,654 (2023) people in a land area of 19.38 square miles. The City has a long and proud history of manufacturing and banking, industries which began a slow migration out of Bridgeport in the latter part of the twentieth century to relocate elsewhere. Once home primarily to those of an eastern and western European background, Bridgeport not welcomes immigrants and new Americans from a greater variety of Spanish speaking countries, Haiti, Asia, Africa and the Middle East.

## **Scope of Burroughs-Saden Memorial Library**

The Burroughs-Saden Memorial Public Library is the main library, which as a whole serves the City of Bridgeport. Each of its public departments is large and comprehensive in scope. Additionally, the main library is a system-wide resource for its branch libraries.

Youth Services collects materials for ages 0-18 years old to meet their recreational and educational needs. The collection includes print material: fiction and non-fiction materials, which support homework assignments, graphic novels, and magazines. Older and out-of-print books are housed in the back stack area. Non-print audio-visual materials (available in a variety of media to stay current with technological trends), museum passes (primarily for Connecticut venues or such other locations at the discretion of the City Librarian) and digital resources.

Adult Services provides fiction and non-fiction books, housed in open and closed stacks, music, foreign language, large print, literacy, and audiovisual materials.

Reference and Research consists of the greatest concentration of non-fiction books and magazines available in both open and closed stacks. Extensive reference materials complement computer database subscription services for research. This department also collects designated government documents sent to the Library as part of the Federal and state depository program to make government information available to the public. Public access computers are available for Internet use and productivity software.

## **Scope of the Branch Libraries**

The five branch libraries serve specific neighborhoods in the City. The interests and needs of the actual and potential users of the branch are evaluated so that each library has a collection reflecting the community that it serves. Each branch has core reference materials, books, magazines, and media materials for children and adults appropriate to its size and mission. Budget and space limit the branch collection to materials of high interest to its patrons. The branches also provide public access computers for office and business applications in addition to Internet searching.

## **Scope of the Bridgeport History Center**

The Bridgeport History Center consists of special collections and archives which encompass local history and many resources to aid patrons in researching their family histories. Its primary objectives include locating, preserving, and making available to researchers the documentary evidence of Bridgeport's history. Collection strengths include photographs, architectural drawings, personal and institutional records, oral histories, government reports, newspaper and

clipping files, maps, and biographical information. These collections are valuable historical resources, which are intended to be protected in perpetuity.

### **Scope of Electronic Collections**

The Library recognizes that electronic resources are now the medium of choice among many users. At the same time, many library patrons are not comfortable with media besides paper. It will be necessary for the library to collect the same materials in multiple formats for the foreseeable future. Rapid expansion of the Library's collection in the areas of eBooks, eMagazines, databases and other electronic formats is viewed as essential to the future of the Library. The Library may utilize a patron-driven acquisition model for some online collections.

### **Criteria for Collection**

Regardless of format, there is no single standard or even groups of standards that can be applied in every case as criteria for selection of every format. Overall, librarians balance their awareness of the needs and interests of individuals and the community against critical evaluation of material, budget, space considerations, knowledge of the collection's strengths and weaknesses and the availability and accessibility of alternative sources online. Evaluation considerations include but are not limited to:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget
- Textbooks only if they are the best basic resource available

In addition to circulation statistics, direct and indirect indicators are used as guidelines, including:

- Purchase suggestions
- Lists of missing items
- Items needing repair or replacement
- Interlibrary and intralibrary loan requests
- Suggestions by Library staff

An annual allocation of the subscription and material acquisitions shall be developed at the beginning of each fiscal year once the Board of Directors has determined the budget. The allocation should be reviewed every three months based upon any analytics available that indicate acquisition allocations should be altered.

All criteria are measured by the professional judgement, knowledge and experience of the Bridgeport Public Library staff.

### **Responsibilities for Selection**

Although professional librarians are delegated to interpret and guide the application of this policy, final responsibility for material selection lies with the City Librarian. Additionally, analytical tools as available may be used to determine the acquisition of material.

### **Americans with disabilities Act (ADA)**

The Library will continue to consider materials and equipment that enable individuals with disabilities to utilize its facilities and resources.

### **Endowments**

The Bridgeport Public Library is privileged to have a number of restricted and unrestricted endowments in which the primary funding is invested and only the interest is spent according to the stipulations of generous donors(s). See appendix.

### **Gifts and Donations**

The Library welcomes material gifts and donations but all donated material is subject to the same criteria used for the selection and withdrawal of purchased materials.

### **Supplemental shared Resources**

#### **Bibliomation**

Bridgeport Public Library is a member of Bibliomation – Connecticut’s largest library consortium. Over 75 libraries and schools share an Evergreen system with centralized cataloging and a shared computer network. Bibliomation is Connecticut’s only open source consortium.

#### **Interlibrary Loan**

Interlibrary Loan is a transaction in which the Bridgeport Public Library may borrow materials directly from another Connecticut library on behalf of a patron, or another Connecticut library borrows materials from the Bridgeport Public Library on behalf of its patrons.

Interlibrary Loan is intended to complement local collections and is not a substitute for good library collections able to meet the routine needs of local types and sizes of libraries. The interlibrary loan service is based upon a belief that no library, however large or well supported, is self-sufficient in today’s world.

#### **Connecticard**

Connecticard is a cooperative program among the State’s public libraries, administered by the State Library under section 11-31 of the General Statutes of Connecticut that allows any resident of the state to use the borrower card issued by their home public library to borrow from any other public library in the state. Materials borrowed are delivered to the owning library by Connecticut’s library delivery service, Connecticard.

#### **State-wide Shared Databases (ResearchIT)**

State-wide shared databases in conjunction with Connecticut higher education and libraries provide all students, faculty and residents with online access to essential library and information resources. A core level of information resources, including secured access to licensed databases,

is available to every citizen in Connecticut. In addition, specialized research information is available to every citizen in Connecticut. In addition, specialized research information is available to college students and faculty.

### **Reconsideration of Materials**

The Bridgeport Public Library selects materials using established criteria and full consideration of the varying age groups and backgrounds of customers. Requests for removal of items from the collection may be made using a “Reconsideration of Library Material” form, which is available at any library location. Staff members review the request in relation to the Library’s mission and selection criteria. The City Librarian will review the request and reply within thirty days of receipt of the request. The item in question will not be removed from the shelf during the reconsideration process.

### **Collection Maintenance**

#### **Philosophy of Collection Maintenance:**

The Library’s collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff members review the collection regularly to maintain its vitality and usefulness to the community.

#### **Responsibility for Collection Maintenance**

The final authority for the Library collection rests with the Library Board of Directors. Implementation of collection development policy and management of the collection is assigned to Library staff. The Bridgeport Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal. It is recommended to use the CREW method as guidance in making these decisions. The Friends of the Library serve as an instrument for the Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

#### **Revision of Policy**

Given the rapid nature of change in technology, information formats, and access to information, this policy should be revised no less frequently than three (3) years by the City Librarian and staff members as assigned. The revised policy will be presented to the Bridgeport Public Library Board of Directors for approval.

Rev. 12/31/2014; Rev. 2/1/2018; 10/18/2023; 11/15/23

Approved by the Library Board of Directors: 11/15/2023