PALM BEACH COUNTY LIBRARY SYSTEM

TO: ALL LIBRARY STAFF

FROM: DOUGLAS CRANE
LIBRARY DIRECTOR

PREPARED BY: INTELLECTUAL RESOURCES

SUBJECT: COLLECTION DEVELOPMENT POLICY

PPM #: CLO – 1100

ISSUE DATE
September 1, 2022

EFFECTIVE DATE
September 1, 2022

PURPOSE: To establish a collection development plan that serves as a guideline for selection and evaluation for Library staff involved in collection development and as a tool to inform the public of the principles used for the selection of various materials in physical or electronic formats.

UPDATES: Future updates to this PPM are the responsibility of the Intellectual Resources Manager.

AUTHORITY: The Library Mission Statement; PPM #CLO-001; The American Library Association (ALA) Library Bill of Rights (see Attachment A); The Freedom to Read Statement (see Attachment B); The Freedom to View Statement (see Attachment C); Book Selection Policy, Palm Beach County Library Advisory Board Resolution, December 1968 (see Attachment D); Standards for Florida Public Libraries, Florida Library Association, Objective 4.1;SEFLIN Freedom to Read Statement (see Attachment E); Diverse Collections: An Interpretation of the Library Bill of Rights (see Attachment F).

DEFINITIONS: "Materials" has the widest possible meaning and includes print media, non-traditional physical items, audiovisual, digital, and other electronic formats. Materials may be owned or leased by the library, housed in a physical location, downloaded or streamed, or otherwise accessed via the library's website, online services, or applications.

"Selection" refers to the decision that is made by Library staff to add a specific item to the Palm Beach County Library System's collection and make it accessible in either a physical location or via the library's website or other online services or applications.

"Intellectual Freedom" is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

POLICY: Free access to library materials is provided to satisfy the diverse personal, educational and professional needs of the community served by the Palm Beach County Library System.

This community includes the Palm Beach County Library District and the cities in the Library Cooperative as defined in #CLO-100.

The collection provides reference and popular works, non-print materials, and electronic media for all ages. As new technology becomes available, formats and materials may change. The Library strives to maintain a useful and up to date collection for the community.

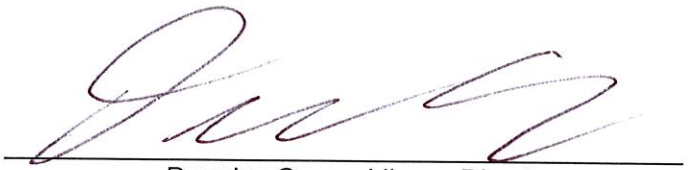
Ultimate responsibility for collection development rests with the Library Director. The Collection Development Librarians are directly responsible for selecting materials in their assigned areas with input from public service staff and members of the public. Librarians involved in collection development have a professional responsibility to protect members' rights to Intellectual Freedom. This includes protecting the library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subject areas that meet the needs of the community.

The freedom to choose what to read and view is firmly rooted in the First Amendment to the United States Constitution which guarantees Freedom of Speech and Freedom of the Press. The Palm Beach County Library System recognizes that not every item is right for every library member. Members have the right and responsibility to guide their own library usage; that right does not extend to other members. Parents and Guardians have the right and responsibility to guide their children's or minor's library usage; that right, however, does not extend to other people's children or minors. Protecting the right to read and view defends individuals right to free expression, demonstrates tolerance and respect for opposing points of view, and takes action to preserve a democratic society.

The Collection Development Manager works with the Intellectual Resources Manager to develop materials selection criteria and policies, oversee the selection process, and defend Intellectual Freedom challenges.

The principles of this policy are supported by PPMs #CLO-1101 and #CLO-1103 on materials selections; #CLO-1104 on materials donations; #CLO-1106 on collection evaluation and weeding; #CLO-1105 on inventory control; #CLO-1107 on access to electronic information; and #CLO-1102 on member requests for reconsideration of materials.

The Palm Beach County Library subscribes fully to the principles of the American Library Association as stated in its Library Bill of Rights, the Freedom to Read statement, and the Freedom to View statement.

APPROVED BY: 

Douglas Crane, Library Director

Supersession History:

PPM #CLO-1100 Issued June 30, 1988
Revised June 1, 1991
July 26, 1995
May 26, 1999
April 29, 2011

Attachments:
Attachment A – The American Library Association (ALA) Library Bill of Rights
Attachment B – The Freedom to Read Statement
Attachment C – The Freedom to View Statement
Attachment D - Book Selection Policy, Palm Beach County Library Advisory Board Resolution, December 1968
Attachment E - SEFLIN Freedom to Read Statement
Attachment F - Diverse Collections: An Interpretation of the Library Bill of Rights