
BAYPORT PUBLIC LIBRARY **POLICY ON INFORMATIONAL RESOURCES**

The Library provides access to a variety of resources to meet the information and recreation needs of individuals and the community. Materials are selected and made available for use in libraries, by loan or by distribution or via the BPL Website (www.bayportlibrary.org). The Library provides Internet access for the public at computer workstations. The Library also purchases a broad range of electronic resources, including databases and reference materials, and has trained staff to assist customers in their use.

1. The Library ensures the availability of current information on needed subjects by continually selecting new resources for addition to collections and by reviewing existing resources for retention. Because of budget and space limitations, the Library cannot acquire and retain every useful title but will consider the merits of the title considered as a whole in relation to the Library's mission and policies. A wide variety of resources are provided to meet the diverse interests and needs of city residents. Some of these resources may be controversial and any given title may offend some library users. The Library will not censor in its selection practices and selection will not be made on the basis of any anticipated approval or disapproval by individuals.
2. The Library's priority is to acquire and retain resources that have broad current and potential user demand. Specialized resources and curriculum materials are considered for acquisition if they also are of general interest. Staff selectors use their professional training and experience to make decisions about adding and retaining resources and consider many factors including:
 - a. User requests and other indications of need and potential user demand
 - b. Coverage of the subject in Bayport Public Library collections
 - c. Availability of resources from other libraries and other sources
 - d. Quality of the work indicated through reviews
 - e. Reputation of the author
 - f. Depth and comprehensiveness of treatment of subject matter
 - g. Timeliness and reliability of information
3. As a source of information about the community, we acquire and make available various publications and information produced by local agencies. Depending on space available, these materials may be posted or kept on file for public use.
4. Collections include a variety of print and non-print materials formats, such as DVDs, CDs, downloadable books, etc. Decisions to acquire or retain formats are made after considering the potential for and/or demonstrated use; effectiveness in communicating content; and projected durability.
5. Resources are reviewed regularly by Library staff for retention and may be reviewed on request to determine how well an item continues to meet Library objectives, potential for continued use, physical condition and space available to house the item. Some or all copies of items with reduced potential for use may be disposed of through sales or donations to other agencies.
6. Users may request that the Library Director reconsider items held in the Library Collection. The Library Director or designee(s) will review the material in a timely fashion. The Library Director will respond in writing to the user with the disposition of the user's request for reconsideration. Users may appeal the Director's decision to the Library Board. Appeals must be made in writing to the

Library Board. The Library Board will provide a hearing at a regularly scheduled Board meeting and will make a decision on reconsideration within 60 days of the hearing.

7. The “Library Bill of Rights” and its interpretations, adopted by the Council of the American Library Association, are incorporated into this policy on library resources as appendix “A”.

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